

Appendix 3

AnnMarie Dodds	Significant (4)	4 - Green	9 - Amber	12 - Red	16 - Red
Susan Tanner	Moderate (3)	3 - Green	6 - Amber	9 - Amber	12 - Red
Hester Collicutt					
DBV Programme	Minor (2)	2 - Green	4 - Green	6 - Amber	8 - Amber
	Insignificant (1)	1 - Green	2 - Green	3 - Green	4 - Green
		Rare(1)	Unlikely (2)	Possible (3)	Probable (4)

Workstream Name	Risk	Reasons for Risk / Triggers / Causes	Consequences/Impact	Risk Owner(s)	Current controls	Impact	Likelihood	Current Rating (R=TL)	Direction of Travel Risk Level UP,Down,,LEVEL	Mitigation Action(s)	Owner of Action	Target Date	Open / Closed	Impact	Likelihood	Target / Residual Rating (R=TL)	Comments
DBV PROGRAMME	SEND Inspection - imminent	SEND Inspection - imminent	Staff unable to focus on DBV Projects - delay	Susan Tanner	Revision of priority areas which is carefully articulated by senior management to support staff in prioritising their individual work.	Minor =2	Possible=3	6= AMBER	down	Delivery plan of SEND and Inclusion Strategy to ensure DBV Priorities fully integrated into SEND and Inclusion Strategy	Susan Tanner	ongoing	Open	Minor	Unlikely	2+ 2 = 4 - Green	
DBV PROGRAMME	Capacity development at Brookfield Special School suspended	Capacity development at Brookfield Special School suspended	Reduction in mitigation opportunities submitted to DfE with DBV mitigations - increased pressure in HNB by requirement to use INMSS provision	Susan Tanner	Mitigations of Specialist Placements sub group established - June 2024 and Sufficiency Plan	Significant =4	Possible =3	12+ RED	down	Options paper to DMT - Oct 2024 - NFA currently academisisation delayed	Susan Tanner /Hannah Geddert	Dec-24	Open	Moderate	Possible	6= AMBER	
DBV PROGRAMME	Delays in recruitment	Delays in recruitment	Programme Co-ordinator Project officer	Susan Tanner/Hester Collicutt	Programme Co-ordinator recruitment in August 2024	Moderate= 3	Possible = 3	9= AMBER	down	Recruitment by September 2024	Hester Collicutt	Sep-24	Closed				
GAP Analysis/Local Provision	Reduced capacity on Engagement and Communication role	Reduced capacity on Engagement and Communication role	Delay in Key work in engaging stakeholders - delay in programme	Susan Tanner /Beth Kelly/Hester Collicutt	Programme Co-ordinator role to support	Minor =2	Possible = 3	6= AMBER	down	Recruitment by September 2024	Beth Kelly/ Hester Collicutt	Sep-24	Open	Minor	Unlikely	2+ 2 = 4 - Green	
GAP Analysis/Local Provision	Co-production and work on updating Local offer with new information delayed due to capacity - (Plans on a Page Health & Social Care)	Co-production and work on updating Local offer with new information delayed due to capacity	Not ready for September launch	Beth Kelly/Catherine Kane	Close monitoring and advice and support from Commissioning Consultant	Moderate= 3	Possible= 3	9= AMBER	up	Extension granted and commitment at SSIB - Health agreed to prioritise at notification of inspection	Susan Tanner	Sep-24	Open	Significant =4	Possible =3	12+ RED	
Supporting Inclusive Practice	EDIT Team Capacity for Transition Support Programme	EDIT Team Capacity for Transition Support Programme	Staff not secured to deliver extended offer in September	Susan Tanner	Contracts requested to be extended for EDIT Team	Moderate= 3	Possible = 3	9= AMBER	down	Contracts Extended until 31 March 2025	Susan Tanner	Jul-24	Closed				
Supporting Inclusive Practice	Delays in completing Transition Annual Reviews	Delays in meeting statutory timelines in relation to Annual Reviews resulting in delays in updating plans and notification of requests for change of placement	Unsuccessful transitions for 6/7 transfer early years into school transitions.Demand for high cost placements increases and supported through tribunal leading to pressure on High Need Block.	Susan Tanner /Neil Goddard	Request for AR officer to be funded by MBV Grant between Sept and March 2024/5	Significant =4	Possible=3	12+ RED	down	AR Officer post recruited to Sept 2024	Susan Tanner	Sep-24	Open	Minor	Unlikely	2+ 2 = 4 - Green	
