

APPENDIX 1

Wirral Council All Age Disability Review - Implementation work programme

Project Plan as of 29th January 2024

Notes:
In the Gantt Chart, pale colour indicates the timeline set out in the proposal to committee. Darker colours are the specific timeline for activity.
To shade the Gantt chart with the darker colour, type the first letter of the relevant workstream into the box you want to shade

Status Key		
Achieved	On Target	Work not commenced yet but planned for completion
Date is at Risk	Action and Target Date at risk	

Theme	Workstream Lead	Specific project	Keys Actions	Who	Timeline and Status
Planning and Preparation	Facilitate Consultancy	Planning and Preparation	Develop scope for EHCP	Donna Dean; Clare Steele	Jul-23
			Establish Facilitate's responsibility	Donna Dean; Jean Stephens	Jul-23
			Approve scope for EHCP desktop review	Jean Stephens	Jul-23
			Develop scope for Transitions Policy refresh and AAD Strategy development	Donna Dean; Clare Steele	Jul-23
			Approve scope for Transitions Policy refresh and AAD Strategy development	Jean Stephens	Jul-23
			Develop information log, including RAID	Clare Steele	Jul-23
			Identify key stakeholders	Donna Dean; Jean Stephens	Jul-23
			Organise catch up meetings	Clare Steele	Jul-23
			Agree governance arrangements	Jean Stephens	Jul-23
Housing	Facilitate Consultancy	C&M LD&AHousing Options Strategy	Complete tender	C&M Transformation Team	Jun-23
			Establish steering group	C&M Transformation Team	Jun-23
			Programme initiation with consultant	C&M Transformation Team	Jun-23
			Identify Wirral Lead	Wirral Council - Jayne Marshall	Jul-23
			Identify Commissioning Lead	Wirral Council - Jayne Marshall	Jul-23
			Identify national/regional best practice for increasing options	Consultant	Aug-23
			Produce gap analysis using existing C&M housing baseline	Consultant	Aug-23
			Produce a draft strategy	Consultant	Sep-23
			Identify who to review strategy	Wirral Council - Jayne Marshall	Sep-23
			Review draft strategy	Wirral Council - Jayne Marshall	Dec-23
			Produce final strategy	Consultant	Jan-24
			Council governance Approval to Adults Social Care & Public Health Committee in March 2024	Jayne Marshall	Mar-23
			Starting Earlier and Timeliness	Facilitate Consultancy	EHCP Desktop Review
Meet with customers	Donna Dean; Clare Steele	Jul-23			
Develop data capture template	Clare Steele	Sep-23			

			Provide anonymised EHCP plans	Wirral Council Childrens	Oct-23	
			Complete reviews	Donna Dean; Clare Steele	Nov-23	
			Undertake analysis	Donna Dean; Clare Steele	Nov-23	
			Provide finance data about cases	Wirral Council	Nov-23	
			Develop assumptions	Donna Dean; Clare Steele	Dec-23	
			Quantify cost avoidance opportunities	Donna Dean; Clare Steele	Dec-23	
			Develop report on findings;	Donna Dean; Clare Steele	Jan-24	
			Review and approve report	Wirral Council - Jean Stephens	Jan-24	
	Facilitate Consultancy	Coproduce All Age Disability Strategy and PFA Transitions Protocols		Provide copy of current strategy	Wirral Council	Jul-23
				Provide copy of current policy	Wirral Council	Jul-23
				Identify key stakeholders	Donna Dean; Clare Steele	Jul-23
				Agree governance and approvals process	Donna Dean; Clare Steele; Jean Stephens	Jul-23
				Meet key stakeholders	Donna Dean; Clare Steele	Aug-23
				Review current strategy	Clare Steele	Sep-23
				Review current policy	Donna Dean; Clare Steele	Sep-23
				Research existing best practice examples (Strategy & Protocols)	Clare Steele	Sep-23
				Engage with AAD Partnership Board re coproducing strategy	Donna Dean; Clare Steele; Jean Stephens	Sep-23
				Agree approach to codesign strategy	Donna Dean; Clare Steele; Jean Stephens	Sep-23
				Establish meetings/workshops for strategy	Clare Steele	Sep-23
				Prepare for meetings/workshops for strategy	Donna Dean; Clare Steele	Sep-23
			Capture Thomas' story for storyboard	Donna Dean, Clare Steele	Sep-23	
			Deliver meetings/workshops for strategy	Donna Dean; Clare Steele	Sep-23	
			Develop strategy questionnaire to parent carers	Donna Dean; Clare Steele	Nov-23	
			Approve strategy questionnaire to parent carers	Parent carer group	Nov-23	
			Distribute strategy questionnaire to parent carers	Clare Steele	Nov-23	
			Prepare first draft of strategy	Donna Dean; Clare Steele	Jan-24	
			Send strategy for final review with stakeholders	Donna Dean; Clare Steele, Nikki Smith	Jan-24	
			Make amendments to strategy and resend for review	Donna Dean; Clare Steele	Jan-24	
			Final Approval of draft Strategy at ASC&PH committee	Jean Stephens	Mar-24	
			Produce Easy Read summary of strategy	Donna Dean; Clare Steele, Nikki Smith	Mar-24	
			Agree approach to codesign PFA transitions Protocol	Donna Dean; Clare Steele; Jean Stephens	Sep-23	
			Establish meetings/workshops for PFA transitions Protocol	Clare Steele	Nov-23	
			Prepare for meetings/workshops for PFA transitions Protocol	Donna Dean; Clare Steele	Nov-23	
			Deliver meetings/workshops for PFA transitions Protocol	Donna Dean; Clare Steele	Nov-23	
			Prepare first draft of PFA transitions Protocol	Donna Dean; Clare Steele	Feb-24	
			Send PFA transitions Protocol for review with stakeholders	Nikki Smith	Feb-24	
	Make amendments to PFA transitions Protocol and resend for review	Donna Dean; Clare Steele	Feb-24			
	Final Approval of PFA transitions Protocol	Jean Stephens	Feb-24			
	Produce Easy Read versions of PFA transitions Protocol	Nikki Smith to coordinate with supplier	Feb-24			
	Governance approval for draft strategy by ASC and PH Committee & Childrens, Families and Education Committee	Wirral Council - Jean Stephens	Mar-24			
	Impower Consultancy	Produce a report outlining current service model, demand trajectory and recommendations for a to be 'ways of working' model for capturing a person's needs, strengths, aspirations and desired outcomes of their	To develop an agreed scope of work	Jean Stephens / Impower Consultants	Dec-23	
			To develop an agreed project outcomes, deliverables and milestones	Jean Stephens / Impower Consultants	Jan-24	
			Demand trajectory model	Impower Consultants	Feb-24	
			Level of available resource	Impower Consultants	Feb-24	

