

CORPORATE PARENTING ACTION PLAN 2012 - 2015

Section 1: ELECTED MEMBERS AND CHIEF EXECUTIVE'S COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
1.1	Ensure effective leadership to seek, promote and support improved outcomes of young people who are for looked after children and care leavers.	1.1.1	Attend training and briefing sessions on Corporate Parenting for elected members in partnership with Who Cares Scotland.	May 13	Green	Elected Members
		1.1.2	Approval for the looked after children Champions Board and achieve agreed representation from Elected Members and Chief Officers.	May 13	Green	
		1.1.3	Approval of looked after children as a priority group in the Single Outcome Agreement 2013 - 2014.	April 13	Green	
		1.1.4	Establish an Achievement Award for looked after children and care leavers in consultation with Young People's Participation Group.	May 14	Blue	
1.2	Continue to secure apprenticeships/other work experience opportunities within Directorate.	1.2.1	Continue to identify successful candidates for internship/apprenticeships in Directorate.	May 13	Yellow	Chief Executive

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1.1.4	The Young People's Participation Group was established in late 2013. It will inform the future development of this through its interaction with the Champion's Board.
1.2.1	In 2012 the service established and recruited to a post. In 2013, the post became vacant and recruitment has been put on hold due to a review of administration. The offer of an apprenticeships post will be considered again once the service redesign is complete. A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.

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Section 2: CORPORATE GOVERNANCE COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
2.1	Mainstream the support for looked after children and care leavers internships	2.1.1	Amend 'Equality and human rights impact assessment' (EHRIA) to include looked after children and care leavers in special consideration category.	Sep 12	Yellow	HOS CG Lead Officers HR

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Section 2: CORPORATE GOVERNANCE COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
	/apprenticeships.	2.1.2	Identify a lead officer to support recruitment for looked after children and care leavers internships /apprenticeships.	Oct 12		Lead Officer SC&WB
		2.1.3	Establish a mentoring scheme for looked after children and care leavers internships/ apprenticeships.	Jan 13		
		2.1.4	Establish 'We can & must do better' (WC&MDB) Training on OIL as part of Corporate Induction.	April 13		
2.3	Ensure all children and young people who are looked after away from home in residential units have access to ICT.	2.3.1	Complete upgrade of ICT in residential units.	May 14		Lead Officer ICT Lead Officer SC&WB
		2.3.2	Provide internet access on ICT equipment in residential units.	May 14		
2.4	Continue to secure apprenticeships/other work experience opportunities within Directorate.	2.4.1	Continue to identify successful candidates for internship/apprenticeships in directorate.	April 13 April 13		HoS CG Lead Officer SC&WB

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2.1.1, 2.1.2, 2.1.3	A working group was convened to scope the task and recommendation on a new process that will be included in the 2014 - 2015 Action Plan.
2.3.1, 2.3.2	Commitment made by Champions Board in February 2014 to resolving this within three months
2.4.1	A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.

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Section 3: HOUSING AND ENVIRONMENT COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
3.1	Ensure Housing staff understand their additional	3.1.2	Review effectiveness of Housing Allocation Policy in meeting the needs of Care Leavers without resorting to homelessness legislation.	Mar 13		Lead Officer Housing

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Section 3: HOUSING AND ENVIRONMENT COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
	responsibilities looked after children and care leavers.	3.1.3	Identification of joint working arrangements for looked after children and care leavers set out in the Anti-Social Behaviour Strategy.	Mar 13		Lead Officer SC&WB
3.2	Identification of care leavers at risk of becoming homeless and secure appropriate accommodation.	3.2.1	Joint review undertaken of accommodation options for care leavers.	Dec 12		Lead Officer Housing
		3.2.2	Develop a Supported Housing Strategy for care leavers.	Mar 13		Lead Officer SC&WB
		3.2.3	Develop a policy to reduce the number of care leavers presenting as homeless.	Mar 13		
3.3	Continue to secure apprenticeships/other work experience opportunities within Directorate.	3.3.1	Continue to identify successful candidates for internship/apprenticeships in Directorate.	April 13		HoS H&E Lead Officers H&E
		3.3.2	Support looked after children and care leavers to undertake assessment to secure a 4 year Trade Apprenticeship.	April 13		Lead Officer SC&WB

