



DERBY CITY COUNCIL



## CHILDREN AND YOUNG PEOPLE IMPROVEMENT PLAN

Response to the Ofsted Inspection of Safeguarding and Looked After Children Services carried out in May 2011

Traffic Light Status
Blue – Completed
Green – On track
Amber - Slippage
Red – Major slippage



## Summary of Areas for Improvement

Recommendation	Recommended timescale	Accountable Officers	Proposed timescale	Page reference for action plan
<b>SAFEGUARDING SERVICES</b>				
1. Develop and implement audit systems to systematically monitor the frequency and quality of child protection visits by social workers and the effectiveness of child protection core group meetings in progressing child protection plans. Auditing must ensure that full attention is given to assessing how well needs arising from a child's ethnicity and culture are being addressed.	Immediate	Nina Martin		Page 5/6
2. Ensure that all children and young people who go missing from their own home have access to a return interview by a suitably designated and trained person.	Immediate	Kev Murphy		Page 8
3. Ensure that all child protection plans include defined outcomes and the roles and levels of support to be provided by relevant professionals and agencies.	Three months	Nina Martin	September 2011	Page 9
4. Develop processes to collate information derived from quality audits of safeguarding practice for regular evaluation by senior managers, DSCB and elected members.	Three months	Jacqui Jensen	September 2011	Page 5/6
5. Ensure that all vulnerable children have timely access to appropriate school places.	Three months	Lynda Poole	September 2011	Page 9/10
6. Improve the consistency and comprehensiveness of the recording of the casework of the local authority designated officer (LADO) and ensure regular liaison between the LADO and the complaints service.	Three months	Nina Martin	September 2011	Page 10
7. Audit children's cases where there is involvement of adult mental health services to ensure effective engagement and partnership working with plans in place to safeguard children.	Three months	Stephen Edgeley/ Gary Stokes/Nina Martin	September 2011	Page 11

<b>Recommendation</b>	<b>Recommended timescale</b>	<b>Accountable Officers</b>	<b>Proposed timescale</b>	<b>Page reference for action plan</b>
8. Strengthen systems for Criminal Records Bureau (CRB) checks and reviews to ensure greater operational consistency and inclusion of all elected members who have contact with children.	Three months	Karen Jewell	September 2011	Page 12
9. Ensure the development of local CAMHS Tier 4 beds for Derby City children and young people assessed as being in need of this service and ensure that such services are provided in an equitable and timely manner.	Three months	Ruth Sargeant – East Midlands Specialist Commissioning Group	September 2011	Page 12/13
10. Strengthen the arrangements for user engagement in child protection processes to ensure their views and experiences are sought in order to inform service delivery and development.	Six months	Hazel Lymbery	December 2011	Page 13
11. In collaboration with corporate services ensure the electronic recording system is fit for purpose in supporting quality practice, enabling management oversight and collating data for audit purposes.	Six months	Nick O'Reilly	December 2011	Page 13/14
12. Ensure that all partners are aware of their reporting responsibilities in regard to privately fostered children and young people.	Six months	Suanne Lim	December 2011	Page 15
<b>LOOKED AFTER CHILDREN SERVICES</b>				
13. Ensure that all statutory visits to looked after children and young people are recorded and carried out within expected timescales.	Immediate	Nina Martin	HOS all aware and implementing	Page 5/6
14. Ensure that ethnicity and culture are fully taken account of in assessments and in direct work with children.	Immediate	Elene Constantinou	HOS all aware and implementing	Page 5/6
15. Ensure that all foster carers receive appropriate health care information when children are newly placed in their care.	Immediate	Pam Hallam		Page16

