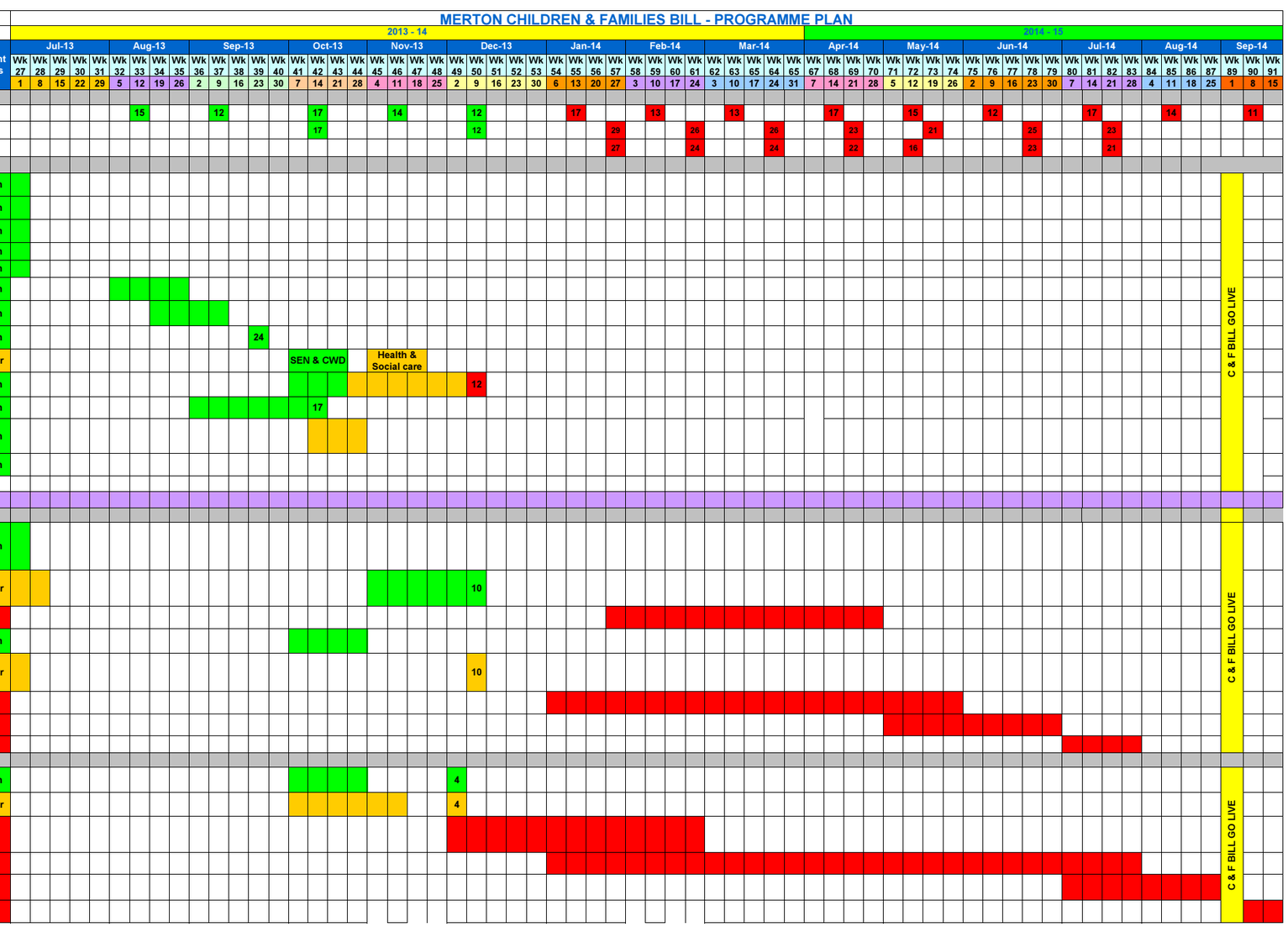
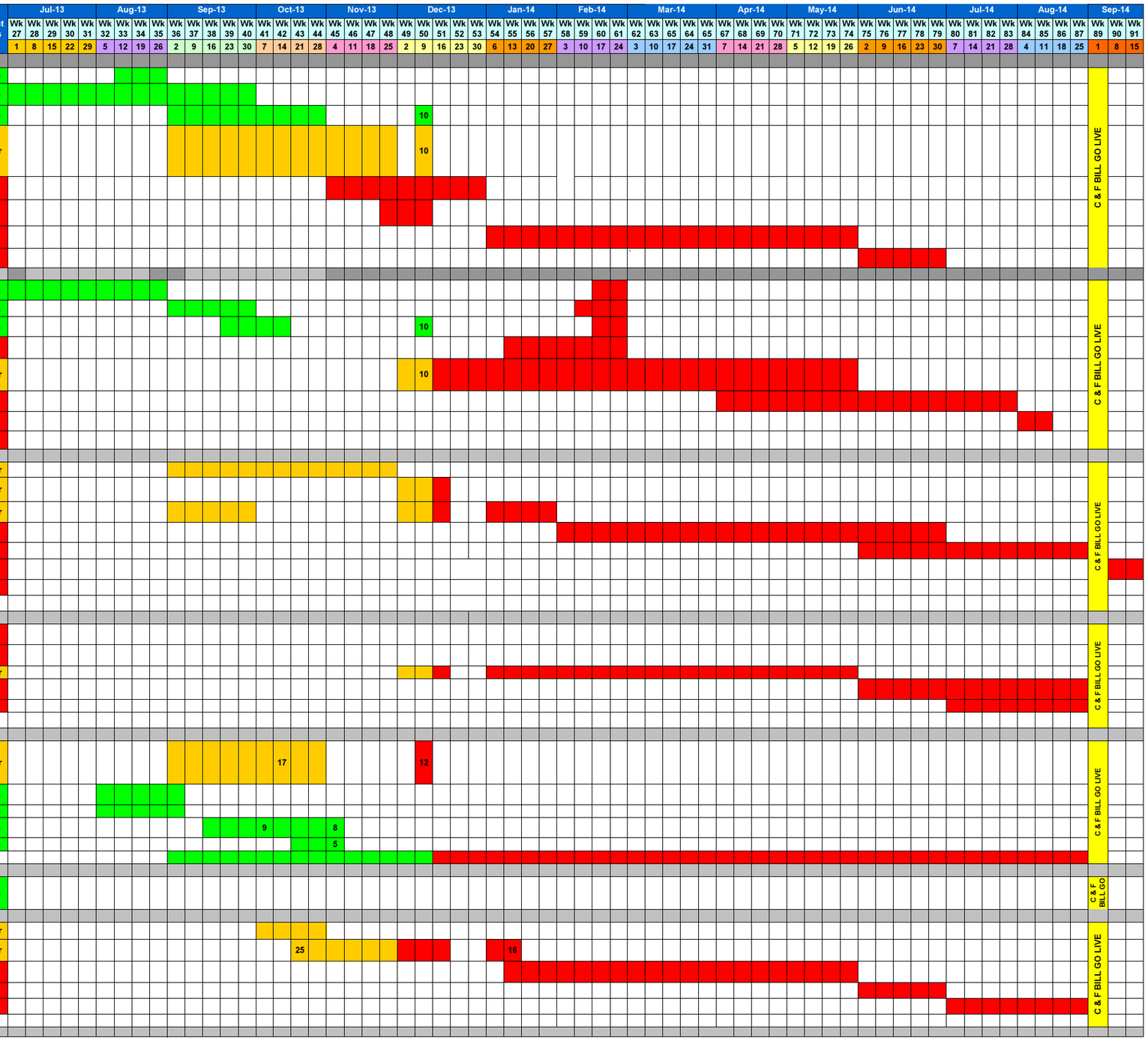
Children's & Families Bill Legislation — **High Level Milestone Plan v15**

MERTON CHILDREN & FAMILIES BILL - PROGRAMME PLAN

2013 - 14: Jul-13, Aug-13, Sep-13, Oct-13, Nov-13, Dec-13, Jan-14, Feb-14, Mar-14
2014 - 15: Apr-14, May-14, Jun-14, Jul-14, Aug-14, Sep-14

	Key Activities	Responsible Lead Person	Start Date	End Date	Current Status
	GOVERNANCE				
	DMT (Executive Steering Group)	Janet Martin	n/a	n/a	
	Programme Board (tbc)	Jan Martin	08/08/13	01/09/14	
	Workstream Leads Meeting (tbc)	Various	01/10/13	01/09/14	
	PHASE 1 - PROGRAMME INITIATION	KB / GK			
1.1	Define Project Terms of Reference	Kaye Beeson	01/01/13	28/04/13	Green
1.2	Initial Business Case	Kaye Beeson	01/01/13	29/04/13	Green
1.3	Project Initiation Document - Initial	Kaye Beeson	21/01/13	30/04/13	Green
1.4	Project plans approval (DMT)	JM / KB	28/02/13	31/05/13	Green
1.5	Project status confirmed	Janet Martin	01/01/13	31/05/13	Green
1.6	Develop High Level Action Plan & Individual Workstream Plans	Kaye Beeson	01/02/13	31/05/13	Green
1.7	SEND Partnership Development Launch Session (including event preparation)	KB / GK	31/03/13	30/09/13	Green
1.8	Project plans to SEND & Inclusion steering group??	KB / GK	31/03/13	30/09/13	Green
1.9	Establish Baseline Budget & Data set	Kaye Beeson	31/03/13	30/09/13	Amber
1.10	Communication & Consultation Strategy developed & APPROVED	Gary King	01/04/13	30/09/13	Green
1.11	Establish Programme Board	Kaye Beeson	31/03/13	30/09/13	Green
1.12	Establish and confirm workstream leads & group members (realignment of staff if necessary)	JM / KB	01/01/13	30/09/13	Green
