

Area	What matters?	Complete by	How will we do this?	Lead Officer	Update	Evidence	Communication Strategy? (who and how)	When will this be done?	Completed?
Chronologies	For Children's Services to have a chronology guidance and template that will form part of the Good Practice Standards	Feb 2022	<ul style="list-style-type: none"> Reviewed existing guidance Pulled into one document Link in with Jan Little for oversight Draft guidance in place Devise chronology as an example for the guidance Link in with Adult Services Sign off in CSMG 	Maria Selby	<p>Dec 21 - Chronology guidance is in draft format with an example of a chronology currently being work on</p> <p>Jun 22 – Example has now been included within the guidance, needs to be cascaded through PO/TM meeting and shared with Adrian Bradshaw</p> <p>Oct 22 – All completed and is colour coded, MS and KW to meet to go through the guidance, then will return to PIG</p> <p>Apr 23 – MS to meet with KW in April to go through chronology guidance</p>	Completed guidance			
Supervision Policy	To revise the supervision policy to make it more inclusive of all teams and to provide clear guidance to accompany the policy. Training to be delivered on the specifics identified in the good practice guidance	March 2023 June 2023	<ul style="list-style-type: none"> Devise Policy in line with SCW guidance Establish guidance sections for procedure Allocate leads for each section Draft Policy and Procedure established Guidance to be included as addendum Policy out for consultation with staff Final Sign off in CSMG/ASMG Develop training programme for policy/procedure with David Wilkins in May/June 	Mel Weaver Maria Selby	<p>Dec 21 – Policy is in draft format, meetings have been held with Cardiff Academics regarding the purpose of supervision and good practice. Once NPT have established how they want to operate, workshops can be tailored to the policy/procedure. Meeting scheduled for Jan 22 with all parties to look at the procedure element.</p> <p>March 22 – Sections to guidance has been established, CSW's to be identified to work on each one</p> <p>June 22 – MW/MS and Carla Dewick to review the guidance section content. Wellbeing group is looking at the Wellbeing section. Templates to be collated and reviewed by MW/MS then shared with the T&F group</p> <p>Oct 22 – Guidance is nearing completion, the Wellbeing Group needs to complete the wellbeing elements, as do Hillside, mtg 6.10.22 to discuss, then a further meeting in Oct to finalise.</p> <p>Apr 23 – Currently out to consultation, document will be revised and circulated as final draft before sign off. David Wilkins (Cardiff Uni) has agreed to help POs develop training workshops for them to deliver to their own staff groups.</p>	Completed policy and procedure	<p>Once the policy/guidance has been completed, the document will go through the QPSG, then on to the ASMG/CSMG/SMT meeting and Committee.</p> <p>POs will be responsible for providing training to their respective teams</p>	When policy finalised	
Childrens Rights Action Plan	The group to look at individual actions on the plan to see how these can be put into practice or how these messages will be communicated through the teams	Jan 2022 And ongoing	<ul style="list-style-type: none"> All champions to work towards actions allocated All lead officers to be contacted regarding open actions Lead officers to respond by Jan 22 Review of plan in Jan 22 Regroup in June 22 Regroup in Mar 23 Regroup in Sept 23 	Helen Sinclair Mel Weaver	<p>Dec 21 – Plan has been circulated to all champions, MW has written to all lead officers to provide an update on areas of the plan in readiness for Jan 22 meeting with the Children's Rights Unit</p> <p>March 22 – Meeting was held in January where updates were made to the plan, MW to contact champions and leads separately to update plan</p>		<p>Plan to be overseen by the QPSG and needs to periodically go to the PO/TM Meeting with the ask that it is discussed within teams.</p> <p>Champions to share plan in team meetings, any queries to come back to the group – MW to send email</p>	<p>Quarterly</p> <p>April 2023, and after each regroup</p>	