<b>Recommendation</b>	<b>Recommended timescale</b>	<b>Accountable Officers</b>	<b>Proposed timescale</b>	<b>Page reference for action plan</b>
16. Ensure robust and systematic auditing of the quality of practice and support to looked after children and young people, taking explicit account of the impact of ethnicity and culture, and that key issues arising from these are analysed and reported to senior managers and elected members.	Three months	Nina Martin	September 2011	Page 5/6
17. Establish a corporate parenting board and ensure that elected members have training on their corporate parenting responsibilities.	Three months	Andrew Bunyan/ Katie Harris	September 2011	Page 17
18. Improve participation of all looked after children and young people in service planning.	Three months	Katie Harris	September 2011	Page 18
19. Ensure the independence of reviewing officers is in line with statutory regulations and guidance.	Three months	Katie Harris	September 2011	Page 18
20. NHS Derby City and Derby City Council must ensure that all care leavers, irrespective of when they leave care, are given a copy of their health history to ensure that they are able to make fully informed health life choices.	Three months	Steve Baguley/Gary Stokes	September 2011	Page 19
21. Monitor access to services and outcomes for children and young people from minority groups.	Six months	Hazel Lymbery	December 2011	Page 5/6
22. Improve the number of looked after children and young people in schools in their local communities and ensure that the need for children to have stability of education placements is given sufficient consideration when children and young people change placements.	Six months	Katie Harris	December 2011	Page 20
23. Develop a coherent strategy to ensure that looked after young people are placed appropriately without the need to utilise bed and breakfast accommodation.	Six months	Lisa Callow/Graham Reiter/Suanne Lim	December 2011	Page 21

<b>Recommendation</b>	<b>Recommended timescale</b>	<b>Accountable Officers</b>	<b>Proposed timescale</b>	<b>Page reference for action plan</b>
24. Ensure that social work capacity is improved to enable all looked after children to have a named qualified social worker.	Six months	Jacqui Jensen/Katie Harris	December 2011	Page 22

## Action Plans

### To address the following:

**Recommendation 1** - Develop and implement audit systems to systematically monitor the frequency and quality of child protection visits by social workers and the effectiveness of child protection core group meetings in progressing child protection plans. Auditing must ensure that full attention is given to assessing how well needs arising from a child's ethnicity and culture are being addressed.

**Recommendation 4** - Develop processes to collate information derived from quality audits of safeguarding practice for regular evaluation by senior managers, DSCB and elected members.

**Recommendation 13** - Ensure that all statutory visits to looked after children and young people are recorded and carried out within expected timescales.

**Recommendation 14** - Ensure that ethnicity and culture are fully taken account of in assessments and in direct work with children.

**Recommendation 16** - Ensure robust and systematic auditing of the quality of practice and support to looked after children and young people, taking explicit account of the impact of ethnicity and culture, and that key issues arising from these are analysed and reported to senior managers and elected members.

**Recommendation 21** - Monitor access to services and outcomes for children and young people from minority groups.

Ref	Action required	Timescale	Lead Officers	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
1.1.	Review current Quality Framework and audit process to ensure ongoing best practice.	December 2011 and annually	Nina Martin	Audit framework in place.	Green	Framework needs review, but case file audits being completed regularly. No capacity to complete analysis or reports. Responses to audits from case-holders still patchy.	Green – at least in part

Ref	Action required	Timescale	Lead Officers	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
1.2.	<p>Review ICS / Performance Management Processes to ensure accurate recording and monitoring of data for:</p> <ul style="list-style-type: none"> <li>* Routine statutory visiting</li> <li>* children seen (alone)</li> <li>* purpose of visits and interventions</li> </ul>	September 2011	Chris Newton/ Errol McLeary/ Nina Martin	<p>Monitoring report for CP has been developed and incorporates timescale and 'child' seen compliance. Currently with Maureen Darbon to evaluate and provide feedback. LAC report is more complex and is in development</p> <p>Functionality to collect and record 'purpose' and 'interventions' within CCM is currently being scoped.</p> <p>Separate reports available</p>	Green	<p>NM: I have not seen the above, but understand it should be possible to report on CP visits. Visit timeliness continues to be monitored at reviews/ Not aware of any progress on LAC visit report – a different approach may be required eg individual reports alongside case audits or in supervisions. Monitored in audits; new case note fields for stat LAC visits.</p>	Amber / Red
1.3.	Purchase and implement Self Audit (Northgate)	December 2011	Jacqui Jensen	Visit to evaluate Lincolnshire's self audit tool scheduled for August 2011	Green	NM: I understand this was effectively a manual checklist, not an automated process.	
1.4.	<p>Revise case file audit tool to ensure adequate challenge on:</p> <ul style="list-style-type: none"> <li>• whether ethnicity and culture needs are identified, evidenced and addressed</li> <li>• direct work with children</li> <li>• effective use of translation and/or interpreter services</li> <li>• quality of case notes, child protection plans, statutory visits and core groups</li> </ul>	August 2011	Nina Martin / Jacqui Jensen	<p>New audit tool drafted Monitoring currently taking place Report and analysis process started</p>	Green	Analysis stalled due to lack of capacity, but revised audit in use.	Green



