

Work area: COMMISSIONING	Legal compliance for 01.04.15?	Y	Confidence in delivery of local actions for 01.04.15	A
Care Act areas covered				
Preventative services, info & advice service, advocacy service, carers support, sight register & market shaping.				
Progress Update				
<ul style="list-style-type: none"> • Carers contracts (HCS & short breaks) in negotiations. • Advocacy contract extended for 1 year whilst we gauge level & type of demand • IAS hub out to tender & in discussion with provider regarding online provision • Sight-register requirements included in current contract • Range of preventative services in place & on-going work 				
Milestones				Date
Online info & advice scoping				26.01.2015
Information, advice & signposting (IAS) hub tender evaluations start				09.02.2015
IAS hub contract in place by				31.03.2015
Confirmation of regional bid for advocacy proposal by				31.01.2015
Development of carers service specification				February 2015
New carers service contract in place by				31.03.2015
Risks		Mitigation		
Insufficient advocacy provision during 15/16 to meet Care Act driven increases in demand		Regional bid to fund research to inform commissioning of service. Monitor closely.		
How to meet the eligible needs of carers equitably, particularly when demand is likely to increase		Decision needed – do we wish to explore option of a Carers RAS?		

Work area: FINANCE & CHARGING	Legal compliance for 01.04.15?	Y	Confidence in delivery of local actions for 01.04.15	A
Care Act areas covered				
Direct Payments, charging, financial assessment, choice of accommodation, deferred payment agreements (DPA), debt recovery & transfer of assets				
Progress Update				
No significant changes to process– more focus on calculations, staff awareness and ensuring policies are legally compliant. WFAT team trained on DPA changes & looking to purchase e-learning				
Milestones				Date
DPA policy and process to DLT				26.01.2015
DPA policy elected-member sign off by				31.01.2015
WFAT officer (DPA) recruitment				February 2015
Revised charging policy to DLT				February 2015*
Debt recovery policy review (pending DH toolkit)				Tbc
Risks		Mitigation		
*Charging policy pending DH clarifications – significant changes may result in –ve impact on service users = need for consultation (time impact)		Proceed with drafting policy & pursue DH via NAFAO. Seek legal advice on how to proceed if no response from DH.		
Lack of clarity between work of WFAT lead and personalisation lead regarding direct payments		SG & Transformation lead to advise.		

Work area: SAFEGUARDING	Legal compliance for 01.04.15?	Y	Confidence in delivery of local actions for 01.04.15	G
<u>Care Act areas covered</u> Establishment of SAB and its duties (including safeguarding adult reviews. Duty of the LA to enquire.				
Progress Update				
<ul style="list-style-type: none"> SAB in place – structure, governance & work programme in development. Regional work to revise W. Midlands safeguarding policy MSP process changes, staff training & support and communications in place 				
Milestones				Date
MSP go live				26.01.2015
SAB annual report & strategic plan				31.03.2015
W. Mids regional safeguarding policy finalised				tbc
Peer review				March 2015
Risks		Mitigation		
Insufficient capacity to deliver new approach		ART team review		
Staff not sufficiently trained in new approach		On-going training – use of e-learning. Embedding culture change.		

Work area: ASSESSMENTS	Legal compliance for 01.04.15?	?	Confidence in delivery of local actions for 01.04.15	R/A
<u>Care Act areas covered</u> Wellbeing, needs assessments, carers assessments, eligibility criteria, care and support planning, review				
Progress Update				
Close interdependencies with other changing areas of work has hindered progress (e.g. I&A, carers). Pragmatic approach taken to identify essential deliverables for 31.03.2015 = focus on developing assessment forms useable for supported self-assessment, ensuring decision-making is evidenced within FWi, written notification to SUs is built into the assessment process, policies are legally compliant & staff receive appropriate training (currently in discussions with selected training provider).				
Milestones				Date
FACE release of amended V7 forms by				31.01.2015
Upgrade to V7 forms by				28.02.2015
Operational staff training (face-to-face)				End Feb – Mid-March 15
Legal review of changes required to Community Care Policy by				13.02.2015
Community Care Policy updated				Tbc (<i>pending above</i>)
Risks		Mitigation		
Not yet able to see V7 forms from FACE,		Maintain contact with FACE to seek assurance for CA compliance		
Systems changes for FWi (e.g. evidencing decision-making) not fully scoped – risk of not being able to implement in time		Business Analyst in process of scoping requirements with FWi lead.		

