Joint Children's Services Inspection Action Plan

West Dunbartonshire COUNCIL | NHS Greater Glasgow and Clyde | West Dunbartonshire Health & Social Care Partnership

Title
HSCP - Joint Children's Services Inspection Action Plan

Ob Inspection Statement 1: Children and young people are safer because risks have been identified early and responded to effectively

LO 1. Feedback from the inspection and priorities for improvement are understood

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.1.1	Develop a Communication Plan to promote staff knowledge and understanding of the feedback from the inspection and the priorities for improvement.	✔	100%	Euan McLean	Beth Culshaw	24-May-2022	27-Feb-2023	

LO 2. Staff are aware of and understand the learning from the Inspection process, GIRFEC and the Partnership Model for Improvement

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.2.1	Develop a Community Planning Partnership communication plan which includes: learning from the Inspection process; CI Model for Improvement; GIRFEC practice model; regular updates on progress; Circulation to: staff, trade unions, and communication to service users.	✔	100%	Euan McLean	Beth Culshaw	15-Mar-2022	27-Feb-2023	

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.2.2	Implementation of 9 Care Inspectorate Development Sessions to staff across CPP. Training programme to include specific sessions on quality framework and use of quality indicators. Sessions will include strategic leaders and operational staff..		100%	Shiona Strachan	Lesley James	24-Jun-2022	27-Feb-2023	Development Sessions took place between 24/05 & 24/06 require write up from evidence session to identify themes.
JCSIAP/1.2.3	Practice improvement will be driven by a targeted programme of feedback sessions on the findings of the Staff Survey and Case File Audit with a clear focus on recording practice		100%	Natasha MacPherson	Paula Godfrey	30-Jun-2022	27-Feb-2023	Training 29/06/2022 - further session to take place in 6 months.

LO	3. Staff are, and feel, supported to carry out their role

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.3.1	Develop and deliver a partnership training programme to include the findings of the staff survey and case file audit report. The medium to long term training plan must incorporate sessions across CPP staff groups. Sessions to include recording practice.		100%	Tracy King; Natasha MacPherson	Paula Godfrey	31-Dec-2022	27-Feb-2023	Lesley James updating case recording Policy for sign off at SMT 09/11.
JCSIAP/1.3.2	Recruitment of a Learning and Development Officer and an Audit & Performance Officer to support improvements in practice.		100%	Leeanne Galasso	Lesley James	31-Oct-2022	27-Feb-2023	Approved at SRRG 07/09/22. Posts blocked re clarification of line management process.
JCSIAP/1.3.3	Update and relaunch case recording standards within children's social work services ensuring consistency across the social work workforce.		100%	Sylvia Chatfield; Fiona Taylor	Lesley James	26-Aug-2022	27-Feb-2023	Case recording policy to be approved at SMT.

LO	4. Children young people and families are at the centre of practice & have clear assessments, plans &

	reviews in place to deliver high quality services & supports

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.4.1	Review of Partnership approach to and implementation of GIRFEC, project plan will include: integrated assessment; risk management tools; integrated chronology; wellbeing assessments; outcome focused SMART plans; request for assistance.		50%	Lesley James	Laura Mason	30-Dec-2022		Evidence documents to be provided (LJ)

LO	5. Partnership staff, providers of services, carers are confident, competent, and supported to identify and respond to risk of harm

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.5.1	Undertake a training needs analysis and review single agency and multi agency training requirements. Aligned with national and local priorities.		100%	Claire Cusick; Moira Wilson	Margaret-Jane Cardno	30-Jul-2022	19-Jan-2023	I am not leading on this work and have no responsibility for it. I am aware that this training needs analysis has been carried out as part of the Inspeciton Action plan. I have requested this is re-assigned to a more appropriate manager. 19/1/23
JCSIAP/1.5.2	Based on the above training needs analysis implement revised multi-agency child protection training programme which should include further development of online training and a self-learning pack.		100%	Margaret-Jane Cardno; Claire Cusick; Natasha MacPherson	Paula Godfrey	30-Dec-2022	27-Feb-2023	This is not an area of work I have responsibility to lead on. I am aware a multi-agency CP programme is being developed and

