

Objective	Purpose	Tasks/Action Required	Process	Evaluation/Success Criteria	Time-scale
<b>1. To raise the profile of the project</b>	To ensure all interested parties are aware of the project, and its overall purpose and objectives.	a) Design project logo and stationary.	Design stationary incorporating the six County logos and a clear Project Logo for use on all project documents	Easily recognisable logo. Consistent 'House style' on all correspondence and documents.	<b>April 2000</b> ~ <b>May 2000</b>
		b) Establish and maintain a web site for the project	To enlist IT support to design and create a Project Web-site to provide information on the project and links to other projects, as well as providing general information regarding Special Educational Needs.	Web Site – 'live'. Number of visits to web site and feedback on site and information held.	<b>Oct 2000</b> ~ <b>Jan 2001</b>
		c) Seminars/presentations to various bodies	A series of seminars to interested parties/groups across North Wales, as agreed by the Project Management Group, and the Project Steering Group.	Seminars/presentations undertaken. Feedback invited.	<b>May 2000</b> ~ <b>Ongoing</b>
		d) Raise awareness among council members	The Project Management Group to invite the project coordinator to groups of councillors as opportunities/needs arise.	Members better informed and able to give political support to the project.	<b>Sep 2000</b> ~ <b>March 2001</b>
		e) Provide regular feedback to WAGSEN, ADEW and National Assembly	Attend meetings by invitation.	Number of meetings attended, and feedback from the meetings.	<b>Sep 2000</b> ~ <b>Ongoing</b>
<b>2. To liase with other Regional Projects</b>	To ensure unnecessary duplication of effort can be avoided whilst also ensuring that there is up-to-date communication and information available.	a) Make and maintain contact with all the Wales Projects, as well as relevant projects in England.	Establish contact and regularly provide feedback on this project, as well as inviting specific information from other projects.		<b>May 2000</b> ~ <b>Ongoing</b>
<b>3. To complete a regional audit of low incidence special educational needs for:</b>  <b>- Autism</b>	To establish accurate data on the range of need across North Wales in these low incidence special needs areas	a) Obtain current data on incident levels for the different special needs considered	Liase with appropriate staff in each of the LEAs and other agencies to define the data needed and collect the data	Data defined and collected	<b>Autism 11/00</b>
		b) Collate the North Wales data	Use database technology to collate the data	Summary data and statistics produced	<b>Autism 11/00</b>

<b>- Severe EBD</b>  <b>- Sensory Impairment.</b>		c) Analyse the North Wales Data to look for patterns and trends of need and unmet need	Design meaningful summaries of the data sets for feedback to the information providers, the Project Management Group, and the Project Steering Group	Data summaries published and evaluated by these groups	<b>Autism 12/00</b>
		d) Publish appropriate statistical summaries	Publish appropriate summaries approved by the Project Management Group, and the Project Steering Group on the Project Web-site, Newsletter etc.	Summary reports and data published and made available to interested parties – feedback invited.	<b>Autism 2/01</b>
<b>4. To audit all specialist provision (both schools and staff) in the region</b>	To establish a definitive ‘map’ of provision and expertise available in North Wales for low incidence special needs.	a) Obtain current data on incident levels for the different special needs considered	Liase with appropriate staff in each of the LEAs and other agencies to define the data needed and collect the data	Data defined and collected	
		b) Collate the North Wales data	Use database technology to collate the data	Summary data and statistics produced	
		c) Analyse the North Wales Data to look for patterns and trends of need and unmet need	Design meaningful summaries of the data sets for feedback to the information providers, the Project Management Group, and the Project Steering Group	Data summaries published and evaluated by these groups	
		d) Publish appropriate statistical summaries	Publish appropriate summaries approved by the Project Management Group, and the Project Steering Group on the Project Web-site, Newsletter etc.	Summary reports and data published and made available to interested parties – feedback invited.	
<b>5. To co-ordinate regional liaison between Education, Social Services, Health, Voluntary and independent bodies,</b>	To ensure that the agencies involved in identifying and providing low incidence special needs liase on the level of need and the range of provision to avoid duplicity, and pockets of no provision.	a) Ensure all ‘stakeholders’ are consulted from the earliest stage when the ‘data’ sets are being defined	Agency representatives on the Steering Group to liase directly with appropriate staff in their agencies, and informed of the project purpose and need for coordinated data.	Agency representatives contact the project coordinator, and/or attend task group meetings	<b>Autism 9/00</b>
		b) Where appropriate, coordinate multi-agency ‘task groups’ for specific areas	Invite agency representatives to join task group, and nominate group leader to continue the group coordination and feedback.	Task groups established and functioning with clear remit. Report produced.	<b>Autism 10/00 ~</b>
		c) Ensure all agencies receive feedback from the project and associated task groups.	Establish regular News letter (paper and on Web) to up-date on project and Task Groups.	News letter distributed and Web Page updated at regular intervals	
<b>6. To audit existing databases in local authorities, health authorities and trusts, and elsewhere, which relate to pupils with SEN</b>	To ensure the data held by the different agencies is accurate, i.e. information held by different agencies matches, so that regional planning can take proper account of it.	a) Agree on the dataset for checking – especially the identifiers on which matching can take place without infringing Data Protection.	Discuss and agree with representatives from each agency the data to be shared	Agreement on data set to be shared	<b>Autism 9/00 ~</b>

