

Adolescent Hub - Agreed Action Plan

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>
R1	Terms of reference and key roles and responsibilities should be formally identified and agreed for the Hub Programme Board and the Hub Implementation Group, clearly setting out respective responsibilities and reporting relationships in order to ensure that the Hub is effectively delivered.	3	Agreed. To be adopted for the Hub Implementation Group. To review the Hub Programme Board role in conjunction with the Youth Offending Team Board going forward.	VAH Manager / Director of Children's Services	31st May 2017
R2	Governance and clear reporting arrangements for the Hub going forward should be considered and agreed with the Hub Programme Board.	2	Agreed. To review the Hub Programme Board role in conjunction with the Youth Offending Team Board going forward.	VAH Manager / Director of Children's Services	31st May 2017
R3	The realism of planned Hub implementation dates should be reviewed and the implementation plan should regularly be updated and monitored to ensure that the revised planned deadlines are achieved.	1	Agreed. The full Hub offer to service users to be available by September 2017.	VAH Manager / Senior Service Manager Early Help	30th April 2017
R4	A comprehensive Hub strategy should be finalised and agreed, providing clarity on the intended objectives and outcomes including contributing to increasing resilience, how relevant equalities and diversity considerations will be addressed and how the Hub objectives and outcomes will be delivered in practice.	1	Agreed.	Senior Manager, Early Help	30th April 2017

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R5	How the Hub fits in with wider prevention and early help initiatives and approaches including Headstart should be clearly defined within an overarching strategic framework.	2	Agreed. An Early Help Strategy is being developed. The Corporate Delivery Unit is carrying out a review of Children's Services. A resilience therapy model has been developed.	Director / Deputy Director of Children's Services	31st May 2017
R6	An outcomes and performance framework set within the strategic and statutory framework for the Hub should be defined, agreed and implemented.	1	Agreed. A draft outcomes and performance framework is now available, this needs to be finalized.	VAH Manager	Hub Programme Board meeting, 12th April 2017
R7	Mechanisms for the formal review and evaluation post implementation of Hub service delivery should be specified and any refinement of the Hub ways of working actioned based upon the evidence from the evaluation carried out.	2	Agreed. Options to be explored regarding external review.	Deputy Director of Children's Services / VAH Manager	31st May 2017
R8	A Hub communication strategy should be developed, including clearly specifying communication processes with vulnerable young adolescents and relevant family members / guardians as appropriate as well as partners.	2	Agreed. Ongoing.	Senior Service Manager Early Help	30th April 2017
R9	Mechanisms for the ongoing involvement of vulnerable young people in the development of Hub practice should be established, including continuing feedback mechanisms to inform future Hub development.	2	Agreed.	VAH Manager / Change Team	31st May 2017

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R10	The regulatory requirements for the services to be included within the Hub should be identified, sources of assurance for regulatory compliance mapped and mechanisms for reporting on regulatory assurance implemented.	2	Agreed. Reporting lines back to the Board on regulatory assurance to be established. Discussions have taken place with the Corporate Delivery Unit.	Corporate Delivery Unit / VAH Manager / Senior Service Manager Early Help	31 st May 2017
R11	As a matter of priority a full Hub risk register should be compiled, risks assessed and managed and the risk register regularly updated and reported. Relevant risks across the Hub services should be assessed and risk mitigation identified and implemented to effectively manage the risks concerned.	1	Agreed.	VAH Manager	30 th April 2017
R12	Hub line management, reporting and professional supervision arrangements should be identified and agreed.	2	Agreed. Professional supervision to be finalized.	VAH Manager / Senior Service Manager Early Help	30 th April 2017
R13	Any remaining Hub job descriptions should be finalised and job evaluation and review of staff terms and conditions carried out as necessary.	2	Agreed. Working with the HR Business partner.	Senior Service Manager Early Help	31 st May 2017

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R14 The accommodation arrangements and associated facilities required for the Hub should be identified and finalised as a matter of urgency. Suitable Hub access arrangements should be identified and implemented including meeting the access requirements of a diverse range of vulnerable young service users through the central hub location, through spoke locations, through outreach work or through virtual access.	1	Agreed.	Director of Children's Services	30 th April 2017
R15 A workforce development strategy should be developed, including the development of an appropriate skills and competences framework for the Hub based upon the new integrated ways of working to be established.	2	Agreed. Has been discussed with the Corporate Delivery Unit. A workforce development task and finish group has been established. A skills audit has been completed, a key competency framework is required.	VAH Manager / Senior Service Manager Early Help / Organisation and Workforce Development	30 th June 2017
R16 Pathways and protocols for partners should be developed along with plans and a process for how internal partners and priority external partners will be brought within the scope of the Hub in later development phases.	2	Agreed.	VAH Manager / Senior Service Manager Early Help	1 st July 2017

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R17 The data collection and management processes for the Hub should be defined and any necessary infrastructure development identified and implemented. Any required information sharing agreements relating to the services coming into the Hub or information sharing with internal or external partners should be developed and agreed.	1	Agreed.	VAH Manager / Senior Service Manager Early Help	31st May 2017