

## Appendix E: EOTAS Project Plan

### 1. Project organisation

1.1 A EOTAS Steering Group will be established to oversee the development of the new EOTAS Service. The Group's membership is proposed below:

<b>Steering Group Members</b>	<b>Roles</b>	<b>Key Responsibilities</b>
Chris Sivers	Director of People and Senior Responsible Officer (SRO)	<ul style="list-style-type: none"> <li>• Report progress to the Corporate Management Team</li> <li>• Report to and liaise with elected members</li> </ul>
Nick Williams	Head of Learner Support Service and Chair of EOTAS Steering Group	<ul style="list-style-type: none"> <li>• Chair meetings of the steering group</li> <li>• Accountability for the overall success of the project</li> <li>• QA of deliverables</li> <li>• Ensure the project gives return on investment</li> <li>• Provide assurance to the SRO</li> </ul>
Robert Douglas	(currently Head of Lifelong Learning) Project Manager	<ul style="list-style-type: none"> <li>• Manage the implementation of the new EOTAS service</li> <li>• Manage the ongoing work of the individual workstreams to agreed defined objectives</li> <li>• Provide day to day operational direction to the individual workstreams</li> <li>• Provide regular reports to the steering group</li> <li>• Provide briefings as required</li> </ul>
tba	Secondary Headteacher Representative	<ul style="list-style-type: none"> <li>• Provide challenge and advice</li> <li>• Ensure interdependencies are identified</li> </ul>
tba	Primary School Representative	<ul style="list-style-type: none"> <li>• Provide challenge and advice</li> <li>• Ensure interdependencies are identified</li> </ul>
tba	Senior Representative from Special school sector	<ul style="list-style-type: none"> <li>• Provide challenge and advice</li> <li>• Ensure interdependencies are identified</li> </ul>
tba	Representative from	<ul style="list-style-type: none"> <li>• Provide updates and input</li> </ul>

	Swansea Association of Governing Bodies	
Julie Thomas	Head of Child and Family Services	<ul style="list-style-type: none"> <li>• Ensure that the proposals and the work of the project link with other support services within the Local Authority</li> </ul>
Brian Roles	Head of Education Planning and Resources	<ul style="list-style-type: none"> <li>• Reflect the implications of the proposed structure in terms of capital and revenue budgets within the Education medium term financial plan (COMMENT – the only certainty we have is that the costs do NOT align with the medium term financial plan !!)</li> </ul>
Mark Sheridan	Head of Additional Learning Needs Unit	<ul style="list-style-type: none"> <li>• Provide challenge and advice</li> <li>• Ensure interdependencies are identified</li> </ul>
Simon Evans	Interim Head of Swansea PRU	<ul style="list-style-type: none"> <li>• To provide challenge and advice</li> <li>• To identify and manage interdependencies</li> </ul>
Deb Yeates	Principal HR Officer	<ul style="list-style-type: none"> <li>• To ensure consistent and timely HR advice</li> <li>• To support any recruitment and redundancy process</li> </ul>
tba	CAMHS	<ul style="list-style-type: none"> <li>• To ensure that the links are in place with CAMHS</li> </ul>
Lindsay Harvey	Chief Education Officer	<ul style="list-style-type: none"> <li>• To ensure that the project meets with the Education Directorate strategic Objectives</li> </ul>
Gavin Evans	Principal Youth Officer	<ul style="list-style-type: none"> <li>• Provide challenge and advice</li> <li>• Ensure that the project integrates with other support services for children, young people and their families</li> </ul>
Rhodri Jones	Head of Stakeholder Engagement Unit	<ul style="list-style-type: none"> <li>• Ensure that the communications strategy is in place and is regular reviewed</li> <li>• Ensure that mechanisms are in place to engage all stakeholders</li> </ul>

- 1.2 The EOTAS Steering Group will be supported by five distinct yet inter-related activity areas. These activity areas, along with the proposed facilitators of each of the activity areas, are listed below:
  - 1.2.1 Activity Area 1 (Accommodation) – Brian Roles;
  - 1.2.2 Activity Area 2 (Leadership) – Lindsay Harvey;
  - 1.2.3 Activity Area 3 (Staffing) – Simon Evans;
  - 1.2.4 Activity Area 4 (Stakeholder engagement) – Rhodri Jones; and
  - 1.2.5 Activity Area 5 (Support for young people and families) – Gavin Evans.
- 1.3 The Project Support Officer will be Gemma Whyley\* (Transformation Coordinator). The Project Support Officer is not a member of EOTAS Steering Group. \*TBC
- 1.4 The Project Support Officer role will be driven by the needs of the project and the Project Manager. The Project Support Officer will provide day-to-day support for all activities managed by the EOTAS Steering Group. This will take the form of advice on project management tools and administration services (including providing the secretariat at EOTAS Steering Group meetings, paperwork maintenance and data collection).
- 1.5 The steering group may invite additional members, including finance and legal representatives, on an ad hoc basis as required.

## **2. Project Controls**

- 2.1 Project Progress will be reported to the EOTAS Steering Group through a project progress highlight report which will:
  - Summarise what tasks and work have been completed during the reporting period
  - What activities are delayed and reasons why
  - What tasks and work are expected to be completed during the next period
  - Current status of risks, issues and problems that may affect the project
  - What action needs to be taken by SRO and others.

- 2.2 Risk Management – risks will be logged in the risk register and a risk assessment update will be reported to the steering group and managed through the steering group and project team.
- 2.3 Project Deliverables – agreed project deliverables will be agreed by the EOTAS steering group and will be reviewed by the project manager.