		b) Collect, collate, and match data from different agencies with the same potential target populations	Collect data – on paper or electronically, and establish Project database.  Analyse data for matches and discrepancies	Data collected and entered onto database, and lists of matches and discrepancies generated	<b>Autism 9/00 ~ 11/00</b>
		c) Feed back summary lists of all matches and discrepancies to the source, and invite source to reconcile discrepancies	Return summary lists of matches and discrepancies to source, with request to check	Lists returned to source, checked, updated and forwarded to Project Coordinator	<b>Autism 12/00</b>
		d) Up-date all corrections and re-circulate.	Database updated with corrections received	Database corrected	<b>Autism 1/01</b>
<b>7. To address regional recoupment and funding issues</b>	To ensure shared understanding of recoupment, and make explicit any differences in processes/ assumptions made.	a) Collect and collate all recoupment documents and practices across the North Wales authorities, and map out commonalities and differences to present to North Wales SEN Officer Group.	Request copies of all documents used for recoupment by the six N. Wales LEAs.  Collate the information provided noting similarities and differences in practice.  Present findings to N. Wales SEN Officer Group	All documentation received  Information analysed and collated  Report presented.	
<b>8. To co-ordinate an information database of local authority strategies to meet parallel or complementary initiatives in North Wales (e.g. Looked After Children, Sure Start, Children First)</b>	To provide an overview of the different 'strategies' and 'bids' drawing out the common elements and highlighting areas of difference – to help ensure a degree of equitability of provision.	a) Collect and collate all relevant documents and practices across the North Wales authorities, and map out commonalities and differences to present to North Wales SEN Officer Group.	Request copies of all documents produced by the six N. Wales Authorities.  Collate the information provided noting similarities and differences in practice.  Present findings to N. Wales SEN Officer Group	All documentation received  Information analysed and collated  Report presented.	
<b>9. To explore European and other sources of funding to enable development of an SEN network in North Wales capable of meeting the needs of its SEN pupils.</b>	Explore avenues of available funds.	a) Explore potential sources for funding  b) Evaluate the real potential of these sources  c) Outline necessary preparatory work needed to access the funding  d) Present to N. Wales SEN Officer Group	Investigate potential funding sources – through Web and professional contacts  Collate information and appraise the potential for securing funding  Identify tasks and preparatory work to access the funding  Present findings to N. Wales SEN Officer Group	Information obtained and logged  Information collated summarised and evaluated  Task lists prepared, and 'costed' for time and effort t  Report presented.	

<b>10. To support the regional development group for the training and management of Learning Support Assistants.</b>	To ensure the LSA development group is fully aware of the information gathered in this project to assist regional planning for the deployment and training of LSAs	a) Regular liaison with the Regional LSA development group Coordinator to exchange information	Arrange regular meetings with the Regional LSA development group Coordinator and explore areas of mutual interest	Meetings taken place and areas of mutual interest shared and recorded, and feed back given to North Wales SEN Officer Group
<b>11. To ensure mechanisms and structures are in place to continue with best practice following the completion of the project.</b>	Continuity in areas where good practice has been established.	Secure mechanism for maintaining the positive aspects of the project, e.g. ongoing task groups, web-site maintenance etc.	Assign responsibility to continue with aspects of coordination of SEN issues across the region to identified individuals	Responsibilities transferred to assigned individuals, and maintained.

### NWSEN Project Steering Group

#### Members:

Name	Agency
Andrew Wilson	Education - Conwy
David E Williams	Parents
Graham Edwards	Education - Wrexham
Gwyneth Parry	Health
Huw Roberts	Higher Education / Training
Ieuan Lloyd Roberts	Education - Denbighshire
Mair Read	Education – Ynys Môn
Rhys Wyn Parri	Education - Gwynedd
Roslyn Prys	Voluntary Agencies
Ruth Parry	Health

Trevor Payne	Education - Flintshire
Vacancy	Social Services Department

**Meetings:**

22.9.00 Inaugural Meeting – Dinerth Road, Colwyn Bay.

17.11.00 Oriel Gallery, Llangefni

16.2.01 County Hall, Mold