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								implemented. I have asked for this to be re-assigned to a more appropriate manager.
JCSIAP/1.5.3	Establish and develop quarterly Third Sector Well Start Forum to promote and develop Third Sector engagement in service delivery.		100%	Margaret-Jane Cardno; Claire Cusick; Natasha MacPherson	Selina Ross	30-Jun-2022	30-Sep-2022	The Start Well Forum is operating on a quarterly meeting cycle. The meeting plan for the year, generated by members, includes child protection and GIRFEC awareness refresh.

LO

6. Initial response to concerns and IRDs are timely, proportionate and decisions clearly recorded

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.6.1	Undertake audit of current performance of IRD to inform baseline data to enable scrutiny through CPC.		100%	Natasha MacPherson	Paula Godfrey	31-May-2022	27-Feb-2023	The Start Well Forum is operating on a quarterly meeting cycle. The meeting plan for the year, generated by members, includes child protection and GIRFEC awareness refresh.
JCSIAP/1.6.2	CPC to implement recommendations from multi agency Audit of IRD		100%	Lesley James	Paula Godfrey	29-Jul-2022	27-Feb-2023	IRD Report presented to CPC, agreement at CPC & PPCOG in June 2022. Steering group recommended

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								to progress actions and improvements for IRD, meetings of steering group have commenced. Minutes of IRD Steering Group have been requested
JCSIAP/1.6.3	Establish an IRD Steering Group to progress improvements in relation to : timescales, recording, partnership working, including the voices of children and families and development of eIRD.		100%	Natasha MacPherson	Lesley James	16-Jun-2022	27-Feb-2023	The draft guidance has been provided to the Steering Group for comments. Consideration is required to the links between IRDs and the Scottish Child Interview Model, which will be progressed in West Dunbartonshire in Spring 2023. Police system is being used as a measure for the number of IRDs being completed due to this system being the most accurate. Improvements in the social work system continue to be progressed. Scoping is being completed in relation to multi agency IRD info to establish a multi agency IRD dataset. UPDATE: Meeting taking place

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
								21/10/22
JCSIAP/1.6.4	Develop IRD data set to support performance monitoring in addition to the national data set		20%	Lyn Slaven	Margaret-Jane Cardno	31-Aug-2022		
JCSIAP/1.6.5	Review process, guidance and procedures in relation to initial response to concerns including recording of decisions.		0%	Jacqueline Carson	Lesley James	31-Oct-2022		
JCSIAP/1.6.6	Social work services- review initial response to concerns and duty process using baseline information from Appreciative Enquiry		100%		Lesley James	30-Jan-2023	27-Feb-2023	Interim progress report October 2022.
JCSIAP/1.6.7	Conclude current review of "access to services' for the duty systems for CYP to ensure streamlined, timely and proportionate response		0%	John Burns	Lesley James	30-Dec-2022		

LO

7. The Community Planning Partnership is able to identify strategic and operational risks - and to put in place relevant mitigation actions

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.7.1	Review and update service and strategic risk registers to ensure they appropriately include risks in relation to services for CYP and their families.		0%	Margaret-Jane Cardno; Rona Gold		29-Jul-2022		PPCOG process has been documented and signed off by PPCOG on the 13th September 2022. Natasha Macpherson and Kate Kerr will now lead and manage going forward. Operational and strategic risk process for HSCP is in place and is overseen by Heads of Service. Query 20/10 Exception

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
								Report on the supporting evidence from MJC presentation from PPCOG requested from Christine McAffray re Risk Register (RR Rec'd 20/10)
JCSIAP/1.7.2	Highlight reports presented to strategic groups are aligned to and reflect risk register priorities.		0%	Rona Gold		31-Aug-2022		
JCSIAP/1.7.3	Review and develop the CPP data reporting to strategic planning groups including the CPC the data will include: establish baseline data; benchmark data; outcomes measures; performance and improvement data; direct observation of practice; review of documents; views of service users lived experience; views of stakeholders and professionals.		0%	Rona Gold		31-Oct-2022		
JCSIAP/1.7.4	Review the third sector annual census to support analysis of training needs and identify practice development requirements		100%	Rona Gold	Selina Ross	31-Oct-2022	27-Feb-2023	