Ref	Action required	Timescale	Lead Officers	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
1.5.	Develop supervision arrangements to include: <ul style="list-style-type: none"> <li>Review of how ethnicity and culture has been addressed in case files</li> <li>follow-up on audits</li> </ul>	September 2011	Nina Martin / Maureen Darbon / Chris Newton / Elene Constantinou / Libby Johnston	Refreshed supervision circulated to all HOS – to be finalised 6 September 2011  New supervision policy already written which requires senior managers to audit quality and frequency of supervision of front line staff  New audit tool with service manager follow up devised	Green  Green  Green	NM: I have not done anything in relation to supervision audits.   Case audit tool in use, but follow up patchy – see above.	Amber (?)   Green
1.6.	Undertake regular reporting on numbers of audits, findings and action taken.	August 2011	Nina Martin / Jacqui Jensen	Process agreed and in place	Green	Outcome does not match Action – can evidence outcome with follow ups by QA team. No capacity for audit analysis, but system all in place.	Green (?)
1.7.	Senior managers to communicate changes to audit framework and tools to all staff.	December 2011	Nina Martin	Briefings to be prepared.  Training Commissioning Group being established.	Green  Green	Change communicated to staff. I am not involved in this – the issue here is the impact of culture and ethnicity.	Green  ?

Ref	Action required	Timescale	Lead Officers	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
1.8.	Commission Workforce Learning to deliver reflective training on ethnicity and culture in assessment; direct work and planning	September 2011	Maureen Darbon/ Elene Constantinou	Training to be confirmed.	Green	Workforce Learning and Development have created a one day course called "Reflective approaches to ethnicity and culture when working with children and young people". The course will begin on 18 January 2012 and will run for three times before becoming a regular feature of the calendar. In addition to other assessment and care planning training which has been redeveloped and is ongoing.	Green
1.9.	Regular reporting of use of services by minority groups, in comparison with local population.	December 2011.	Chris Newton	Collation of needs assessment data and information already routinely reported into a single document to be commissioned from Temporary Information and Performance Analyst once post has been filled. Expected date of appointment September 2011	Green		
1.10.	Track the progress of LAC minority groups compared to peer groups and the gaps analysed, ensuring action is taken to address issues arising.	September 2011 – July 2012	Olwyn Mills	Increased outcomes since 2010.	Green		

Ref	Action required	Timescale	Lead Officers	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
1.11.	All commissioning plans include an Equality Impact Assessment.	December 2011	Hazel Lymbery	All tenders for commissioned or grant funded services since May 2011 have included EIA criteria as part of the process	Green		

**Recommendation 2 – Ensure that all children and young people who go missing from their own home have access to a return interview by a suitably designated and trained person.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
2.1.	Employ a scale 2 admin post for 3 x 0.5 days per week to support missing children activity.	August 2011	Kev Murphy		Green	Worker in post supporting the "Missing" arrangements.	Green
2.2.	Runaway's worker to complete home visit within 24 hours after returned home from a missing episode.	September 2011	Kev Murphy	The working hours of the runaways workers who are located in locality MAT teams have changed to accommodate new practice requirements  Visits will be made within a revised time of 72 hours, children will be seen alone  A brief assessment will be undertaken on return visit to indicate need for further services	Green		
2.3.	A sample of case files for missing children are audited by multi agency group members	September 2011	Kev Murphy /Nina Martin	The first audit will take place after the October missing children statistics have been	Green	Missing issues included in SC case file audits. NM: I am not involved	Green (?)

<b>Ref</b>	<b>Action required</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Progress made [Sept]</b>	<b>RAG rating</b>	<b>Progress made [Nov]</b>	<b>RAG rating</b>
	on a quarterly basis.			released by the police, a report will be sent to the DSCB Q&A group		with/aware of specific missing audits or of non-social care work.	

