

**Workstream:** Supporting people in Surrey to fulfil their potential

**Executive Sponsor(s):** Rob Moran, Chief Executive- Elmbridge Borough Council

**Strategy lead(s):** Dave Hill, Executive Director for Children, Life Long Learning and Culture CBE- Surrey County Council  
Michael Coughlin, Executive Director for Transformation, Partnerships and Prosperity- Surrey County Council

**Programme manager:** Victoria Berry, Policy and Programme Manager, Health and Social Care Integration- Surrey County Council

**N.B: Please note this document has been converted from its original Microsoft Excel format so it can be printed in A3.**



Workstream Programme 5 year plan															
Ref	Activity	Accountability	Dependencies										Start date	End date	RAG
			Internal to workstream	System Capability: Programme management	System Capability: Digital and technology	System Capability: Devolution and incentives	System Capability: Governance	System Capability: Workforce	System Capability: Intelligence	System Capability: Estates	System Capability: Community development				
<b>Identify opportunities through the First 1000 days and Early Years teams to improve school readiness rates for children with free school meal status (Trudy Mills)</b>															
Define and develop activity															
1.1	teams to improve school readiness rates for children with free school meal status	Trudy Mills	x												
1.2	Ensure the multi-agency SEND transformation "systems" plan, in particular the 0-4 SEND System project, is central to and supports the work within this area	Trudy Mills	x												
1.3	Identify lead to populate project plan	Trudy Mills		x									01/11/19	24/12/19	Amber
<b>[PLACEHOLDER] Use the work developed by Surrey Youth Focus in the "think tank" as a conduit for developing a whole strategy for anti-social behaviour</b>															
2.1	To be progressed subject to Community Safety Board merging														
<b>[PLACEHOLDER] Roll out the public health approach to tackling serious youth violence</b>															
3.1	To be progressed subject to Community Safety Board merging														
<b>Build upon existing work with unaccompanied asylum seekers to ensure practice in Surrey is grounded in best practice (Tina Benjamin)</b>															
MILESTONE: best practice															
4.1	Map existing asylum seekers provision, key gaps and challenges	Lead TBC	x												
4.2	Explore opportunities with service users, experts by experience, voluntary and community providers to best support young unaccompanied asylum seekers	Lead TBC	x												
4.3	Raise awareness of unaccompanied asylum seekers pathways through primary and secondary care, emergency services and mental health services	Lead TBC	x												
4.4	Identify process for improving the identification of SEND in asylum seekers	Lead TBC	x												
4.5	Develop KPIs and milestones	Lead TBC		x											
4.6	Confirm project lead	Lead TBC	x										01/11/19	24/12/19	Amber
<b>Review and strengthen infrastructure to best support children missing education due to social, emotional and mental health needs (Pip Hesketh)</b>															
MILESTONE: Review infrastructure and pathway															
5.1	Incorporate SEND strategy targeted work	Lead TBC													
5.2	Ensure alignment with the Healthy Schools Strategy	Sarah Lyles													
5.3	Map out current infrastructure in place	Lead TBC													
MILESTONE: Supporting parents provision															
6.1	Understand the current provision to support parents who's child is missing an education due to social, emotional and mental health needs	Lead TBC	x												
6.2	Workshop with key stakeholders, including voluntary sector colleagues, to scope out gaps and opportunities to strengthen current support mechanisms	Lead TBC	x												
6.3	Develop draft project initiation document for approval from the P.3 Coordination Group	Lead TBC	x	x											
6.4	Identify project lead and governance	Lead TBC		x				x					01/11/19	24/12/19	Amber
6.5	Complete programme plan	Lead TBC		x											
<b>Analysis of current mentoring schemes offered to children and young people across Surrey to identify gaps and opportunities (Tina Benjamin)</b>															
MILESTONE: Mentoring mapping															
7.1	Map existing mentoring provision, key gaps and challenges	Lead TBC	x												
7.2	Desk top research to review international and local case studies to understand impact on outcomes for certain cohorts of children and young people	Lead TBC	x												
7.3	Stakeholder analysis	Lead TBC		x											
MILESTONE: Develop mentoring proposal for Surrey															
8.1	Ensure the multi-agency SEND transformation "systems" plan and Preparation for Adulthood Workstream is central to and supports the work within this area	Lead TBC	x												
8.2	Co-design mentoring proposal with key stakeholders	Lead TBC	x												
8.3	Test mentoring proposal with stakeholders, including residents	Lead TBC	x												
8.4	Develop KPIs and milestones	Lead TBC		x											
8.5	Confirm project lead	Lead TBC		x									01/11/19	24/12/19	Amber
8.6	Complete programme plan	Lead TBC		x											
<b>Joint health and wellbeing approach to explore a 'living independently' programme for both 16/17 year olds and care leavers (Tina Benjamin)</b>															
MILESTONE: Scoping and governance															
9.1	Ensure the multi-agency SEND transformation "systems" plan and Preparation for Adulthood Workstream is central to and supports the work within this area	Lead TBC	x												
9.2	Agree governance via the P.3 Coordination Group	Lead TBC						x							
9.3	Agree KPIs for measuring performance	Lead TBC		x											
9.4	Confirm programme plan	Lead TBC		x											
9.5	Confirm project lead	Lead TBC		x									01/11/19	24/12/19	Amber



