

WORK PLAN : PSW

November 2018-June 2019

- 1 Embed Strengths Based Approach
- 2. Improving Quality and Driving up Practice Standards
- 3. Legal Literacy

No.	Action	Action Owner	End Date	Progress and Monitoring	Outcomes and RAG Rating
Priority 1: Embed Strengths Based Approach					
1.1	Develop and implement Strengths based training and approach	Sally Morris-Shaw	June 2018	<p>2 x 1 day strengths based assessment course provided to first cohort of assessment staff. This being evaluated by Nigel Mitchell, L and D training manager and PSW in relation to this being delivered wider</p> <p>PSW working with SMT, Team Managers and Best Practice Group to determine which Strengths based model should be adopted eg Signs of Safety or 3 Steps</p> <p>Work Force Development plan in progress . PSW working with L and D manager to complete</p>	Active
1.2	<p>Review of Financial Management Document and Wellbeing Forum ToR.</p> <p>Extend Wellbeing Forum across all Service areas</p>	Legal Department / Sally Morris-Shaw	December 2018	27/11/18 : ToR now reviewed via Legal department and being amended by PSW. Financial Management Document.	Active

				<p>Updates need to documents / any processes be uploaded and circulated to staff via intranet via Team Managers meeting</p> <p>PSW meetings in progress with Mental Health Management re extension of WBF to Mental Health Services. Briefings now being scheduled / progressed for MH Teams to increase staff awareness / understanding</p>	
1.3.1	Produce range of resources / learning materials for staff and also communications	Sally Morris-Shaw	February 2018	<p>Strengths Based Charter now disseminated to all staff and uploaded for</p> <p>Staff attended ADASS Regional Strengths based conference 24th October</p> <p>PSW now part of Communications and Engagement Group where such materials will be formulated and progressed</p> <p>PSW has oversight and lead role in relation of practice library, which being developed as part of ACH directorates intranet page</p>	Active

1.4	Operational Framework development and Publication		February 2019	<p>PSW has lead role re development of Operational Framework in relation to Policies and Procedures (see under Priority 2 for full details). Monthly meetings to monitor progress</p> <p>As of 27th November following policies live on ACH directorate page:</p> <ul style="list-style-type: none"> • Wellbeing Principle • Assessment and Eligibility Policy • Support Planning Review • Ordinary Residence Policy • Information and Advice Policy • Direct Payments Policy and Guidance for Staff 	Active
Priority 2: Improving Quality Assurance and Driving up Practice Standards					
2.1	Case File Audit Report	Sally Morris-Shaw	Ongoing	<p>Report now given to Performance SMT and Team Manager Meeting</p> <p>PSW working with performance , Quality and Improvement Team to develop electronic process further so that arising practice themes can be identified and targeted in</p>	Active

				terms of practice development	
2.2	Best Practice Development Group	Sally Morris-Shaw		Best Practice Group established and monthly meets arranged	Active
2.3	Operational Framework development and Publication	Sally Morris-Shaw / Operational Framework Group	End January 2019	<p>PSW has lead role re development of Operational Framework in relation to Policies and Procedures (see under Priority 2 for full details). Monthly meetings to monitor progress</p> <p>As of 27th November following policies live on ACH directorate page:</p> <ul style="list-style-type: none"> •Wellbeing Principle •Assessment and Eligibility Policy •Support Planning Review •Ordinary Residence Policy •Information and Advice Policy •Direct Payments Policy and Guidance for Staff 	Active
	Development of Performance Clinics	Sally Morris-Shaw / Andrew Wells	End February 2018	PSW working with HoS. Andrew Wells Safeguarding Performance Clinics being set up currently to commence in December 2018	Active
Priority 3: Legal Literacy					
3.1	Support staff to develop further legal competencies and confidence through the provision of training and development	Sally Morris-Shaw	Ongoing	Delegated decision-making briefing delivered to legal department undertaken with team managers 23 rd October	Active

				<p>Legal Literacy Webinars in progress re Assessment and Eligibility, Care Planning, Direct payments delivered by Belinda Schwehr</p> <p>PSW working with legal department and Marie Staves to develop further briefings for staff in relation to S117 , MCA</p> <p>PSW working with Nigel Mitchell , L and D Manager re creation of work force development plan including legal literacy</p> <p>Social Work staff enrolled in South Yorkshire Teaching Partnership Post Graduate Certificate Modules relating to legal frameworks and advanced practice, (Adults) Social Work in the Court Room</p>	
3.2	Support staff to develop legal literacy through the availability of electronic resources including legal updates , policies and procedures			<p>Legal Literacy resources being uploaded to Adult Social Care Resources intranet webpage within ACH Directorate section</p> <p>Operational Framework in development and published</p>	

				policies and procedures now available as per 2.3 for staff usage to ensure practice is compliant with legal frameworks	