**Recommendation 3 – Ensure that all child protection plans include defined outcomes and the roles and levels of support to be provided by relevant professionals and agencies.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
3.1.	Implementation of agreed plan structure and focus	From August 2011	Nina Martin /Maggie Duggins	Currently in use.	Green		
3.2.	Workshop for managers including Child Protection Managers and Reviewing Officers	June/July 2011	Nina Martin /Maggie Duggins	CPMs and RO's have had briefing. Session booked with managers	Green		
3.3.	Workshops for staff commissioned and run	September/ October 2011	Nina Martin		Green	Briefings have been delivered through team meeting structures. Cascaded by TMs – improvements noted, but some follow up workshops would be helpful – assuming outcome format is maintained.	Green

**Recommendation 5 – Ensure that all vulnerable children have timely access to appropriate school places.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
5.1.	Virtual School Head teacher to be informed of any change of school placement for looked after children where potential difficulties may arise so that support can be accessed	20 days	IRO/VSH	New system for alerting VSH of changes now in place	Green		

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
5.2.	Promote fair access to educational opportunity, promote high standards and the fulfilment by every vulnerable child of their educational potential, secure choice and diversity and respond to parents representations	Ongoing	Angela Cole	Information to parents currently under review	Amber		
5.3.	Ensure that Looked After Children remain at the top of the Admissions and Over-subscriptions criteria	Ongoing	Diane Whitehead	Admissions arrangements are fully compliant with the requirements of the Admissions Code in respect of Looked After Children	Green	Not fully compliant, as highlighted in recent case – some amendment needed.	Amber
5.4.	Ensure that Derby City has sufficient school places for all children resident in its area. For example – Roma children in the Normanton area	Ongoing	Hayley Millward	This recommendation links to the Council's ongoing statutory duty to secure sufficient primary and secondary school places for all children in their area	Green		

**Recommendation 6 – Improve the consistency and comprehensiveness of the recording of the casework of the local authority designated officer (LADO) and ensure regular liaison between the LADO and the complaints service.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
6.1.	Develop process for LADO recording on ICS and other critical records.	September 2011	Nina Martin	Work commenced. Interim procedure in place	Green	Work nearly complete.	Green
6.2.	Quarterly auditing of LADO work for quality and consistency	December 2011	Nina Martin	Next quarter implementation	Green	Work has been reviewed, but not in a systematic audit – to be picked up in January.	Green
6.3.	Quarterly meetings with complaints staff and advocacy staff.	September 2011	Nina Martin		Green	In place.	Green
6.4	Training/briefings on LADO to be provided to all managers and complaints staff.	December 2011	Nina Martin /Bernard Fenton	Meeting planned	Green	Materials under development, dates in February to be circulated. Major undertaking, multi-	Green

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
						agency approach needed.	

**Recommendation 7 – Audit children’s cases where there is involvement of adult mental health services to ensure effective engagement and partnership working with plans in place to safeguard children.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
7.1.	Think Family Advisory Group constituted (Health Trust)	August 2011	Stephen Edgeley	Complete	Green		
7.2.	Joint sample of 5% of cases identified by Adult Mental Health services from CYP’s LAC and SP population	September 2011	Nina Martin/Stephen Edgeley	Health Trust Safeguarding Board agreement gained to ensure ethical and legislative requirements are met	Amber	NM: Multi-agency audits undertaken, which include an adult MH element; no progress with specific 5% audit. SE: Sample of cases identified and scrutinised through audit process. Evidence of good partnership working and 10 key principles of ‘Think Family’.	Green / Amber
7.3.	Performance assurance framework established for LAC and parents who need mental health services.	December 2011	Stephen Edgeley	Work ongoing	Green		
7.4.	Annual Audit cycle: Random file audits undertaken to identify health involvement and assess engagement of MH / CMS work in safeguarding referral cases and LAC.	December 2011	Stephen Edgeley	Work in progress	Green		
7.5.	Audit report to be delivered to LSCB on: <ul style="list-style-type: none"> <li>Random MH file audit findings</li> <li>Joint audit of LAC &amp; SP population findings</li> </ul>	December 2011 then annually	Nina Martin/Stephen Edgeley		Green / Amber	NM: Multi-agency audits to be reported in January. Work still to be undertaken as above. SE: Audit report to go to LSCB in February 2012.	Green / Amber