Section 3 : 2013 - 2014 Summary Performance Analysis

3.2.2	Work commenced. However, due to the review of residential childcare services (including through-care) in SC&WB this will follow the completion and approval of that review. It will also be affected by any response to the Life Changes Trust funding options which should become clearer during 2014 - 2015.
3.3.1, 3.3.2	A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.

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Section 4: EDUCATION, CULTURE AND SPORT COMMITMENTS

Ref	Action	Milestones		Timescale	RAG	Lead Officer(S)
4.1	Ensure that looked after children and young people have the same opportunities as their peers who are not looked after to benefit from high quality	4.1.1	Deliver 'We can & must do better' (WC&MDB) training to all Designated Senior Managers for looked after children.	Nov 12		Lead Officers ECS
		4.1.2	Establish process to ensure that looked after children's concerns have been identified and support co-ordinated (Additional Support Needs – ASN / Co-ordinated Support Plan - CSP).	Sep 12		
		4.1.3	Complete review of Inclusion Policy ensuring that looked after children	Mar 13		

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Section 4: EDUCATION, CULTURE AND SPORT COMMITMENTS

Ref	Action	Milestones	Timescale	RAG	Lead Officer(S)
	education through Curriculum for Excellence.				
		4.1.4	Improved the % of looked after children achieving and attaining in mainstream school.	Mar 13	
		4.1.5	Establish Case File Audit process for looked after children Co-ordinated Support Plans (CSPs).	Mar 13	
		4.1.6	Roll out the Imagination Library.	Nov 12	
		4.1.7	Develop Reader Development Literacy Strategy.	Jun 13	
4.2	Improve the % of looked after children and care leavers entering positive and sustained post school destinations.	4.2.1	Establish Activity Agreement Procedures.	Aug 13	Lead Officers ECS
		4.2.2	Recording destinations for looked after children in 16+ leaving care Teams.	Aug 12 Feb 13	
		4.2.3	Increased the % of looked after children and care leavers entering positive post school destinations in education, training and employment.	Mar 13	
4.3	Establish budgets to support young people to achieve their potential in relation to their interests and talents.	4.3.1	Increase in % of looked after children participating in music lessons.	Mar 13	Lead Officers ECS
		4.3.2	Increase in % of looked after children participating in sports.	Mar 13	
		4.3.3	Increase in % of looked after children participating in cultural and religious activities.	Mar 13	
		4.3.4	Increase in % of looked after children attending school trips.	Mar 13	
4.4	Continue to secure apprenticeships/other work experience within directorate.	4.4.1	Continue to identify successful candidates for internship/ apprenticeships in directorate.	Mar12	Lead Officers ECS Lead Officer SC&WB

Section 4 : 2013 - 2014 Summary Performance Analysis

4.1.6	Awaiting creation of database by SC&WB before this can be rolled out. SC&WB and ECS colleagues to provide a revised action and timeline for 2014 - 2015 plan.
4.1.7	Project is now underway and a revised timeline for 2014 - 2015 plan will be provided by ECS.
4.3.1 – 4.3.4	SC&WB and ECS will establish a way to measure take up as this is proving more challenging than anticipated. Staffing changes within SC&WB have also prevented this during 2013 - 2014.
4.4.1	A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.