LO	**8. The Community Planning Partnership understands our performance and can identify strengths & areas for improvement**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.8.1	For children and young people at risk of harm of the Care Inspectorates 'Self-evaluation for improvement' guidance to support the development of data will be adopted.		90%	Natasha MacPherson	Paula Godfrey	31-Aug-2022		Care Inspectorate QIF framework is being adopted for use in QA & evaluation by CPC. Framework and plan for audit to be

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								presented at CPC on 5/9/22.
JCSIAP/1.8.2	Develop a reflective practice approach in social work services to support implementation of practice and supervision standards.		0%		Lesley James	29-Jul-2022		
JCSIAP/1.8.3	Evaluate case recording standards and use of reflective supervision through planned case file audit activity within children's social work services.		75%	Paul Kyle; Annie Ritchie	Lesley James	26-Nov-2022		Work has been considered by Paul Kyle and Annie Ritchie and while this as stalled fro a while there was further investment towards the end of 2022. It is considered that this will be picked up again in janaury 2023.
JCSIAP/1.8.4	Review the data set used by the CPC and ensure routine analysis to inform priorities and actions.		100%	Natasha MacPherson	Paula Godfrey	31-Aug-2022	27-Feb-2023	Minimum dataset in place. Consideration being given to the implementation of Version 2 of the dataset. Scrutiny meeting takes place quarterly to review dataset and make recommendations to Committee.
JCSIAP/1.8.5	Review local data set aligned to the QIF, service area and national reporting.		80%	Natasha MacPherson	Paula Godfrey	31-Aug-2022		Care Inspectorate QIF framework is being adopted for use in QA & evaluation by CPC. Framework and plan for audit to be presented at CPC on 5/9/22.

LO	**9. Community Planning Partnership is a learning organisation where plans and implementation activity reflect good practice guidance and national developments**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/1.9.1	Child Protection Committee will continue to engage in the West of Scotland forum to develop joint procedures and protocols aligned to the National Guidance for Child Protection in Scotland [2021]		75%	Natasha MacPherson	Paula Godfrey	31-Oct-2022		
JCSIAP/1.9.2	Adopt and implement the Learning Review national guidance to replace Initial Case Review and Significant Case Review guidance, and included in Training Schedule for Partnership staff.		100%	Natasha MacPherson	Paula Godfrey	30-Jun-2022	29-Aug-2022	Completed and guidance established 22/08/2022
JCSIAP/1.9.3	Review output from staff survey to further explore variation between staff groups and build actions into staff development programme and service design		50%	Natasha MacPherson		29-Jul-2022		

Ob	**Inspection Statement 2: Children and young people's lives improve with high quality planning and support, ensuring the experience sustains loving and nurturing relationships to keep them safe from harm**

LO	**1. Community Planning Partnership Model for Improvement in place**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.1.1	In relation to children at risk of harm the Care Inspectorate model for improvement will be adopted by all relevant Community Planning Partners. Community Planning to agree the reporting and assurance arrangements.		100%	Lesley James	Beth Culshaw	31-Aug-2022	27-Feb-2023	

LO 2. Community Planning Partnership Self-Evaluation Framework is in place, used and regularly updated

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.2.2	Strategic agreement required on Self-Evaluation framework in relation to children and young people at risk of harm. Framework must include the views and lived experience of children, young people and their families.		100%	Lesley James	Beth Culshaw	30-Jun-2022	27-Feb-2023	
JCSIAP/2.2.3	Develop and agree Partnership SMART Improvement Plan template – use at strategic & operational level Set implementation review date		0%	Lesley James	Beth Culshaw	30-Apr-2022		

LO 3. Community Planning Partnership has oversight of child protection practice

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.3.1	Annual programme of audit activity in place, reviewed & agreed by strategic planning groups, CPC, governance groups and Corporate/SMT		50%		Lesley James	29-Sep-2022		
JCSIAP/2.3.2	Review of integrated Children's Services Plan and sub group structure. Further develop outcomes focused framework and evaluation		100%	Claire Cusick	Laura Mason	20-Jan-2023	20-Jan-2023	ICSP reviewed to reflect positive SG feedback and identified next steps. Outcomes identified and included.