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			<ul style="list-style-type: none"> Champions to discuss in their team meetings 		<p>June 22 – Meeting to regroup to be arranged and update plan</p> <p>Oct 22 – More champions to be recruited to the group, to be taken back to teams from PIG and also to the PO/TM mtg</p> <p>Apr 23 – New champions have been recruited, meeting took place in March to revise the plan and incorporated new actions into the existing plan</p>				
Outcomes Framework	For families and teams to feed into the development of the Outcomes Framework	Jan 2022 Completed	<ul style="list-style-type: none"> Weekly meetings with Social Care Wales Part of the Strategic Outcomes Meetings Consulted with Adult and Children's Services Draft framework completed Illustrators to add visual pictures to framework Sign off in CSMG/ASMG CSW Conference 2nd Feb 22 to launch with partners 	Maria Selby	<p>Dec 21 – Framework is in draft format and is currently with illustrators to add in pictures etc. Due to go to CSMG/ASMG when returned for sign off.</p> <p>March 22 – The framework is now complete and has been shared through the CSW conference, associated tasks are monitored through the Strategic Outcomes Meeting</p>		This was communicated to the workforce through the Consultant led conference	Feb 2022	Yes
PLO	To further develop the PLO response so that it provides information that is easily accessible on cases and information given to parents is co-produced and easy to read	IT developments – Nov 2022 Documents – Jan 2023	<ul style="list-style-type: none"> Contact IT to incorporate legal case consultations on the PLO screens Agree the process for legal case consultations Changes to system to go live re legal case consultations – w/c 14th November 2022 PO's to undertake audits on PLO Cases to identify any further developments Initial PLO letter to be reviewed for use of language Information leaflets to be co-produced with parents Letter regarding the ending of the PLO process to be developed PLO Practice Guide to be reviewed and recirculated when all steps have been completed 	Mel Weaver – IT Maria Selby / PO's - Literature	<p>Aug 22 – Identified in recent quality assurance activity was the need to include legal case consultations on the plo screens to ensure it is linked in to the legal tab on the ecf.</p> <p>Sept 22 – Further audits on PLO by PO's have identified a review of the initial PLO letter are needed to ensure that the language used is easy for parents to understand, and information on the PLO process for parents – both of these will be done in collaboration with the Engagement and Participation Team and with the Parent Advocacy Network to ensure they are co-produced. Further to this an outcome focussed letter to inform parents when the plo process has ended will also be developed – the PIG group agree that this would be a really positive way to demonstrate to parents the work that they have done</p> <p>Oct 22 – PIG group agreed the proposed changes to the IT system and following on from the staff conference, contact will be made with different groups to co-produce the letters/leaflet</p> <p>Apr 23 – Initial letter has been revised, HS is currently consulting with parents re the leaflet.</p>	System updated Revised letter Information leaflets	System changes will be communicated to business support who enter the legal case consultations on the screen Changes to plo process will require an update of the PLO Practice Guide which will then be communicated through the workforce through various meetings and the practice guide being uploaded to the staff information area	Nov 2022 May 2023	
Co-production	Embedding the Statement of Intent across CYPS	Feb 2022 and ongoing for monitoring	<ul style="list-style-type: none"> Statement of Intent devised following on from the Regional Co-Production Strategy evidencing work relevant to NPT 	Helen Sinclair	Dec 21 – All Children's Services teams have been visited by LB and Adult Services will notify LB when ready to commence team visits early 2022.	Statement of Intent	All stakeholders will be communicated through meetings and information	ongoing	In part

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			<ul style="list-style-type: none"> LB to visit all teams in CYPS LB to visit all teams in Adults Training for the CSW on Co-production in 21st Jan 22 with Co-Production Wales Training have committed to funding membership for 12 Co-pro champions to have more in depth and specific training from Co-Production Wales Specific questions on plans and assessments on SSIS 		<p>Training already scheduled with CSW's and awaiting date for champions training.</p> <p>March 22 – The visit to adult teams is currently on hold, CSW training has taken place</p> <p>July 22 – 1st phase of training has taken place, awaiting further funds to train the next cohort of co-pro champions. Questions relating to co-production on plans and assessments has been included on the CYPS SSIS system as of 5th July 2022</p> <p>Oct 22 – All of the children's teams have been visited, adults have been delayed owing to their restructure but HS will raise with AT if this can now progress. On CYPS plans there is a facility to mark if a plan has been co-produced</p> <p>Apr 23 – Adult plans now have the facility to mark if a plan has been co-produced</p>	Monitoring Tool	emails sent to advise of the process		
Participation and Engagement	CYPS – working towards the National Participation Standards	Jan 2022	<ul style="list-style-type: none"> Self assessment on the LA on Participation and Engagement to be completed Self assessment to be sent to All Wales National Participation Network Kite mark to be achieved 	Helen Sinclair	<p>Dec 21 – DB has completed the self assessment, this to be reviewed before sending off.</p> <p>Mar 22 – Self assessment submitted in Jan 22</p> <p>May 22 – The kite mark was received in May 22</p>				
	Park House Consultation	Jan 2022	<ul style="list-style-type: none"> DB to link in with Ysgol Maes y Coed, Park House Family Link and the POPs service Online survey to be developed Online survey to be put live Survey to inform provision for tender/commissioning 	Helen Sinclair	<p>Dec 21 – DB has linked in with several schools/services in relation to Park House. A survey has been developed and is currently open for all families to access POPs, Family Link and Park House. This survey will then inform commissioning when developing the tender.</p> <p>Jan 22 – This has all been completed and will inform respite and short break provisions going forward</p>	Final Survey Results			
	Ysgol Maes Y Coed – Children and Young People's request of Emergency Services	Feb 2022	<ul style="list-style-type: none"> DB to undertake engagement work with Ysgol Maes y Coed Children identified that Emergency Services would benefit from basic sign language training Face to face session with young people teaching services basic sign language Training Video to be completed 	Helen Sinclair	<p>Dec 21 – Following on from the consultation with the young people, face to face sessions have been held with emergency services on basic sign language, with further sessions planned for 2022.</p> <p>July 22 – Training video has been developed and will be used as a training aid for emergency services. Booklet to be completed and shared with emergency services.</p>	Embed link	<p>Safeguarding Board will share video with partners</p> <p>HS to circulate link to wider service</p>		

