



**HARROW COUNCIL, ADOPTION AND PERMANENCE TEAM
Action Plan addressing Statutory Requirements –
Adoption and Inspection 13th September 2005**

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
1.	2 (7.1 a, b)	The service must develop and implement effective processes concerning children with a plan for adoption to ensure that their welfare is promoted at all times.	<p>In response to this requirement we have taken a range of actions which will contribute to more robust care planning for all children. We are taking a holistic approach to care planning and considering all relevant aspects in conjunction with Children in Need Services.</p> <p>Action Taken</p> <ul style="list-style-type: none"> • In September 2005, the Legal Planning Meeting process and supporting documentation were implemented. This ensures that before we enter the court arena, consideration has been given to all aspects of the care planning process. • Childcare Planning Panel meets fortnightly targeting the most critical and complex cases. This enables Managers to obtain an overview and identify any potential delays in the implementation of the care plan • In July 2005, the Permanence Planning Meeting process and supporting documentation were implemented. This ensures clear accountability re. actions and decisions to enable cases to reach Panel within required timescales. • In October 2005, the Child Care Law and Care Planning Training programme for staff was launched. This includes a section on the new Children and Adoption Act 2002 • We have developed a flow chart outlining the Care Planning process, incl. permanency planning; judicial protocol. This tool has been developed to ensure that staff are clear about the care planning pathway and the critical milestones. <p>Future Action</p> <ul style="list-style-type: none"> • We will further develop partnership arrangements with West London Adoption Consortium and others for targeted adoption support • We will undertake an audit of all cases where adoption is the proposed care plan to ensure robust plans are in place with identified actions and timescales 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>30.03.06</p> <p>30.12.05</p>

No	Standard & Regulation	Requirement	Action Taken	Timescale
2.	4 (8.2 h AAR 1983 amended 2003)	The service must ensure that they develop and implement a system to record if prospective adopters waive their rights to consider their assessment for 28 days before the Form F is submitted to panel.	<ul style="list-style-type: none"> The assessing Social Worker now records on file the date prospective adopters are given a copy of their Form F assessment We are developing a templated letter whereby carers acknowledge receipt of their Form F Assessment report and whether they have waived their rights to receive their report within less than 28 days of presentation to the Adoption and Permanence Panel Written guidance on the above will be incorporated into the assessment process 	<p>Completed</p> <p>15.12.05</p> <p>30.03.06</p>

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
3.	13 (11 and 11a AAR 1983 amended 2003)	The service must ensure that written notifications concerning the agency decision are made to birth parents and prospective and approved adopters in accordance with the regulations and standards.	<ul style="list-style-type: none"> We are developing a templated letter advising birth parents of the Agency Decision Maker's decision This will be administered by the Adoption Panel Administrator The process for providing written notification to prospective and approved adopters is already in place and administered by the Panel Administrator. Copies are sent to the assessing Social Worker to ensure this is placed on the adopter's file 	<p>30.01.06</p> <p>Completed</p>

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
4.	15, 19 and 28 (11.3 d)	The service must develop a system to ensure that all staff working for the purposes of the adoption agency have a CRB check every three years.	<ul style="list-style-type: none"> A new Human Resources database is being developed to include an electronic reminder for repeat CRB checks where required. This will be implemented by Human Resources in October 2006. In the interim, the Human Resources Depart will ensure that checks are carried out routinely through an internal system The Adoption Panel Administrator will continue to ensure that Panel Members have a valid CRB disclosure and that is routinely monitored 	<p>October 2006</p> <p>30.3.06</p> <p>Completed</p>

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
5.	1 (1)	The service must ensure that the Statement of Purpose accurately reflects the work of the agency.	<ul style="list-style-type: none"> The Statement of Purpose is currently being revised to take in account the Inspection Recommendations and in consultation with Staff The final Statement of Purpose will be submitted to CSCI by 30.3.2006 	30.3.06

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
6.	21(10)	Harrow must implement and keep under review their workforce strategy to ensure that there are sufficient suitably qualified staff with the right skills and experience to safeguard and promote the welfare of children who may be, or have been, placed for adoption by the authority.	<ul style="list-style-type: none"> • The Children's Workforce Strategy is on target to be implemented within timescales, if approved by Cabinet on 10.11.2005 • On 31.10.2005, the Staff Consultation paper was circulated to all Children's Frontline Teams Front-line teams to be returned by 21.11.2005. See Appendix A attached • Our Workforce Strategy includes plans to expand upon our existing programme that enables unqualified staff to gain professional social work qualifications • The council sets the standard for managing such changes in it's 'Protocol for managing organisational change'. 	30.03.06

No.	Standard & Regulation	Requirement	Action Taken	Timescale for Action
7.	2 and 6 (10)	The service must develop interim emergency measures to ensure that the pressure on the existing Adoption Service is alleviated and staffing resources increased to enable planning for children waiting, and the support of current prospective and approved adopters to be enhanced.	<ul style="list-style-type: none"> We have now recruited an experienced Adoption and Permanency Social Worker who is due to start on the 28th November 2005. We have reconfigured the Adoption and Permanence Duty Service to enable to Staff to dedicate more time to their individual caseloads We have made the decision not to undertake any home study reports from applicants wishing to adopt from overseas. We advise enquirers of both local authorities and independent agencies who offer these services. We have made the decision only to consider new applicants if they are able to offer a home to a specific child. We advise enquirers of other local authorities they could approach. <p>Future Action</p> <ul style="list-style-type: none"> In conjunction with Children in Need Services we need to identify the cohort of children awaiting adoption who do not have an identified adoptive placement The above cohort will form the basis of our criteria for prioritising assessments undertaken. The amended priority criteria for assessments will be included in the revised statement of purpose 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>30.12.05</p> <p>30.03.06</p>