LO 4. Strategic Community Planning Groups & service areas are supported to carry out the self-evaluation activity

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.4.1	The CPC audit plan specifies the resources identified to support partnership and service area activity.		100%	Natasha MacPherson	Lesley James	29-Sep-2023	27-Feb-2023	

LO 5. Our self-evaluation approach is outcomes focused and has lived experience at the core

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.5.1	Develop and embed a consultation model to gather experience from CYP and parents family/unpaid carers to support QA and inform service development		0%	Nicholas Gallacher	Margaret-Jane Cardno	29-Oct-2022		
JCSIAP/2.5.2	Develop and implement a programme of face-to-face supported sessions with CYP and family/unpaid carers to gather lived experience to support QA and inform Partnership priorities and developments.		0%	Nicholas Gallacher	Margaret-Jane Cardno	29-Oct-2022		
JCSIAP/2.5.3	Develop evaluation framework to focus on outcomes - Aligned to Action 2.5.2		100%	Nicholas Gallacher	Margaret-Jane Cardno	30-Mar-2023	27-Feb-2023	

LO 6. Governance is clear & includes professional oversight

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.6.1	Clinical & Care Governance Group Terms of Reference to be reviewed and include oversight of all service inspections and improvement plans,		100%	Val Tierney	Fiona Wilson (HSCP)	30-Sep-2022	27-Feb-2023	Report on the CP inspection and Action plan to NHSGGC PPF for noting Sept 2022– as part of our oversight

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								arrangements – PPF have agreed to act as a critical friend and we also secured support from NHSGGC PPU with respect to our improvement activity .
JCSIAP/2.6.2	Review Terms of Reference for Improvement Action group [previously Oversight Group]		100%		Beth Culshaw	29-Apr-2022	27-Nov-2022	
JCSIAP/2.6.3	Establish Executive Oversight Group with Terms of Reference in place		100%		Beth Culshaw	29-Apr-2022	27-Nov-2022	

LO	**7. Strategic Community Planning Partners are aware of self-evaluation activity and actions arising from findings to support improved outcomes for CYP at risk of harm**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.7.1	Report annually self-evaluation for consideration at: PPCOG, CPC, CPP Annual Report, CSWO annual report and HSCP Board.		0%	Natasha MacPherson; Lyn Slaven	Paula Godfrey; Lesley James	31-Oct-2022		

LO	**8. Assessment, planning tools and intervention support outcomes focused, child centred practice**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.8.1	Conclude current revision of Integrated assessment tools and child plans in children's services social work.		100%	Annie Ritchie	Lesley James	31-Aug-2022	27-Feb-2023	This work was initially supported by Children's Hearings Scotland

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								and SCRA via a Short Life Working Group. The SCRA element will be reviewed within Better Hearings meetings – about to re start- however SLWG will require to be refreshed to support entire roll out and launch. Report to EOG meantime, progress to Nurture DIG.
JCSIAP/2.8.2	Multi agency learning, and development sessions delivered to practitioners on Child Centred assessment and SMART planning		100%	Natasha MacPherson	Paula Godfrey	30-Sep-2022	27-Feb-2023	Plan agreed to firstly complete single agency social work training for all social work staff in relation to multi-agency assessment and SMART planning. This is planned for all Social Work staff on the following dates – 10/10. 12/10, 09/11. Consider multi-agency training, following the conclusion of the single agency training planned.
JCSIAP/2.8.3	Review adult parenting capacity assessment to include recording and evaluation of impact to strengthen focus on early identification and intervention.		0%	Barry Sheridan	Sylvia Chatfield	30-Dec-2022		BS has left post. S Chatfield to provide update.
JCSIAP/2.8.4	Deliver trauma informed practice programme and further develop trauma champions as part of		100%	Paul Kyle; Lesley Sherwood	Laura Mason	31-Aug-2022	27-Feb-2023	Links have been made with the