		desired outcomes as they prepare and transition for adulthood.	Skill mix of teams	Impower Consultants	Feb-24	
			Caseloads, Numbers of assessments completed, Backlog and waiting times	Impower Consultants	Feb-24	
			Current processes and ways of working	Impower Consultants	Feb-24	
			Current contractual arrangements and contract management metrics	Impower Consultants	Feb-24	
			Building on deep dive into current cases, recommendations for capturing a person's needs, strengths, aspirations and desired outcomes.	Impower Consultants	Feb-24	
			Identify and engage with key stakeholders	Jean Stephens / Impower Consultants	Ongoing	
			Produce draft report for review by Jean Stephens	Impower Consultants	Feb-24	
			Approval of report via project board	Jean Stephens / Impower Consultants	Mar-24	
Better, Accessible and relevant information advice and guidance for people, parents and carers	AAD Manager started 15/01/24	EHCP Pathways from Education, Health & CSC	Codesign the EHCP pathway from education	Sarah Turner / key partners	Jun-24	
			Codesign the EHCP pathway from health	Sarah Turner / key partners	Jun-24	
			Codesign the EHCP pathway from children's social care	Sarah Turner / key partners	Jun-24	
	AAD Manager started 15/01/24	PFA Info, Advice and Guidance	Develop age appropriate information, advice and guidance for young people on Preparing for Adulthood (deliniated by age 14-18)	Sarah Turner / key partners	Jun-24	
			Develop age appropriate information, advice and guidance for parents and carers on Preparing for Adulthood (deliniated by age 14-18)	Sarah Turner / key partners	Jun-24	
			Develop age appropriate information, advice and guidance for professionals on Preparing for Adulthood (deliniated by age 14-18)	Sarah Turner / key partners	Jun-24	
			Ensure appropriate channels for communicating	Sarah Turner / key partners	Jun-24	
	AAD Manager started 15/01/24	ASC Contribution to EHCPs by age	Consider and codesign what ASC will commit to as part of the EHCP review process for young people by year group	Sarah Turner / key partners	Jun-24	
	Supported Employment, Volunteering and Training	Operations Manager (Day Services) Impower Consultants	Coproduct a supported employment, volunteering and training framework (Plan) that sets out strategy to improve employment rates and outcomes for people with disabilities	Develop scope/terms of reference for supported employment, volunteering and training strategy/Plan	Karen Smith / supported employment strategy group	Jul-23
				Produce draft strategic framework	Karen Smith / supported employment strategy group	Sep-23
Produce one-page charter outlining ambition for Supported Employment in Wirral				Impower Consultancy/Karen Smith	Feb-24	
Produce demand and trajectory model				Impower Consultancy/Karen Smith	Feb-24	
Produce a report including map of current Supported Employment initiatives in Wirral and opportunities to improve pathways				Impower Consultancy/Karen Smith	Feb-24	
Research existing best practice examples				Impower Consultancy/Karen Smith	Feb-24	
Produce Impact metrics and targets agreed				Impower Consultancy/Karen Smith	Feb-24	
Produce a delivery plan for next steps				Impower Consultancy/Karen Smith	Feb-24	
Identify and engage with key stakeholders				Impower Consultancy/Karen Smith	Ongoing	
Review draft strategy				Jean Stephens	Mar-24	
Produce final draft of strategy (plan) including Easy Read				Karen Smith / supported employment strategy group	Apr-24	
Governance approval for draft strategy by ASC and PH Committee				Jean Stephens	Jul-24	

