

Ofsted Action Plan						
Recommendaton	Who?	Does what?	By when?	How will we know it has been done?	RAG rated	progress
The management overview of families stepped down to early help to ensure that families receive help with in a timescale that is right for them	Early Help Co-Ordinator & Mosaic Lead	Make Early Help Assessment workstep & TAF meeting process live on Mosaic	11-May-20	EH worker will have tested the worksteps.		complete
	Early Help Co-Ordinator	Runs a weekly report on referral into early help and timescale of completing an EH assessment.	18-May-20	Report is produced		complete
	CSC & EH Management Team	Reviews EH step downs at weekly management meeting for 8 weeks & records overview on Mosaic.	04-May-20	Management Meeting notes evidence overview. Mosaic notes evidence oversight. Service manager to evidence at AEB in writing with examples.		complete
The recording of management decision making at all stages of a child s journey.	Assitant Director & Service Manager	Build management capacity. Draft review in place, need to take forward.	01/08/2020	Revised structure chart published. Staff in place.		
	Assistant Director & Service Manager	Extend Deputy Team Manager Pilot, to retain capacity whilst CV-19 has put service review on hold.	01/04/2020	DTM postholder is in place throughout CV-19 and to end of service review		
	CSC & EH Management Team	Has recording as a standing item on management meeting agenda. Team to remind each other on recording reasons as well as decisions on case files.	04/05/2020	Management meeting notes show discussion.		
	CSC & EH Management Team	121s with each level of managers includes a section on recording, with spot checking.	30/04/2020	121s evidence spot checking and discussion.		
	QA service manager	To undertake themed audit on management recording & present to CSMT.	30-Jun-20	Case records show rationale and decision making is well recorded across all levels of management		