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	Keeping the Promise implementation plan.							health Improvement team and the focus of this work has been discussed as part of The promise sub group. Staff across all of Children's Houses have been trained in DDP. An application for funding to build upon this work was rejected, however we remain involved in activity along with the health Improvement Team.

LO	**9. Information, early intervention and support services are outcomes focused**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/2.9.1	Review contract schedule for commissioned services and develop audit and outcomes focused evaluation.		25%		Margaret-Jane Cardno	30-Dec-2022		New person taken up post January 2023.
JCSIAP/2.9.2	Review and further develop evaluation framework aligned to the interventions within the Wave Trust campaign.		25%		Margaret-Jane Cardno	30-Dec-2022		Person took up post January 2023, work has started.

Ob	**Inspection Statement 3: Children, young people & families are meaningfully and appropriately involved in decisions about their lives. They influence service planning, delivery, and improvement.**

LO	1. Children and Young People and their families lived experience, are at the centre of service delivery and improvement

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/3.1.1	Review and implement the "Practice guide: Involving children and young people in improving children's services" Care Inspectorate and audit current practice against the guidance and Quality Improvement Framework		0%			01-Apr-2023		
JCSIAP/3.1.2	With support from Corporate SMT and governance groups develop with Children young people and families a 'Consultation, Participation, and Involvement Plan for services and strategic planning groups' to include systematic gathering of feedback and a co design approach		75%	Claire Cusick; Gillian Kirkwood	Laura Mason	30-Mar-2023		Strategy gpr established- multi agency Draft Strategy Produced and being consulted on Consultation with range of partners/yp/Youth Council Undertaken Survey of chn/yp and parents undertaken to inform strategy Good practice being identified UNCRC professional learning sessions planned and underway
JCSIAP/3.1.3	Using national and local good practice develop good practice guidance to support co design of services. Aligned to Action 3.1.2 systematic gathering of feedback and a co design approach		75%		Margaret-Jane Cardno	30-Dec-2022		

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/3.1.4	Review the role, function, and operational support for the Champion's Board		75%	Paul Kyle	Lesley James	30-Sep-2022		Awaiting the return of the champions board manager and the associated team leader to take this forward. Both off work at the moment. Some links have been made with The Promise lead and the champions board support worker.
JCSIAP/3.1.5	Develop Champions Board role to include active involvement in tests of change in relation to service development to ensure the voice of care experienced young people is incorporated into service design. Current focus is on the introduction of Viewpoint		60%	Paul Kyle	Lesley James	30-Sep-2022		Work has been carried out across WDC to consider how to increase the opportunities to listen to and record the views of children and young people. All staff across SW have been invited to attend the VIEWPOINT training. This opportunity has been provided to a range of other agencies, who have learnt how to navigate/use the associated systems and mobile Apps. As an addition to this, mobile Apps are being considered for usage in adoption cases and life story work.

2. Children, young people and their family members are supported to participate and are able to express views

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/3.2.1	Identify and supply digital solutions for services to enable children, young people and families to fully participate in individual and strategic planning meetings.		80%	Alastair Handley	Lesley James	28-Oct-2022		
JCSIAP/3.2.2	Review of independent Advocacy services for children, young people and families		90%		Margaret-Jane Cardno	31-Mar-2023		Currently being reviewed by NMcK and LJ
JCSIAP/3.2.3	Review social work services minute taking and recording standards, to ensure that the views of children, young people and family members are routinely requested and recorded in minutes of meetings, plans and children's records.		0%	Annie Ritchie	Lesley James	30-Jun-2023		