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			<ul style="list-style-type: none"> Young people to develop a booklet that services could each have 		<p>Oct 22 – Training video has been completed and will be shared at the staff conference in Oct. Discussion needs to be had on where the video is situated</p> <p>Apr 23 – The Safeguarding Board is now responsible for sharing the video with partners</p>				
	Junior Safeguarding Board Work – Equal-tea	Jan 2022	<ul style="list-style-type: none"> Group suggested awareness around LGBTQ+ Packs to be completed by board Packs to be shared with schools 	Helen Sinclair	<p>Dec 21 – Packs have been completed and printed, these are in the process of being shared with schools</p> <p>Mar 22 – Packs have been sent to schools in Feb 22</p>				
	Girls Rights Group	Jan 2022	<ul style="list-style-type: none"> Group decided that that there needs to be sanitary packs (period poverty) provided to girls when they enter care Group to devise a list of essential items Group to make up number of packs Fostering team to be given packs to distribute and for them to continue this 	Helen Sinclair	<p>Dec 21 – Group has met to discuss the content of the essential items, packs to be made up when next meeting is held in 2022</p> <p>Mar 22 – All completed</p>	List			
Engagement and Participation	Junior Safeguarding Board Recruitment	Sept 2022	<ul style="list-style-type: none"> Board members from schools to be recruited to the board JSB Meeting to be held to determine topic/theme to work on 	Helen Sinclair	<p>Oct 22 – this is currently ongoing and Darren is presenting to the safeguarding board this month. Cefn Saeson have agreed to host the October meeting. This meeting will determine themes for this term</p> <p>Apr 23 – We have successfully recruited a large number of children for the board. The young people have identified the themes: Street harassment, peer on peer sexual harassment. Board is meeting monthly.</p>		<p>Reported back through to the Safeguarding Board as regional</p> <p>Darren B updates periodically on teams channel</p>	Check with Rebecca Sheppard	Ongoing reporting
Developing Practice	Step up/Step down protocol	Nov 2022	<ul style="list-style-type: none"> Team Managers in transfer meeting to discuss who will take this forward/establish T&F Group Add to the existing TOR the step up/step down protocol Sign off in CSMG Disseminate through PO/TM Meeting 	Maria Selby	<p>Mar 23 – the revised TOR will be going to CSMG for sign off. Consideration to looking at a protocol if needed for TAF step up/step down</p> <p>Apr 23 – this has been signed off by CSMG and now needs to be cascaded through PO/TM meeting</p>		Will go through team managers at PO TM meeting following sign off.	May 2023	

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Sharing Practice	A-Z Practice Guide Directory/Toolkit	Jan 2023 Sep 2023	<ul style="list-style-type: none"> • HS to approach PIG Groups in Adult and Childrens • Existing Practice Guides to be reviewed by the groups • One directory to be created to cover both Adults/CYPS • Documents/tools/procedures to be uploaded to new area • Documentation to be reviewed quarterly by the QPSG group 	Helen Sinclair	Apr 23 – Waiting on IT for the system. To fill this gap a teams channel will be created with the practice guides included within, this will initially be shared with the PIG group, then the wider directorate.	Practice guide directory			
Developing Practice	Born into Care Work	tbd	<ul style="list-style-type: none"> • Group needs to be reset as this is handed over from previous chair 	Ruth Griffiths Nune Maria	Update Mar 23 – group to reform Apr 23 – regular meetings have now been scheduled, this work will now progress further. Regular meetings have been established with midwifery to look at unborn cases. Further actions to be added following meeting w/c 10.04.23	Practice Guide	Will go through team managers at PO TM meeting following sign off.		
Research Study	For NPT to participate in research study with David Wilkins on reflective supervision	2025	<ul style="list-style-type: none"> • Agreement for NPT to be part of the research study • Following agreement, letter of support to be written 	Maria Selby	Apr 23 – HoS has agreed in principle to the study, this to be formally agreed within QPSG and a letter of support provided to David Wilkins				