Work area: TRANSITIONS	Legal compliance for 01.04.15?	Y	Confidence in delivery of local actions for 01.04.15	A
Care Act areas covered				
Provision of assessments for young adults and young carers approaching the age of 18 and for parent-carers with children approach the age of 18. Duty to meet needs of assessed parent-carers and young carers.				
Progress Update				
<ul style="list-style-type: none"> Project to deliver transitions pathway in development - improve coordination between AWB & CWB, develop offer for young adults & ensure sufficient capacity/skills for timely assessments, Transitions episode now running in FWi to improve data sharing between CWB & AWB 				
Milestones				Date
JDs for senior practitioner & AEO posts to Programme Manager by				30.01.2015
Recruitment to new posts				February 2015
New transitions team in place by				31.03.2015
Revised charging policy to DLT				February 2015*
Risks		Mitigation		
Failure / delay to recruiting will result in risk of LA not being able to meet new duties in providing timely transitions assessments		Prioritise progressing recruitment		

Work area: POLICIES	Legal compliance for 01.04.15?	N	Confidence in delivery of local actions for 01.04.15	A/R
Care Act areas covered				
Ordinary residence, moving between areas, provider failure. (Also cross-links with other work areas – direct payments, charging, DPA, third-party contribution, safeguarding, community care & other operational policies)				
Progress Update				
Purchase of practice guidance from Policy Partners (<i>Tri.x</i>) paused as Care Act Board agreed a policy framework must be in place to underpin any guidance. Policy stock-check complete –significant amount of work already underway with few policy gaps. Coventry LA has made regional fund bid to purchase Practice Guidance from Policy Partners, and make this available to all W.Mids LAs – is advisable we delay purchasing practice guidance in-case Coventry purchase is sufficient.				
Milestones				Date
Ordinary resident policy drafted by legal, by				13.02.2015
Development of protocols with neighbouring LAs				Pending OR policy
Care Home Insolvency Plan review by legal (<i>recent policy – low priority</i>)				Tbc
Practice guidance developed/purchased				See “progress update”
Debt recovery policy review (pending DH toolkit)				Tbc
Risks		Mitigation		
Legal capacity to review / write required policies		Prioritise & maintain contact with legal.		
Unlikely to have developed protocols with neighbouring LAs by 01.04.2015		Liaise with legal on the level of risk		
No standardised approach in AWB to policy development, storage, access & version control.		Care Act PM to maintain track of policy work & discuss with IG lead on best sustainable solution		

Related Work Areas

Work area: COMMUNICATIONS	Legal compliance for 01.04.15?	N/A	Confidence in delivery of local actions for 01.04.15	G
Care Act areas covered – N/A				
Progress Update				
<ul style="list-style-type: none"> Staff briefings on national communications campaign underway (ART, WFAT). On-going engagement programme with all key stakeholders regarding wider Care Act communications 				
Milestones				Date
Face-to-face briefing sessions on national comms campaign complete by				30.01.2015
Updated web-content, including FAQ in place by				30.01.2015
Briefing note on campaign circulated to all operational staff & providers, by				30.01.2015
AWB Forum				11. 02.2015
Briefings for Health via at GP Parliament and Practice Managers				Awaiting dates
On-going engagement (e.g. HCS, Herefordshire Disability United)				Jan-April 2015
Risks		Mitigation		
National communications campaign raises expectations and increases demand		Plan to manage the national messages are in place in under-way.		

Work area: WORKFORCE	Legal compliance for 01.04.15?	N/A	Confidence in delivery of local actions for 01.04.15	A
Care Act areas covered – N/A				
Progress Update				
<ul style="list-style-type: none"> Assessment training tender awarded - Most other training will be delivered internally by relevant leads (train the trainer training booked in). Regional discussions re: purchase of me-learning in progress. Care Act awareness training completed (or scheduled) for almost all AWB staff (incl. housing, public health). See specific work areas for specific training updates Additional capacity in place to support coordination of L&D requirements for Care Act 				
Milestones				Date
Care Act Awareness training sessions for MH teams				Pending dates
Care Act awareness training session for LD team				Awaiting reply
Train the trainer training for all work areas				12-13 Feb 2015
Legal literacy training for ASC legal (regional event)				13 Feb (provisional)
Purchase e-learning (<i>may be done at a regional level using regional fund</i>)				Tbc
<i>Refer to specific work areas for more details</i>				
Risks		Mitigation		
Staff are insufficiently trained / supported in the new requirements		Training Plan prioritises what is required for 01.04.2015 – focus on assessments & operational staff. Will need on-going programme throughout 2015 for further training & to embed culture change.		