1.13	Project readiness for Design & Build Phase confirmed	Janet Martin	01/01/13	20/01/13	Green
	PROJECT / WORKSTREAMS				
2	PREPARATION FOR ADULTHOOD	Paula Jewes			
2.1	Transition – re-align current SENDIS teams within SENDIS with a view to enhancing Transition focus. Identify Service delivery and priorities.	KB	01/01/13	01/04/13	Green
2.3	Establish areas in need of improvement with regards transition and current engagement with schools		01/05/13	10/12/13	Amber
2.4	Consult with CYP on what they want re transitions		27/01/14		Red
2.6	Identify CYP with SEND at key transition points		01/05/13	31/10/13	Green
2.7	Identification of Transition work required & gap analysis for integrated working with Adult Social Care & Health		01/01/13	20/01/14	Amber
2.8	Test developed outputs with user groups & professionals		03/03/14	01/09/14	Red
2.9	Agree Finance/Budget Process & Commissioning Strategy				Red
2.10	WORKSTREAM Sign off				Red
3	LOCAL OFFER	Jan Martin			
3.1	Establish the workstream group		01/10/13	30/10/13	Green
3.2	Establish areas of activity & workstream membership		01/10/13	18/11/13	Amber
3.3	Design & improve Local Offer : 1) Accessibility, 2) Develop for 0-25's, 3) Transparent and realistic		01/12/13	28/02/14	Red
3.4	Test redesign with user groups (various stages)		01/03/14	31/07/14	Red
3.5	Test LB Merton Local Offer vs. published guidance in C&F Bill		01/07/14	31/08/14	Red
3.6	Local Offer published in accordance with C&F Bill		01/09/14		Red



	Key Activities	Responsible Person	Original Planned Start Date	Original Planned End Date	Current Status
4	ASSESSMENT FRAMEWORK	K Beeson			