Supporting Inclusive Practice	Mental Health Project	Lack of EPS to undertake statutory services put proposed project to jeopardy	NO Mental Health Project for delivery in September 2024	Susan Tanner/Hester Collicutt/Catherine Kane	Tendering process for revised Mental Health Project to outside providers	Significant =4	Possible=3	12+ RED	down	New Mental Health Project Commissioned	Susan Tanner/Hester Collicutt/Catherine Kane	Oct-24	Open	Minor	Unlikely	2+ 2 = 4 - Green	
GAP Analysis/Local Provision	Local Offer - updates required	Platform update delayed and review and update hampered by lack of staff capacity	Local Offer is inaccessible to limited in its function with no resources to support change	Susan Tanner/Beth Kelly	Progress on changing platform monitored over summer with feedback into Task Group	Moderate= 3	Possible = 3	9= AMBER	level	Increase capacity of Local officer and Team by 0.3 until Dec 2024 to address immediate requirement - place but issues with Local Offer technical - set up Local offer working group	Susan Tanner/Beth Kelly	Sep-24	Open	Moderate	Possible	12+ RED	
Ensuring Sufficiency	Developing Short Term Sufficiency to meet specialist demand in September 2025 following 6/7 transfer and rising 5s transition	Lack of specialist and resource provision to meet anticipated need in September 2025	Increased pressure on HNB and INMSS placements will be required.	Hannah Geddert/Susan Tanner	Capacity Development: DBV Sub-group Mitigation of Specialist Placements- Summary of paper to DMT	Significant =4	Probable=4	16 =RED	level	Awaiting decision from DMT an 6/7 transfer information (24/11/)	Susan Tanner	Feb-25	Open	Significant =4	Probable=4	16 =RED	
Ensuring Sufficiency	Developing Medium Term Sufficiency to meet specialist demand in September 2026 following 6/7 transfer and rising 5s transition	Lack of specialist and resource provision to meet anticipated need in September 2026	Increased pressure on HNB and INMSS placements will be required.	Hannah Geddert/Susan Tanner	Capacity Development: DBV Sub-group Mitigation of Specialist Placements- Summary of paper to DMT	Moderate= 3	Possible = 3	9= AMBER	up	Awaiting decision from DMT -	Susan Tanner	Feb-26	Open	Moderate	Possible	9= AMBER	
Enabler	Parent Carer Forum - Expansion	Limited increase in volunteers even with focused effort	Very limited co-production activities as no capacity to engage	Susan Tanner/Beth Kelly	Set up Coram partnership and summer activities to engage with parents at family hubs	Moderate= 3	Possible = 3	9= AMBER	level	Further Comms work and linking with Swings and Smiles to provide further support to PCF	Susan Tanner/Beth Kelly	Sep-24	Open	Moderate	Possible	9= AMBER	
GAP Analysis/Local Provision	Therapy assessments for Tribunals are not being undertaken by our provider For this not know to CYPIT or Children attending "out of area" schools. This means independent sourced prenatal advice is the primary source of therapy information at tribunal which made lead to over provision.	Increased number of tribunals in West Berkshire , beyond the figure identified in the shred CYPIT contract.	Tribunal outcomes for Therapy Input in Part F of EHC plans may result in over provisions and significant cost to the LA	Susan Tanner/Catherine Kane	Issues raised with the commissioner of the ICB - as the ICB has duty to assess.	Moderate= 3	Possible = 3	9= AMBER	up	Liaison with ICB Commissioning to develop statutory capacity of team to support assessment of need	Susan Tanner/Catherine Kane	Oct-24	Open	Moderate	Possible	9= AMBER	
Enabler	Data Cleansing	Continued emergence of significant ongoing data cleansing required to ensure accuracy of information on Data Dashboard and wider SEND data requirements.	Impact on information informing planning e.g. number of EHC plans on Deficit Management Plan effecting accurate predictions of impact of overspend .	Lisa Potts/Emma Burch/Azim Mohammed/ Hester Collicutt	SEND Team regularly updating data , data cleansing activities	Moderate= 3	Possible = 3	9= AMBER	level	Increase capacity of data analyst through DBV programme	Emma Burch/Hester Collicutt/ Susan Tanner	Dec-24	Open	Minor	Unlikely	2+ 2 = 4 - Green	