

## London Borough of Brent Placements: Adoption Service action and Improvement Plan

Action	Due date	Person Responsible	Progress
<b>Leadership and Strategy</b>			
The Team Manager to register for the required management qualification NMS 19.2.	31/03/12	Gill Kilbane	Registration now completed managers to start course October 12.
All staff and managers need supervision training which is service specific and highlights the performance management element.	30/06/12	Hilary Brooks	Managers completed training, staff who supervise to attend. Audits undertaken to ensure implementation into practice.
A process to be established for regular supervision audits by managers / senior managers to ensure QA of practice. NMS 24.5.	31/10/12	Hilary Brooks	Process established. Audits completed in July 12. Further audits in October 12.
Recruitment of a consistent Panel Advisor.	31/07/12	Hilary Brooks	Post to be advertised October 12.
<b>Recruitment and assessment</b>			
Review all enquiries in Adoption Team Meeting to ensure all enquiries are followed up with information pack within 5 working days NMS 10.3.	16/03/12	Gill Kilbane / Marilyn St Ange	Completed and added to enquiries sheet. Ongoing monitoring by Team Manager.
Scrutiny of Initial Visits needs to be undertaken weekly to ensure all suitable prospective adopters are followed up within 2 months of enquiry. NMS 10.4	16/03/2012	Gill Kilbane / Marilyn St Ange	Completed and ongoing monitoring by Team Manager, monthly monitoring by HoS.
Complete a report to evaluate the recruitment strategy for 2011-2012 and prepare a new strategy for 2012 - 2013 including what worked and what did not work and what the targets will be for the coming year. This needs to be completed in conjunction with the Adoption Manager and Marketing Manager.	30/05/12	Daniel Thomas	Completed but needs to be regularly reviewed at weekly Management Information meeting to inform recruitment process.
64% (9) of prospective adopters whose case is presented to A & P panel within 8 months of their application being accepted. NMS 17.7.	31/05/12	Gill Kilbane / Marilyn St Ange	Improvements recorded, however still needs monitoring of reason for delay and then further evaluation to be undertaken in December 2012.
Increase available number of approved prospective adopters by 5 to 19.	30/11/12	Gill Kilbane / Marilyn St Ange	Additional targeted recruitment currently been undertaken to ensure approval of

			adopters to meet the needs of Brent LAC. We have currently met this target and are assessing further adopters.
<b>Timeliness of matching and placement</b>			
Development of concurrent planning policy and strategy.	31/12/12	Marilyn St Ange / Gill Kilbane	Developing as an incremental strategy – to encompass all age ranges. Targeting in-house carers and implementing government's latest strategy of approving adopters as foster carers.
<b>Support and Guidance</b>			
The Children's Guide to Adoption Support to be prepared for printing and then distributed as part of the adoption process. NMS 18.6.	16/03/12	Eldica Noel	Completed.
Completed Life story books and Later Life Letters to be given to Adopters and children within required timescales (within 10 working days of adoption ceremony being held).	Ongoing	Marilyn St Ange / Gill Kilbane	New carers within timeframe. Historical/prioritising and working on backlog now monitored by Team Manager.
<b>Monitoring and Review</b>			
6 monthly reports need to be completed including from A and P panel which give an evaluation of compliance with required timescales, for scrutiny by the executive of the council.	31/03/12	Gill Kilbane	Completed.
Management Information used for case tracking on a weekly basis by management (Team Manager / Head of Service and Panel Advisor) to ensure that everyone is informed by the same data.	31/03/12	Hilary Brooks	Completed. Weekly meetings still taking place to track all cases.
Regular fortnightly meetings of internal Permanency Panel which includes adoption managers and care planning managers to highlight children coming through system who are likely to require adoption and to enable forward planning/targeted recruitment of adopters who can meet their needs.	December 12	Hilary Brooks / Elzanne Smit	Completed. Meetings taking place on a 6 weekly basis to track all LAC children through their journey in care.
A process to be established for regular file audits by management to ensure QA and management overview.	Ongoing	Hilary Brooks	File audits completed, programme of audits implemented, analysis undertaken.

To ensure Family Group Conferences take place in all relevant cases and all members are involved.	30/03/12	Kelli Eboji / Hilary Brooks / Marilyn St Ange / Gill Kilbane	Completed.
To continue to monitor and support placements to prevent breakdown and increase placement stability.	01/07/12	Hilary Brooks / Goitom Mebrahtu / Kelli Eboji / Gill Kilbane / Marilyn St Ange	Measures in place to monitor and improve our practice to ensure stability of placement.
To undertake regular meetings with IRO and Care Planning to discuss and monitor progress around cases.	01/10/12	IRO. Ros Morris, Elzanne Smit, Hilary Brooks, Gill Kilbane.	Remit and frequency of meetings to be established by H Brooks in conjunction with other Heads of Service.
Training on Family Justice Review.	28/06/12	Legal	Training completed for 28/06/12.
To work with Legal, Panel Advisor and AD on changes to panel in respect of FJR.	18/07/12	Legal, Hilary Brooks, Graham Genoni, Panel Advisor.	Meeting took place July 12, procedures agreed to be implemented September 12.
Implement safe base training.	01/05/12	Consortium	Completed.
Ensure overall scrutiny of service from members, via discussion, update and bi-annual reports.	Bi-annual	Members	Meetings and report sent on a regular basis to members and executive..
All issues relating to recording need to be addressed <ul style="list-style-type: none"> <li>○ through further training on Frameworki</li> <li>○ through quality assurance in supervision</li> <li>○ through file audits and associated action plans.</li> </ul>	Ongoing	Hilary Brooks	Identified as key issue from file audits. Training on Frameworki undertaken, supervision training currently ongoing for Managers. Further file audits ongoing.
Allegation, Complaints and Compliments logs to be created and stored centrally.	30/06/12	Marilyn St Ange	Completed.
To create adoption activity days alongside Consortium and BAAF.	30/08/12	Marilyn St Ange / Gill Kilbane	Discussed with Justin Simon in Consortium. Training day November 2012.
To work towards changes regarding adoption assessments and this is to include looking at creative way to recruit adopters for children with disabilities.	Ongoing	Gill Kilbane / Marilyn St Ange	To work alongside Children with Disabilities Team. Discussion with both teams on different ways to enhance recruitment and provide placements for Children with Disabilities.

To work alongside Children with Disabilities team and ensure the team joins the LAC Panel.	31/07/12	Hilary Brooks / Gill Kilbane / Marilyn St Ange / Elzanne Smit / Sharon Stockman	Completed.
To continue to develop a one system approach to performance information and for the Council to incorporate adoption in their scorecard.	1/10/12	Hilary Brooks / Gill Kilbane / Marilyn St Ange / Ronnie Ferguson	To work alongside Policy and Performance Team to ensure clarity of data.
<b>Contact</b>			
Letterbox contact files need to be audited and cleared of anything that is not needed.	23/01/12	Eldica Noel / Lyndy Cole	Audit completed. Issues high lighted poor systems for managing letterbox. New system and change of worker implemented.
To look around joint working and commissioning with Consortium.	30/10/12	Hilary Brooks / Gill Kilbane / Marilyn St Ange / Justin Simon	To drive through new innovative initiatives. Working alongside Consortium.
<b>Legal</b>			
To work with Social Care to build professional confidence whilst undertaking care proceedings.	Ongoing	Fiona Alderman	Completed.