3. West Dunbartonshire is a positive and active corporate parent and supports full implementation of The Promise

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/3.3.1	Review current Corporate Parenting activity		80%	Paul Kyle; Annie Ritchie	Lesley James	31-Oct-2022		Awaiting the return of the team leader and Corporate parenting manager, following a period of ill health.
JCSIAP/3.3.2	Following review of local practice and good practice guidance in relation to corporate parenting develop an options paper and action plan for further approval by Nurture DIG and wider corporate parents.		0%	Paul Kyle	Lesley James	31-Oct-2022		Awaiting the return of the corporate parenting manager and the associate team leader

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
								following a period of ill health.
JCSIAP/3.3.3	Implement revised approach to corporate [good] parenting		50%	Laura Mason	Lesley James	30-Dec-2022		
JCSIAP/3.3.4	Develop a communications plan to support wider understanding of the role of corporate parents across the Community Planning Partnership		1%	Paul Kyle	Lesley James	30-Dec-2022		A plan was agreed with the corporate parenting manager and this was made a part of a working plan to progress this. However, the manager went off sick before this could be commenced. The Team leader overseeing this matter also went off sick and this remains an outstanding task. This is an area of work that requires further discussion to see how we manage the input required, however this can be achieved.

LO	**4. Children, young people, families and the wider public have easy access to information on service delivery and developments**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/3.4.1	Review and audit of current web-based public information from		25%	Euan McLean	Margaret-Jane Cardno	31-Aug-2022		Currently recruiting to job role

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JCSIAP/3.4.2	Develop web based resources working with children and young people to inform the content and the design process. Aligned to Action 3.4.1		0%	Alastair Handley	Margaret-Jane Cardno	30-Mar-2023		

Ob	**Inspection Statement 4: Collaborative strategic leadership, planning and operational management ensure high standards of service delivery**

LO	**1. We have a shared vision for services supported by aligned strategies and service plans**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.1.1	Develop and deliver a workshop for Community Partnership's senior leaders to reflect, consider and develop a shared vision, values and outcomes for services to CYP at risk of harm		100%	Rona Gold	Beth Culshaw	31-Aug-2022	27-Feb-2023	
JCSIAP/4.1.2	Review of DIG Implementation Plans to ensure they reflect national agenda and local priorities for children and young people.		0%	Rona Gold		31-Oct-2022		
JCSIAP/4.1.3	Review operational and strategic support for the Child Protection Committee, ensuring that all partners are fully represented and participate in the work of the committee.		100%	Lesley James		31-Oct-2022	27-Feb-2023	
JCSIAP/4.1.4	Ensure all partners are fully represented and participate in the child protection committee and the work identified within the work identified in sub group structures. Routine progress updates to PPCOG		100%	Lesley James		31-Oct-2022	27-Feb-2023	
JCSIAP/4.1.5	Develop HSCP Board Strategic Plan to align with national developments and Integrated Children's Services Plan		0%	John Burns	Margaret-Jane Cardno	31-Mar-2023		
JCSIAP/4.1.6	Develop and recruit a GIRFEC Lead Officer to		30%	Laura Mason	Lesley James	01-Nov-2022		Job at job

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	support partnership working aligned to Integrated Children's Services Planning (ICSP)							evaluation panel.

LO	**2. Risk to children and young people is effectively identified and assessed with plans focussing on improving outcomes.**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.2.1	Develop and implement independent chairing arrangements for Looked After Children including Independent Fostering and Adoption Panel Chair.		100%		Lesley James	01-Jul-2022	27-Feb-2023	Approved at IJB June 2022.
JCSIAP/4.2.2	Review child protection chairing arrangements to ensure appropriate scrutiny, focus on outcomes and children's representation and views are included.		80%		Lesley James	01-Jul-2022		Approved at IJB June 2022.
JCSIAP/4.2.3	As key part of independent review role ensures children and young people and family are fully involved in participation and planning.		100%	Paul Kyle	Lesley James	30-Sep-2022	27-Feb-2023	Interviews fro the four independent reviewing officers will take place in January 2023 and it is hoped that provision of this role will commence in March/April 2023.
JCSIAP/4.2.4	Permanency planning process and monitoring is tracked in line with Looked After Children Regulations, and scrutiny is supported with the development of a core dataset.		100%	John Burns; Paul Kyle	Lesley James	30-Dec-2022	27-Feb-2023	There is now a monthly permanency tracking process in palce, with both senior mamangers and al lteam leaders involved. This has allowed scoping of the drift and delay