**Recommendation 8 – Strengthen systems for Criminal Records Bureau (CRB) checks and reviews to ensure greater operational consistency and inclusion of all elected members who have contact with children.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
8.1.	Review corporate CRB policy to ensure compliance with requirements.	September 2011	Karen Jewell	Draft policy is written following consultation with all Directorates along with list of eligible posts	Green	Revised CRB Policy drafted and agreed by CJC.	Green
8.2.	Communicate policy to managers and staff.	October 2011	Karen Jewell	Awaiting final version of policy	Green	DMT's briefed and detailed Implementation Plan currently being finalised.	Green
8.3.	Review and improve CRB recording and monitoring system on Vision.	Start September and ongoing	Karen Jewell	List of eligible posts now agreed	Green	Vision system updated to incorporate CRB requirements and automated renewal process for individuals.	Green
8.4.	Make amendments to CYP supervision policy to include responsibility for managers to keep CRB (and GSCC) dates on supervision files and check with MIPs.		KE/M Darbon	Work completed. New policy to be launched Supervision file front sheet amended	Green	Work completed. Briefings on the policy are being delivered to managers and staff representatives for cascading. A recommendation that copies of staff qualification certificates are also kept on the supervision files has been included. Supervision file front sheet amended.	Green



**Recommendation 9 – Ensure the development of local CAMHS Tier 4 beds for Derby City children and young people assessed as being in need of this service and ensure that such services are provided in an equitable and timely manner.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
9.1.	CAMHS Tier 4 inpatient provision is the responsibility of the Specialised Commissioning Groups from 1 <sup>st</sup> April 2011	September 2011	Tina Smith - East Midlands Strategic Commissioning Group	Through shadowing of contracts	Green		
9.2.	EMSCG to review current care pathways and provision across the region	Ongoing	Tina Smith - East Midlands Strategic Commissioning Group	Through contract management	Red		
9.3.	Local protocols will be established with local Commissioners and Clinicians	September 2011	Tina Smith - East Midlands Strategic Commissioning Group	Through contract management	Red		
9.4.	Quality audits are being carried out to ensure that providers are meeting the expected standard	Ongoing	Tina Smith - East Midlands Strategic Commissioning Group	Through contract management	Red		

**Recommendation 10 – Strengthen the arrangements for user engagement in child protection processes to ensure their views and experiences are sought in order to inform service delivery and development.**

<b>Ref</b>	<b>Action required</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Progress made [Sept]</b>	<b>RAG rating</b>	<b>Progress made [Nov]</b>	<b>RAG rating</b>
10.1.	Develop commissioning plan and contract for user engagement in CP processes/consultation model for Derby, Procure and implement for April 2012	Tender by December 2011	Nina Martin/Tim James	Draft being drawn up	Green	Discussions undertaken with Chief Execs communications team – outline agreed, work to be undertaken as next stage from LAC consultation, funding expected from DSCB.	Green / Amber
10.2.	Develop a mechanism where views of Children and Young People can be collated and fed back to commissioners, enabling decision-makers to look at emerging themes and key issues.	September 2011 November 2011	Christine Collingwood	Draft outlines being worked up	Green		Amber

**Recommendation 11 – In collaboration with corporate services ensure the electronic recording system is fit for purpose in supporting quality practice, enabling management oversight and collating data for audit purposes.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
11.1.	Commission Northgate to develop improvement plan for current system	July 2011	Nick O'Reilly	Initial proposal received; awaiting detailed proposal	Green	Completed. Initial proposal received; further workshops held and significant amendments to the core system have been developed and implemented by our internal development team. Following a post implementation review of the changes delivered, further enhancements have been planned.	Green
11.2.	Review and agree action plan	August 2011	Nick O'Reilly, Jacqui Jensen, Perveez Sadiq, Colyn Kemp	Initial proposal circulated, will need quick review of detailed proposal	Amber	Completed. Initial proposal circulated, was agreed and has been delivered with regular monitoring.	Green
11.3.	Deliver new servers to improve performance and processing capacity <sup>1</sup>	August 2011	Nick O'Reilly	Servers built, testing underway	Green	Completed the core server implementation, have demonstrated improved performance. Additionally, E-swift (CCM / AIS) and apache services go live on 7 December 2011. Once completed, failover to a standby server in place for core system adding resilience.	Green
11.4.	Renew/replace old thin client technology <sup>1</sup>	October 2011	Nick O'Reilly	Four sites completed, schedule to complete all sites with over 5 users on track	Green	90% of sites completed, including all major sites, positive feedback on improved response time.	Green

