

Cardiff Youth Justice Board

HMIP Action Plan September 2022

Drafted after consultations by Angharad Thomas, Operational Manager and Graham Robb, Independent Chair .

Approved by Cardiff YJ Board. 6th September 2022. Signed off by Paul Orders, Chief Executive . 8 September 2023

07-Sep-22

Cardiff YJS HMIP Recommendations Action Log

HMIP
Recommendations

BOARD	Recommendation	Key Tasks	Target date for completion	Outcome
1	Provide the management team with the necessary support to implement comprehensive quality assurance and workforce development arrangements	a) Review and implement management capacity changes b) Note QA monitoring and approve reporting system to Board c) Approve workforce development plan and Board development plan	a) 27 Sept 2022. b) 27 Sept 2022 c) 13 Dec 22	Board receives routine QA data as part of performance report
2	Use the existing disproportionality analysis to develop services further and ensure a more consistent focus on diversity in its casework	a) Adopt Board Disproportionality and Diversity workplan for 22-24 b) Strategy 22-24 commitment to tackling overrepresentation c) Casework QA reports to Board include focus on response to diversity d) YJ Plan and strategy review summer 23 to identify progress made	a) June 28 22 Board. b) Strategy Launched 27 Sept 22. c) QA reporting system approved 27 Sept 2022. D) July 23	Board identifies and reports analysis casework and services being more responsive to diversity
3	Ensure that the board sub-committee regains momentum, knowledge and commitment to enable consistent join-up between strategic and operational leadership and activity.	a) ToR and standard operating procedures reviewed and implemented . b) Membership reviewed to ensure core members and additional invitees deliver service improvements for children. c) Board annual Governance review of sub committee TOR	a) June Board 22. b) 1 Nov 22 c) Mar 23	Board assesses sub committee is achieving its purpose of linking practice and strategy
7	Provide clarity to YJS staff on health pathways, to ensure the provision meets the needs of YJS children and is monitored for appropriate access, quality and timeliness.	a) UHB briefing session for YJS staff on the range of therapies available and access routes. b) Review health sub committee representation to enable meeting of needs c) Performance report to Board updated to capture health indicators d) Revised UHB -YJS Policy and Protocol approved by Board to reflect needs, processes and measures of success	a) 1st Feb 2023 b) 1 Nov 22. c) 1 April 23 d) 1 April 23	By July 2023 , Board assesses that strategy and practice enables timely and effective access for children in the YJS to the priority therapies they need.

07-Sep-22

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SERVICE	AIM (HMIP Recommendations 4-7 for YJS Management)	TASKS	OUTCOME	OWNER	START	END	NOTES	COMPLETE (Y/N)
4	Strengthen the quality and consistency of management oversight of practice, to ensure that the quality of safeguarding and public protection work improves	Creation of Grade 9 post with a focus on improving assessment and practice	New Grade 9 in post	AT	01/06/2022	30/06/2022	appointed - start date 19th September	Y
		QA audit framework to be developed and implemented	develop paperwork	NC	01/04/2022	30/06/2022	NC to share with TM's 10/8	Y
		Monthly Management performance meetings	Annual QA timetable	all managers	01/10/2022			Ongoing
			monthly CS scorecard reviews with TMs and CMT	HO/AT	01/04/2022		Already in place	Ongoing
			Power BIs - health/education/risk to sub committee and board	HO/AT	01/09/2022			Ongoing
			Quarterly Staffing overview to board	HO/AT	01/09/2022			Ongoing
			flag update - CV update - daily info exchange	TM's	01/04/2022		In place	Ongoing
		MASH Daily discussions	training & attendance by all TMs	ER/MS/GN	01/04/2022			Ongoing
		NRM Panels						
		RMP Format	Clarify format	TM & Admin	01/10/2022		Meeting to be arranged in Oct	N