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								noted and allows fro individual plans to be taken forward. The development of the tracking meeting have allowed an opportunity for creative thinking around how we meet expectations. Our data set is managed by business support and all records and decisions of the tracking meeting are updated on our CAREFIRST system.
JCSIAP/4.2.5	Review interagency approach to Chronologies across all education, health and social care services to ensure reflects good practice [links to statement 1 - risk management]		0%	Kate Kerr; Elaine Smith	Laura Mason	30-Sep-2022		Multi agency training has been developed with a planned roll out early 2023. Guidance is currently being updated. This work is also being progressed via GIRFEC refresh work group
JCSIAP/4.2.6	Develop and deliver interagency training on the use of chronologies as part of the CPC programme		0%	Kate Kerr; Clare McKendrick	Lesley James	31-Oct-2022		
JCSIAP/4.2.7	Audit schedule of wellbeing assessments undertaken by Health Visitors is in place with monitoring in place through C&CG and as integrated part of partnership audit activity		0%	Elaine Smith	Val Tierney	30-Dec-2022		Ongoing activity via GGC and HSCP to provide assurance of quality care

LO	3. Performance reporting, policies and procedures support staff to deliver high quality outcomes focused services

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.3.1	Review HSCP policies & procedures to align with good practice guidance in relation to children at risk of harm.		100%	Karen Marshall	Lesley James	31-Mar-2023	27-Feb-2023	
JCSIAP/4.3.2	Service KPIs and impact measures further developed with staff to support understanding and embedding of self-evaluation approach and performance reporting		0%			31-Mar-2023		
JCSIAP/4.3.3	Refresh training and development programme for members of the Child & Adult Protection Committees to develop their skills and knowledge in relation to their role to provide oversight and scrutiny of data.		0%	Natasha MacPherson	Paula Godfrey	30-Nov-2022		

LO	4. Staff are able to access policies, procedures, good practice examples and national information easily

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.4.1	Audit of current web-based intranet information (links to 3.4.1 - review of public facing web based information)		100%	Euan McLean	Margaret-Jane Cardno	31-Aug-2022	27-Feb-2023	
JCSIAP/4.4.2	From audit baseline develop web based resource through commissioned design resource		0%	Alastair Handley	Margaret-Jane Cardno	30-Dec-2022		

LO	5. Leadership teams are more visible to staff

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.5.1	Develop Community Partnership Communication and engagement plan		0%	Euan McLean	Beth Culshaw	31-May-2022		
JCSIAP/4.5.2	iMatters Plan in place to address visibility of Corporate/SMT [HSCP] assisted by easing of Covid regulations		100%	Moira Wilson	Beth Culshaw	31-Aug-2022	20-Dec-2022	iMatter action plan in place.
JCSIAP/4.5.3	Develop communications plan for the CPC including regular newsletters to staff on the areas for improvement; improvement stories; news items as part of wider Community Planning Partnership communications		90%	Euan McLean	Paula Godfrey	30-Jun-2022		Communication Strategy to be presented to CPC on 5th September 2022.

LO	**6. Practitioners are supported to develop skills and knowledge through multi agency, peer led learning and development opportunities**

Action Code	Action Description	Status Status Icon	Progress Bar	Assigned To	Managed By	Due Date	Completed Date	Latest Note
JCSIAP/4.6.1	Further develop multi agency practice forums to incorporate learning from audit, evaluation activity and national practice.		75%	Natasha MacPherson	Paula Godfrey	30-Dec-2022		