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
11.5.	Implement action plan	Commence August Review October Complete December	Nick O'Reilly/ Janice Allen Jacqui Jensen / Errol McLeary		Amber	Original scope completed. Work identified via the Northgate workshops had resulted in significant development by the internal team, which has all now been delivered.  Further amendments have been scoped, some of which will be possible in December but some will need to be included in the next release due in February 2012.	Green
11.6.	Business decision regarding single system across Adults and Children or children's only	October 2011	Jacqui Jensen/ Perveez Sadiq	Initial consideration given	Green	Initial consideration given – agreed to review in the first quarter of 2012.	Green
11.7.	Decide on longer term ICT business options <sup>3</sup>	December 2011	Nick O'Reilly	None as yet	Green	Action Plan / Strategy is developed. An outline time-line for replacement system(s) covering children and adults has been defined. Decision April to June 2012. Procurement exercise(s) July 2012 to March 2013. Implementation April 2013 to March 2014. Note these are windows of opportunity but also scheduled to avoid conflict with Council House recant.	Green

### Notes

1. Actions 1.3 and 11.4 are focused on systems performance and technology and not on the functionality, use, and navigation of the system; whilst these should contribute to the required improvement they will not address the data management or audit requirements – actions 11.1 and 11.2 are designed to do that.
2. The initial plan from Northgate suggests no cost for consultancy support and they will contribute up to £50,000 effort, however we may need additional capacity and resources in Derby in order to implement changes, this will only be quantified once initial workshops and discovery activity is completed.
3. It is accepted that even if the business decided they wished to remain with Northgate (which appears unlikely) there is a need for a proper contract renewal process. The reality is that we cannot change the ICT system between now and December as the time and the resources required to specify, procure and implement any new system would take much longer. Therefore the short term focus remains on improving what is in place now whilst ensuring we are in a position early in 2012 to move on to the longer term plan. There is however a risk that if Northgate concludes we have decided to exclude them from any future

opportunity they will rein back on their offer to help in the short term, therefore we need to avoid any public statements that we have decided to change systems/suppliers.

**Recommendation 12 - Ensure that all partners are aware of their reporting responsibilities in regard to privately fostered children and young people.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
12.1.	Private Fostering leaflets to be circulated to schools, Health and Housing staff	September 2011	Suanne Lim /Maureen Darbon	Leaflets sourced and waiting to be sent	Green	Completed.	Blue
12.2.	DCSB strategy to be developed to include communication and staff training/awareness programme	December 2011	Suanne Lim /Maureen Darbon	Strategic group now in place	Green	Private fostering is to be a golden thread throughout all safeguarding courses provided by DSCB. Signed off by Sub-group on 1 November 2011.	Blue
12.3.	Partner agency self assessment benchmarking exercise to ascertain current practices and procedures	July 2011	Suanne Lim/BN	Template designed and sent to partners 29.7.11	Green	Completed – results have informed above decision.	Blue
12.4.	Breakfast briefing for head teachers	December 2011	Maureen Darbon	Meeting date arranged for late September/early October	Green		
12.5.	Article to be included in schools and health circular	September 2011	Maureen Darbon / Jane Elior	Article written and to be circulated	Green		
12.6.	Awareness raising for MATs through HOS meeting	September 2011	Maureen Darbon	Standard agenda item from September on EIISS Heads of Service team meeting	Green		
12.7.	Data and referrals monitored	October 2011	Chris Newton	Reporting requirements and format agreed	Green		