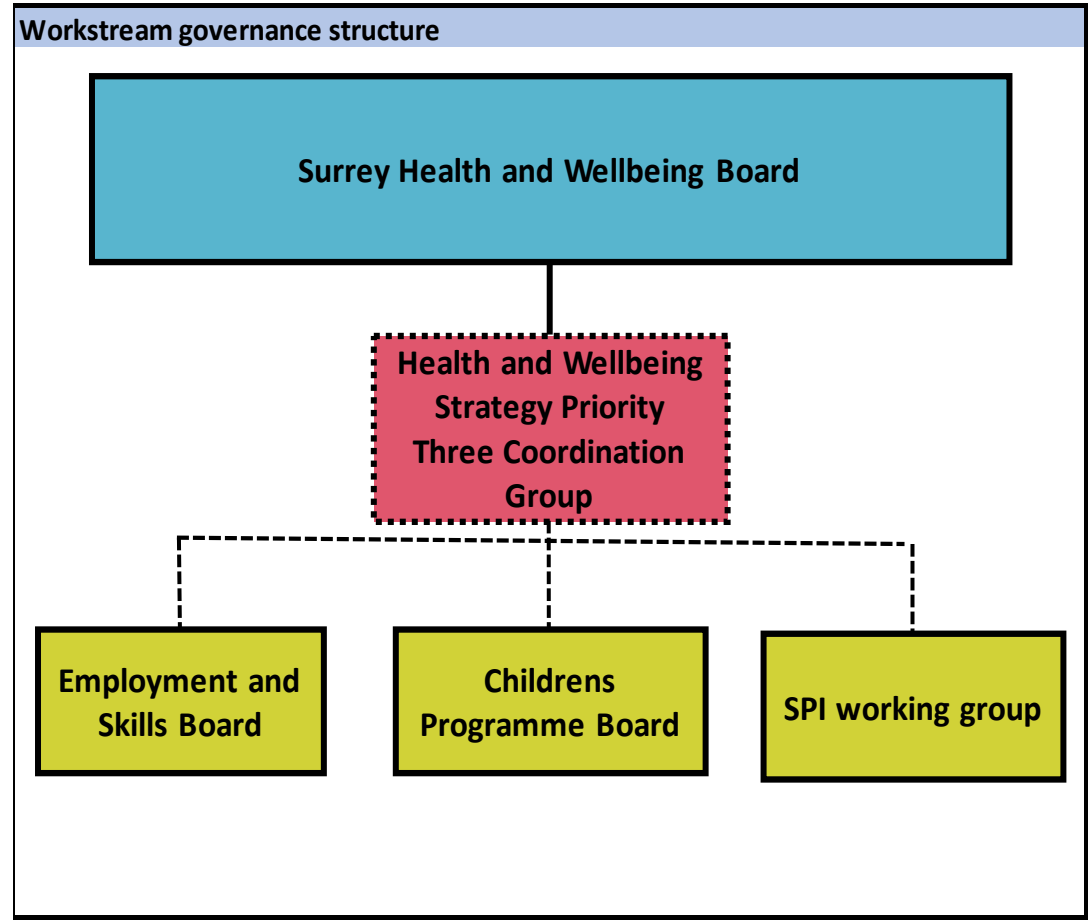


Workstream Risk Register

Ref.	Risk description	Likelihood (1-5)	Description of consequence	Consequence (1-5)	Risk score (1-25)	Mitigations	Risk owner	Who was risk identified by (individual / group)	Date identified	Status	Any changes to risk	Date closed
RRXX001	SPI being seen negatively as a tool that highlights poor performance rather than a tool highlighting where things could improve at a local level	1	Could lead to the tool not being viewed and used constructively and effect engagement	2	2	Ensure robust stakeholder engagement and co-design	SPI working group	SPI working group	05/09/19	Open		
RRXX002	The SPI indicators could miss key groups	1	Could impact the usefulness of the SPI and value	5	5	The SPI will be co-designed with stakeholders to ensure that it is representative. Workshops and engagement events have been arranged to mitigate this risk	SPI working group	SPI working group	07/10/19	Open		
RRXX003	The SPI could be seen as a Surrey County Council initiative	2	Impede the success of the SPI and opportunities that it presents. Could lead to challenges collecting data	3	6	Colleagues from a range of organisations are on the partnership working group and an engagement plan is under development	SPI working group	SPI working group	07/10/19	Open		
RRXX004	Initially proposed governance is now unsuitable due to a number of advances in p.3 including the development of the SPI, merger of the CSB and further development of focus areas and metrics.	5	No board to own the implementation plan and monitor progress which inhibits progress, reporting to the h&w board and ownership. There is no place for all strands to be pulled together, recognising the strong interdependencies, or home for the SPI development	5	25	An options paper has been created and will be presented to the Board in November. This proposed a number of ways to overcome this such as identifying and evolving an existing board, creating a dedicated p.3 board, or keeping the 'as is'.	Sponsor	Sponsor/Programme Manager	02/09/19	Closed	The H&W Board were supportive of a P.3 Coordination Group being developed to oversee progress of the priority and report to the H&W Board.	07/11/19
RRXX005	Short/medium term initiatives identified in the plan will not support all target groups. Longer term initiatives need to be developed and owned alongside development of short term plans.	2	Many initiatives identified enable the 'general population' to thrive and/or certain cohorts to reach their full potential but there are some cohorts who will not benefit from these. Further work needs to be carried out to identify support to SEN children and young people and young and adult carers in Surrey.	4	8	Metrics are being further developed to include for SEN and carers working with key stakeholders. Governance being reviewed to ensure there is a group to pull all strands together and develop longer term initiatives	Sponsor	Programme Manager	02/09/19	Open		
RRXX006	Lack of resource to drive initiatives	4	Many initiatives supported at the September workshop will require resource in order to develop, such as a SPI and mentoring scheme.	4	16	Regular updates to the Health and Wellbeing Board and resource opportunities being explored.	Sponsor	Sponsor/Programme Manager	05/08/19	Open		
