

Safeguarding and Children in Care Project Management Board

July 2010

Improvement Notice Targets

Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
Increase % IAs within timescale to: a) 70% in December 2010 b) 75% cumulative from 1/7/2010 to 31/3/2011	In Month July: 95.2% - 20 July 2010	↑ (Improving – 48.1% in June)	As reported to the project board previously, all open and due assessments from the backlog were closed by 1 July which created a strong platform thereafter to achieve very high completions of IA's within timescale. The first clear reporting week since 1 July (week ending 11 July) showed 100% completion of all IA's within timescale – 30 IA's completed which translated into 100% weekly figure and annual cumulative 53.9%. The following week (ending 18 July) showed 27 IA's closed with 25 in timescale - a weekly figure of 92.6% and annual cumulative 55.7%.		
	Cumulative from 1 July 2010: 95.2% - 20 July 2010	N/a			
	Cumulative from 1 April 2010: 55.7%	↑ (Improving – 48.1% in May)			

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Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
Increase % CAs within timescale to: a) 75% in December 2010 b) 80% cumulative from 1/7/2010 to 31/3/2011	In Month July: 96.8% - 20 July 2010	↑ (Improving – 73.7% in May)	As reported to the project board previously, all open and due assessments from the backlog were closed by 1 July which created a strong platform thereafter achieve very high completions of CA's within timescale. The first clear reporting week since 1 July (week ending 11 July) showed 100% completion of all CA's within timescale – 13 CA's were completed all within timescale which translated to 100% weekly and annual cumulative 58.4%. The following week (ending 18 July) showed 13 CA's were completed, all within timescale. This translated to 100% weekly and annual cumulative 58.4%		
	Cumulative from 1 July 2010: 96.8% - 20 July 2010	N/a			
	Cumulative from 1 April 2010 58.4%	↑ (Improving – 35.1% in June)			
Ensure % of referrals of children to children's social care going on to IA does not drop below 50% in any reporting month for the duration of this Improvement Notice	57.3% - June 2010 47.2% Cumulative	↑ (Improving – 37.9% in May 2010)			
Ensure maximum social worker caseloads (in Referral and Assessment) of:	As of 20 July: Minimum – 2 cases Maximum – 59	N/a			

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Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
<p>a) 35 by December 2010</p> <p>b) 30 by March 2011</p>	<p>cases Mean – 22 cases Number of workers over 35 – 2 (out of 15)</p> <p>Figures do not include unallocated cases.</p>				
<p>Ensure social care vacancy rate is:</p> <p>a) no more than 8% by March 2011</p>	<p>11% - June 2010</p>	<p>↑ (Improving – 11.5% in May 2010)</p>	<p>From an establishment of 75.8FTE social workers, there are currently 14.5 FTE vacancies, including 4.5FTE in referral and assessment.</p> <p>However, there are 7FTE posts recruited but staff yet to take position and there are 7.7FTE agency staff covering roles (4.2FTE in referral and assessment).</p> <p>4 Social workers are due to be interviewed on 22 July 2010.</p> <p>5 staff are on long term absence (4 on maternity leave).</p> <p>For team managers, the vacancy rate not including posts covered by acting up arrangements, stands at 0.5FTE, with 2FTE due to take up post.</p>	<p>Rolling programme of recruitment activity ongoing, including open recruitment, PQ training, creative advertising and NQSW support. Anticipating 19 NQSWs in post by November 2010.</p>	