4.1	Identify workstream areas of activity	KB	30/06/13	30/07/13	Green
4.2	Identify key legislative changes and what needs to change	KB/GK	01/01/13	01/09/14	Green
4.3	Establish workstream & relevant participation	KB	31/07/13	05/11/13	Green
4.4	" AS IS " pathway mapping for current baseline (inclusive of single assessment framework with links to single assessment/CASA/Health) assessment tools and metrics		01/09/13	26/11/13	Amber
4.5	TO BE pathway - developed and mapped for new legislation		01/11/13	22/01/14	Red
4.6	Test developed outputs with user groups & other professionals		01/02/14	30/06/14	Red
4.7	PILOT and evaluate AF		30/03/14	01/07/14	Red
4.8	Final workstream/pilot sign off				Red
5	EDUCATION HEALTH & CARE PLAN	KB			
5.1	Identify key legislative changes and what needs to change		30/04/13	01/09/14	Green
5.2	Identify workstream areas of activity	KB	30/06/13	30/07/13	Green
5.3	Establish workstream & relevant participation	KB/GK	30/07/13	05/11/13	Green
5.4	Select Special school & mainstream school for pilot for assessment and EHCP		02/01/14	01/07/14	Red
5.5	Devise & develop draft Plan (Person & outcome focused, identifies areas of need and fulfills statutory duties)		14/11/13	01/05/14	Amber
5.6	Pilot & Evaluate (Summer Term)		30/03/14	01/07/14	Red
5.7	Final workstream sign off			01/08/14	Red
5.8					Red
6	PERSONAL BUDGETS	M Lawson			
6.1	Identify workstream areas of activity		01/11/13	31/01/14	Amber
6.2	Establish workstream co-ordinators & relevant participation				Amber
6.3	Identify key legislative changes and what needs to change				Amber
6.4	Design the Personal Budget offering		03/02/14		Red
6.5	Pilot & Evaluate		02/06/14		Red