RRXX007					0							
RRXX008					0							
RRXX009												
RRXX010					0							

**Workstream Issues Log**

Ref.	Issue description	Date raised	Issue raised by (individual / group)	Risk ref. (if applicable)	Impact (1-5)	Status	Resolution	Date resolved
ILXX001	<div data-bbox="231 226 676 403" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">                     Please use the reference ILXX00 where XX is the workstream reference code and 00 is the sequential risk number. For example, the first issue identified for the maternity and paediatrics workstream                 </div>							



<b>Name of group:</b>		Priority Three Coordination Group	
<b>Frequency of meetings:</b>		TBD	
Name	Role(s)	Organisation	Role on group
Rob Moran	Chief Executive	Elmbridge Borough Council	Sponsor
Victoria Berry	Policy and Programme Manager, Health and Social Care Integration	Surrey County Council	Programme Manager
Dave Hill	Executive Director for Children, Life Long Learning and Culture	Surrey County Council	Strategy Lead
Michael Coughlin	Executive Director for Transformation, Partnerships and	Surrey County Council	Strategy Lead
Employment and Skills Rep TBD			
SEND, LD and Autism Rep TBD			

<b>Name of group:</b>		Surrey Health and Wellbeing Board	
<b>Frequency of meetings:</b>		Monthly	
Name	Role(s)	Organisation	Role on group
Siobhan Kennedy	Housing Advice Manager	Guildford Borough Council	Member
Dr Andy Brooks	Chief Officer	Surrey Health and East Berkshire CCG	Member
Dr Charlotte Canniff	Clinical Chair	North West Surrey CCG	Member
Dave Hill	Executive Director for Children,	Surrey County Council	Member
Jason Gaskell	CEO	Surrey Community Action	Member
Dr Russell Hills	Clinical Chair	Surrey Downs CCG	Member
David Munro	Surrey Police and Crime Commissioner		Member
Tim Oliver	Leader	Surrey County Council	Chairman
Kate Scribbins	Chief Executive	Healthwatch Surrey	Member
Dr Elango Vijaykumar	Clinical Chair	East Surrey CCG	Deputy Chairman
Simon White	Executive Director of Adult Social	Surrey County Council	Member
Ruth Hutchinson	Interim Director of Public Health	Surrey County Council	Member
Dr Claire Fuller	Senior Responsible Officer	Surrey Heartlands	Member
Fiona Edwards	Chief Executive	Surrey and Borders Partnership	Member
Joanna Killian	Chief Executive	Surrey County Council	Member
Helen Griffiths	Executive Dean of the Faculty of Health and Medical Sciences	University of Surrey	Member
Sue Littlemore	Head of Partnerships and Higher	Enterprise M3	Member
Sinead Mooney	Cabinet Member for Adults and	Surrey County Council	Member
Mary Lewis	Cabinet Member for Children, Young	Surrey County Council	Member
Ruth Colburn Jackson	Managing Director	North East Hampshire and Farnham CCG	Member
Giles Mahoney	Director of Integrated Care Partnerships	Guildford and Waverley CCG	Member
Rob Moran	Chief Executive	Elmbridge Borough Council	Member
Rod Brown	Head of Housing and Community	Epsom and Ewell District Council	Member
Caroline Reeves	Leader	Guildford Borough Council	Member
John Ward	Leader	Waverley Borough Council	Member