Improvement Notice Actions

Key Action	Commentary including key activity undertaken in period	Outstanding actions required	Date	Risks / Issues / Mitigating Action	Additional Information
Review the escalation policy and ensure that it is understood and used by all partners	Escalation policy published and copies distributed to partners including third sector and all CTPB members. Communications activity to support publication undertaken. No escalations have been received during July 2010.	Annual Review of Policy Ongoing reviewing of escalations as they are received	March 2011		
Implement an electronic recording system that is fit for purpose and which contains a single record for each child with complete chronology	Business case approved. In pre-tender stage. Activities have include pre-procurement, internal due diligence, stakeholder engagement, soft market testing and commercial baselining and communications	Completion of Tender Specification and enter into Tender Phase	September 2010	Some delays due to final contract negotiations on the Schools MIS replacement project which had to be complete by the end of the summer term. However we are in the process of putting together the tender specification.	
Demonstrate improvements in the quality of social work practice through audit and professional development	Audit programme in place and being delivered. Work undertaken to close cases and consolidate caseloads within referral and assessment. Supervision audit completed. Management development programme	Ongoing delivering of audit programme Ongoing work with referral and assessment staff to improve quality of referral taking Management development training to take place in	Ongoing July 2010 September 2010		Please see QA Report for further information, including executive summary of conferences audit.

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	completed. PDR process rolled out.	September.			Presentation about QA tool to be given to Project Board at future meeting.
Work with partners to ensure that the Peterborough Safeguarding Children Board (PSCB) establish and follow clear processes to implement Serious Case Reviews (SCR) action plans and has oversight of key data	All SCR action plans scrutinised and outstanding actions highlighted and sent to the relevant agencies requesting updates and evidence of actions completed. Follow up scrutiny at SCR General Issue's group 15 June. Agencies advised of cut off date for final sign off as 22 September meeting. PSCB is now collating a portfolio of evidence of SCR actions. All agencies are now aware of their responsibilities in relation to SCR and PSCB have mapped individual agencies procedures re. SCR action plans. Performance a standing agenda item for PSCB.	QA group meeting to consider dashboard and performance information required for PSCB Sign off of SCR Actions review 22 nd September Training programme to be developed following assessment of past SCRs by Service Manager for QA and Safeguarding. A report on this programme will be available at the August meeting of the project board.	Ongoing September 2010 August 2010		
Demonstrate effective evaluation of projects and initiatives including the Common Assessment Framework (CAF)	Work ongoing to develop framework for project evaluation, including development and roll out	Implementation of PRINCE II approach to projects	September 2010	Delays in HR have affected the evaluation of job descriptions for project manager roles – revised timescales set.	

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Key Action	Commentary including key activity undertaken in period	Outstanding actions required	Date	Risks / Issues / Mitigating Action	Additional Information
and that the findings inform service development	<p>of PRINCE II methodology. Approach to be implemented from September 2010.</p> <p>New CAF QA documentation is being delivered and has been added to training materials and delivered to practitioners and managers in training sessions. The first QA evaluations of random CAFs has been completed and followed up. Data is expected from this new process in the coming months. A meeting has been arranged with the data team regarding a new system for recording CAF data.</p>	Ongoing QA evaluations of CAFs. A report will be available for the project board at a future meeting.	October 2010		

Escalated Issues

This section relates to any other issues of relevance to the Project Management that are escalated following departmental monitoring. This includes: status of related performance indicators; departmental / Children's Trust risks and issues; performance of non-improvement notice actions within post-inspection action plan.

Issue	Commentary	Action	Review Date
% Children subject to a child protection plan for a second or subsequent time	Performance worsened to 19.2% in June 2010 (above our target of 12%). This reflects 10 cases out of 52 CP starters.	<p>Service Manager for Safeguarding and Quality Assurance is undertaken a review of the children concerned, examining timelines to identify any issues / trends.</p> <p>An initial examination reveals that of the cases since 1 April 2010, 70% refer to cases where the previous child protection plan ended over five years ago. There were only two cases where the previous child protection plan ended less than a year ago. Further analysis work is underway.</p>	August 2010
% Children with Disability allocated to a worker	Performance has dipped to 87.5% (from 95.1%) at end of 2009/10. This reflects 16 out of 128 children not allocated.	Service manager reviewing allocations to increase the percentage allocated to workers.	August 2010

Additional Reports

- Quality Assurance Report
- Quality Assurance Programme

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