5	Improve the quality of assessment, planning and reviewing of post-court work	Referral Orders:	Referral Orders need clear co-ordination	MS / RMc	01/10/2022			N
		Identify admin support and role Identify SPOC for volunteer co-ordination Review paperwork and contract identification of venue/days Central Spreadsheet for RO's RO recorded in contacts with brief overview	MS / RMc	02/03/2022			Y	
			MS / RMc	02/03/2022			Y	
			MS / RMc	01/07/2022			Ongoing	
			MS / RMc	01/07/2022			Ongoing	
			MS / RMc	01/10/2022			N	
			MS / RMc	02/03/2022	04/03/2022		Ongoing	
			ER & MS	01/10/2022			N	
		Breach & Encouragement process to be confirmed	paperwork developed	ER & MS	01/10/2022			N
		Planning & reviews meetings with young people following court/pane	staff briefing	ER & MS	01/10/2022			N
			format clarified & shared changes implemented and reviewed via QA	ER/MS/NH	01/10/2022		ongoing	N
				TMs	03/03/2023			N
Practice Workshops to include assessment/analysis/SoS/risk management	content and timetable created, agreed & shared	ER & MS	01/12/2022			N		

Develop and update key policies, procedures and guidance that will enable all staff and partners to deliver high-quality work and respond to the profile and needs of all children supervised by the YJS.

YJS Presentation for partners

StaySafe to be re-launched

Intervention Inventory to be completed

Develop Participation links

Bespoke ALN training arranged for YJS

Update Policies:

Disseminated across the Local Authority present at SAFE partnership group

Recruitment drive

Staff briefing to raise awareness and to be used

Continue links with UNICEF and Child Friendly City

Implement MOMO Xchange

Coproduction with Young People

Kaissa Morris to arrange training

Cardiff & Health Board

Induction

Management Oversight

Info Management & Data Retention

Staff Development

Disproportionality

Engagement, Compliance & Breach

Case Management

Allocation

Appropriate Adult

Volunteer

TM's

GN

GN

NH & MS

NH

NH

NH

AT

GR & CW

RMc

ER

RMc

AT

AT

ER

ER

ER

GN

GN

01/05/2022

01/04/2022

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30/09/2022

Due Nov 21

Due Jun 22

Due Jun 22

Due Aug 22

Due Sept 22

Ongoing

Y

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Ongoing

Ongoing

Ongoing

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Ongoing

		People Safe devices Training	OOCD	AT	01/09/2022	30/11/2022	Due Nov 22	Ongoing
			Management of Risk, Safety & Wellbeing	ER	01/10/2022	30/08/2022		Y
			Constructive Resettlement	AT	01/11/2022	28/02/2023	Due Feb 23	Ongoing
			Complete training & devices to be issued	AT	01/08/2022	14/09/2022		Ongoing
			Cultural Competence training to be explored	NH	01/08/2022			Ongoing
		SALT provision to be created within the service	Management and Board approval for SALT post	NH	02/03/2022	08/03/2022		Ongoing
Service-led Objectives		Parenting support to be explored	YJS meet with Early Help	NH	02/03/2022	24/06/2022		Ongoing
			Sarah Fitzgibbon to present at all YJS meeting	NH	01/09/2022			Ongoing
			NVR training	ALL	01/09/2022			Ongoing
		New job description for all Grade 5 Workers to be able to distinguish between teams	NH to meet with LG, DC, MC, CC, KO, HS & IT	GN	02/03/2022			Ongoing
			GN to meet with AW, LC, AC, HR, KB-D	NH&AT	02/05/2022	02/06/2022		Ongoing
			Once JEQ complete, send to Colin for JD panel	NH&AT	02/06/2022	14/09/2022		Ongoing
			new posts to be created	NH&AT	02/06/2022	30/09/2022		Ongoing
		Ensure diversity needs of young people and families are at the centre of assessment, intervention and planning and responded to and recorded appropriate	Enquire around cultural competency training & then putting into practice	NH&AT				