**Recommendation 15 - Ensure that all foster carers receive appropriate health care information when children are newly placed in their care.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
15.1.	Audit of timeliness of Initial Health Assessments (IHA) to understand reason for delay	Completed by December 2011	Liz Webster / Corina Teh	Audit to be undertaken by December 2011 and then annual audit	Green	NM: Not seen any outcome of this, but I am told they are now all in time?	
15.2.	Increase flexibility in provision and improve timeliness of IHAs		Liz Webster / Corina Teh	Quarterly monitoring via social care database	Green		
15.3.	Social worker (SW) to give foster carer essential health information form which includes health needs when they receive child and red book if available	September 2011	Maureen Darbon/Elene Constantiou	Sample of foster carers to be asked annually if they have received health information	Green		
15.4.	At IHA and Review Health Assessment (RHA) foster carers are given health advice to care for the child	September 2011	Nina Martin	As above	Green	Receipt confirmed at review.	Green
15.5.	Health to send a copy of the Health Care Plan directly to child's placement following IHAs and RHAs	August 2011	Liz Webster		Green		
15.6.	All Foster Carers to retain a copy of individual child health record file	September 2011	Rod Jones	All fostering social workers have reviewed carers documentation	Green		

**Recommendation 17 - Establish a corporate parenting board and ensure that elected members have training on their corporate parenting responsibilities.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
17.1.	Create a Corporate Parenting Forum.	August 2011	Andrew Bunyan/ Katie Harris	Report submitted 12/07/11 Progressing through COG and Cabinet by mid September 2011	Green		
17.2.	Training to be provided for Corporate Parenting Forum – including elected members	First part of programme to be delivered September 2011	Andrew Bunyan/ Katie Harris	Training day arranged. To be delivered 21 September 2011	Green		
17.3.	Undertake evaluation of effectiveness of Corporate Parenting Forum.	July 2012	Andrew Bunyan/ Katie Harris	Report September 2012	Green		



**Recommendation 18 - Improve participation of all looked after children and young people in service planning.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
18.1.	Maintain contract advocacy and Independent Visitor Scheme for CIC	April 2012	Nina Martin /Tim James		Green	Contract Waiver presented to cabinet for approval to retain increased service. Work nearly complete on new spec, waiver to be sought for a further year then re-tender. Service currently maintained.	Green
18.2.	Ensure Children in Care Council undertake wider participation work.	September 2011	Katie Harris	Contract established with CSV Planning meeting with all stakeholders to be agreed Delivery ongoing	Green	A strategy which co-ordinates engagement activity of CIC and children with Safeguarding Plans has been written – attached as Appendix 1. Project work has mapped all engagement activity opportunities to consolidate and learn from young people's views. Analysis and report to Corporate Parenting Sub-commission on a regular basis will take place.	Green
18.3.	Increase contribution through LAC reviews and feedback to IROs and advocates/ Independent visitors		Nina Martin	Monitoring format being developed	Green	As above. New standards for IROs to see all LAC at every review not achieved due to capacity / workloads exceeding reg, levels.	Green

**Recommendation 19 - Ensure the independence of reviewing officers is in line with statutory regulations and guidance.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
19.1.	Review reporting arrangements for Head of QA, outside operational	September 2011	Andrew Bunyan	Proposals made	Amber	To agree and implement appropriate management arrangements for function(s).	Amber

<b>Ref</b>	<b>Action required</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Progress made [Sept]</b>	<b>RAG rating</b>	<b>Progress made [Nov]</b>	<b>RAG rating</b>
	management structure						

**Recommendation 20 - NHS Derby City and Derby City Council must ensure that all care leavers, irrespective of when they leave care, are given a copy of their health history to ensure that they are able to make fully informed health life choices.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
20.1.	<b>Adopted children:</b> Ensure adopters given comprehensive medical report and red book if available Advise to access GP for more information	August 2011	Elene Constantinou	All SW's/IRO's notified	Green		
20.2.	<b>Returning to birth family:</b> Ensure carer and young people given red book if available, copy of healthcare plan following health assessment Advise to access GP for more information	August 2011	Elene Constantinou / Maureen Darbon	All SW's/IRO's notified  Frontline staff to be regularly reminded in team meetings  IROs to recommend in final review of arrangements meetings	Green  Green		
20.3.	<b>Leaving care as a Young Person:</b> Ensure YP have a copy of the healthcare plan which includes immunisation status. At final review YP and Independent Reviewing Officer (IRO) determine any outstanding health issues. Advise YP to have dental, optician check Ensure registered with a GP	August 2011	Liz Webster/ Steve Baguley	Annual snapshot consultation audit with YP at Aspire to check they have received health information and know where to get more information if needed	Green		