6.6	Complete Personal Budget Business Case and obtain Executive Sign off				Red
6.7	Final workstream sign off				Red
6.8					
7	WORKFORCE DEVELOPMENT	Jan Martin			
7.1	Establish recruitment and retention activities		30/09/13	31/01/14	Red
7.2	Establish workforce needs via audit of skills		01/02/14	01/09/14	Red
7.3	Identify key areas of development		02/12/13	31/05/14	Amber
7.4	Establish training programme via recruitment and retention		01/06/14	01/09/14	Red
7.5	Develop QA framework		01/07/14	01/09/14	Red
8	COMMUNICATIONS & CONSULTATION	GK			
8.1	Develop a robust communication strategy which ensures views of stakeholders are captured and involvement in developments.	GK / KB	01/04/13	12/12/13	Amber
8.2	Identify areas of activity requiring consultation	GK / KB	01/04/13	31/10/13	Green
8.3	Identify Key Stakeholders	GK / KB	01/04/13	31/10/13	Green
8.4	Merton Partnership sessions: Parents and CYP	GK / KB	01/04/13	08/11/13	Green
8.5	Parent Engagement Strat. (Kid's First)	GK/CW (PPO)	21/10/13	08/11/13	Green
8.6	Implement Communications Strategy		25/11/13	31/08/14	
9	Practical & Project Management	KB			
9.1	Council (CSF & ASC) Schools, Settings clearly identify provision & services in accordance with legislation	KB	01/01/13	01/08/13	Green
10	I.T.				
10.1	Establish I.T. as is for services	Sam Powell	01/10/13	30/12/13	Amber
10.2	Establish new I.T. requirements needed for staff	Sam Powell & GK	25/10/13	16/01/14	Amber
10.3	Specify / Design / Commission I.T. system to meet key elements of the Bill	Various	19/01/14	30/05/14	Red
10.4	Business Case - I.T. needed for C&F Bill				Red
10.5	System Implementation				Red