



**BRIGHTON & HOVE IMPROVEMENT PLAN**

Report Publication Date: 29/06/2011

<b>Recommendation</b>	<b>What will be done?</b>	<b>Who will do it?</b>	<b>Timetable for completion:</b>	<b>Review date and progress:</b>
1 Ensure Intervention Plan is fit for purpose	The new Intervention Plan to be completed and rolled out to staff. To include criminogenic and safeguarding factors and clear outcomes	YOS Managers	The new plan is in place and being used, but there is still room for improvement and the Management Team are working on it	October 2011
2 Identify training needs	Training needs identified from HMIP report and cases reviewed by YOS Practice Managers	YOS Practice Managers: Laura Campbell and Alex Cooter	July 2011	Already done. Training needs to be reviewed every 6 months
3 ASSET analysis and Planning training	Training on: ASSET Core Profile ROSH & RMP VMP Intervention Planning Diary Entries	Independent trainer: to be agreed by YOS Management Board	September/October 2011	The impact of the training to be assessed via the quality assurance processes identified in Recommendations 7 & 13
4 Training on a structured system for diary entries	Training of caseworkers on how to input diary entries to introduce more clarity as to the work being done	Independent trainer: to be agreed by YOS Management Board	September/October 2011	The impact of the training to be assessed via the quality assurance processes identified in Recommendations 7 & 13
5 Define structure for recording on the	Training on offence analysis and how to record the relevant	Independent trainer: to be agreed by YOS	September/October 2011	The impact of the training to be assessed via the quality assurance processes identified in

ASSET front sheet	information in a uniform and relevant way	Management Board		Recommendations 7 & 13
6 Implement Assessment Intervention Planning and Recording Contacts	ASSET front sheet recording and Diary contacts to be entered according to the agreed structure	All case workers	October 2011	Implementation to be assessed via the quality assurance processes identified in Recommendations 7 & 13
7 QA of Assessments, Intervention Planning and Recording	All intervention plans and diary entries to be quality assured to ensure that the work is being done sequentially and according to agreed outcomes.	YOS Managers	November 2011	QA sessions to take place on a fortnightly basis, but to include (on a rota basis) ASSETs, Intervention Plans, Diary entries, RMPs, VMPs
8 Young people to be actively involved in Assessment, planning and review	The Intervention Plan has already been refined to include the views and direct comments from young people, but needs further work. Young people and families are already involved from initial assessment to plan, review and exit strategy, this to	YOS Managers	November 2011	To be monitored via the QA processes

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9 Gaps analysis of Offending Behaviour programmes	A worker is currently updating our resource library and sourcing offender behaviour programmes and others	Practice Managers: Laura Campbell and Alex Cooter	July 2011	To be reviewed every 6 months.
10 Create menu of options for structured interventions and identify new interventions to fill gaps	Create a resource of programmes and to ensure that Intervention Plans make it clear what programmes are being used to support the stated outcomes	Practice Managers: Laura Campbell and Alex Cooter	September 2011	To be reviewed every 6 months. A resource library is currently being put together.
11 Review Management of Risk (MoR) policy	Review policy to capture ongoing changes in processes – including police referrals to the MoR	Practice Manager: Laura Campbell	October 2011	To be reviewed annually
12 Agree risk policy with partners	Consultation with partners	Practice Manager: Laura Campbell	November 2011	To be reviewed annually
13 Implement new MoR policy	New policy to be implemented	Practice Manager: Laura Campbell	December 2011	To be reviewed annually

AGENDA ITEM 14- APPENDIX 1

14 QA MoR	All MoR cases to be quality assured against the MoR policy and the new recording arrangements	Practice Manager: Laura Campbell	January 2011	Quality sessions will take place fortnightly on a rota basis – see above
15 A restructuring of the YOS Management Board	Strategic Director for People as DCS (Terry Parkin) to submit a paper to the Strategic Leadership Board re the reconstitution of the YOS Management Board which will report to the Safe in the City Partnership	Strategic Director for People: Terry Parkin	Paper already submitted and awaiting outcome	To be reviewed annually
Name of person completing this plan: Nigel Andain		Designation: YOS Service Manager		Date: 29 <sup>th</sup> July 2011

*This template is for guidance only - you are welcome to use your own template, or include these actions in other plans.*