**Recommendation 22 - Improve the number of looked after children and young people in schools in their local communities and ensure that the need for children to have stability of education placements is given sufficient consideration when children and young people change placements.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
22.1.	Virtual School Head teacher to be involved in discussions to ensure that all decisions are needs led.	December 2011	Olwyn Mills	New system in place	Green		
22.2	Improve communications with exit and receiving schools.	December 2011	Olwyn Mills	Training provided by VSH adapted	Green		
22.3	Change procedure to ensure Senior Manager scrutinises a change of school in Key Stage 4	December 2011	Elene Constantinou / Maureen Darbon	Systems for issuing change in circumstances forms improved	Green		

**Recommendation 23 - Develop a coherent strategy to ensure that looked after young people are placed appropriately without the need to utilise bed and breakfast accommodation.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
23.1.	Review Homeless 16/17 year old strategy/policy	December 2011	Suanne Lim/ Graham Reiter	Initial review of policy undertaken on 12.08/11 and strategy proposals drafted for consultation  Further meeting planned to be held in September 2011	Green	Policy has been reviewed. Proposals and amendments made. Signed off by DMT. Implemented.	Blue
23.2.	Bed and Breakfast strategy and data is monitored quarterly by CFLB and monthly by locality HOS group	December 2011	Elene Constantinou /Maureen Darbon	Monitoring requirements have been specified and reporting format agreed	Green	Monitoring requirements defined. Report format agreed. Standard Agenda item on locality Heads of Service Leadership meeting to assess progress.	Blue
23.3.	6 monthly report to strategic LAC group / Commissioning	December 2011	Elene Constantinou /Maureen Darbon	Monitoring requirements have been specified and reporting format agreed	Green	As above is established, a report will be able to be ready for the next meeting.	Green

**Recommendation 24 - Ensure that social work capacity is improved to enable all looked after children to have a named qualified social worker.**

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
24.1.	Vacancy, recruitment and retention of Social Workers are monitored monthly and reported to service directors and core group	September 2011	Karen Jewell / Jacqui Jensen / Katie Harris		Green	Report commissioned. Still awaiting report from HR. Absence rates are very positive and compare well nationally – 4.4% maternity, 3.9% social work vacancies.	Green
24.2	Review current action plan to reduce social work workload and increase capacity	December 2011	MD/LJ/ Elene Constantiou	Social work case loads currently increasing due to vacancies/maternity leave	Amber	Social work case loads currently increasing due to maternity leave, ill health and increased need. Culture and practice change beginning a focus on "Family Change" work has begun.	Green
24.3	Increase social work capacity through: <ul style="list-style-type: none"> <li>Replace 18 social care worker posts with qualified social workers as posts become vacant</li> <li>The LAC improvement plan</li> </ul>	September 2011 and ongoing	Katie Harris/Jacqui Jensen  HR support		Amber	Increased Social Worker capacity: <ul style="list-style-type: none"> <li>8 additional posts funded and recruited</li> <li>New team funded from April 2012/13 – 4 posts</li> <li>5 Step-Up to Social Worker students sponsored and one Graduate recruit to come in to post in April 2012</li> <li>Invest to Save vehicle drawn up to pump prime remodelling activity</li> </ul>	Green
24.4	Social work traineeship's are focused on children's practitioners with LAC caseloads: 3 x CIC 2 x Localities	December 2011	Katy Elliott	Plans to identify/recruit new trainees are progressing	Green	Five Children's Practitioners have been accepted onto the three year degree in Social Work Programme. All from localities, but some future placements giving Children in Care experience will develop skills in this area of work.	Green
24.5	Explore models of team management which offer different options for case holding/management	December 2011	Jacqui Jensen/MD	Consideration of Hackney and other similar models under way	Green	Munro engagement sessions with staff and managers to begin on 6 December 2011. Other LA models have been	

Ref	Action required	Timescale	Lead Officer	Progress made [Sept]	RAG rating	Progress made [Nov]	RAG rating
						evaluated. Workforce Learning opportunities have been considered, including "Reflective Supervision".	