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Section 5: SOCIAL CARE & WELL-BEING COMMITMENTS

Ref	Action	Milestones	Timescale	RAG	Lead Officer(S)
5.1	Ensure all SC&WB staff undertake relevant training.	5.1.1 Teams trained in GIRFEC Operational Guidance.	June 12		SC&WB Lead Officer
		5.1.2 DSM trained in 'We can & must do better' (WC&MDB) materials.	May 12		
		5.1.3 Deliver of 4 training sessions for elected members.	May 13		
5.2	Establish Family Firm Model.	5.2.1 Approval of Family Firm Guidance.	Jan 13		
		5.2.2 Establish tracking for 16+ leaving care post school destination for looked after children.	May 12		
		5.2.3 Improve the CF6 recording on 16+ leaving care destinations.	May 13		
5.3	Ensure that looked after children are involved in decision making.	5.3.1 Compile end of year reports for Children's Rights Service.	Oct 12		SC&WB Lead Officer
		5.3.2 Revised forms for recording looked after children feedback from placements.	Jan 12		
5.4	Review and Redesign of Residential Child Care Services and Through-care.	5.4.1 Delivery of PMO set up workshops.	May 12		SC&WB Lead Officer
		5.4.2 As At Report completed for Board.	Oct 12		
		5.4.3 Delivery consultation events with stakeholders and set up zone communication pages.	Jan 13		
		5.4.4 Develop online Self Evaluation questionnaire for zone.	Jan 13		
		5.4.5 Staff consultation on options appraisal for 'future state' model.	May 13		
		5.4.6 Committee approval.	May 14		
5.6	Improve AC1 & C3 looked after children notifications.	5.6.1 Improve electronic system for notifying SC&WB, ECS and Health staff that a young person has become looked after.	March 12		SC&WB Lead Officer, SCRA, NHS & ECS Lead Officer
5.7	Continue to secure apprenticeships/other work experience within Directorate.	5.7.1 Continue to identify successful candidates for internship/apprenticeships in directorate.	Mar 13		Lead Officers SC&WB & All Lead Officers
		5.7.2 Establish a tracking tool and evaluate outcomes for all looked after children apprentices.	May 13		

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5.2.3	Tracking on unknown manually shows 0 unknown destinations but still reporting 5% unknown due to recording errors on CF6.
5.4.5, 5.4.6	Further work had to be undertaken following the consultation exercise to work up additional operational detail around the future state model. The deadline for reporting to Committee has been extended to ensure appropriate consultation on staffing options is undertaken

	with the unions in advance of going to Committee. In addition there is an associated review of through-care service. A bid for additional funding through the new Life Changes Trust is anticipated and a working group, involving the third sector, is in place to take forward improvements to key processes, including recording of pathway coordinators, pathway planning, 16+ leaving care post school destinations and outcomes for apprenticeships.
5.5.3	Sessions have been arranged and delivery is in progress.
5.7.1	A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.
5.7.2	Tracking tool established. Staffing changes within SC&WB have prevented a full review being undertaken during 2013 - 2014. With new recruitment this is planned for early 2014 - 2015.

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Section 6: ENTERPRISE, PLANNING AND INFRASTRUCTURE

Ref	Action	Milestones	Timescale	RAG	Lead Officer(S)	
6.1	Prioritise looked after children and care leavers in the social benefit aspects of the future business contracts.	6.1.1	Establish baseline data.	Dec 12		Lead Officers EPI
		6.1.2	Establish a process/procedure of inclusion of looked after children and care leavers into the new business contracts.	Mar 13		
6.2	Continue to secure apprenticeships/other work experience opportunities within directorate.	6.2.1	Establish an internship post within the directorate.	Apr 13		HOS Lead officer EPI Lead Officer SC&WB

Section 6 : 2013 - 2014 Summary Performance Analysis

6.1.1, 6.1.2	Baseline data due to have been established by April 2014. Work was underway with the department to review action and provide update for 2014 - 2015 plan. This has been delayed due to staff vacancy in SC&WB. This will be completed during 2014 - 2015.
6.2.1	Work is underway with the department to establish 1 apprenticeship. A full review of apprenticeships and internships offered throughout the council will be undertaken in 2014 - 2015.

Key Card

	Action Reviewed
	Not completed.
	In progress and expected to be completed.
	Completed.