

# Keyworking Function Steering Group Update—July 2021

# 1

## Lancashire and South Cumbria Keyworking Function Steering Group Launched

The Keyworking Function Steering Group held its second meeting on Tuesday 13th July 2021. Representatives from Parent Carer Forums, Health and Local Authorities attended and discussed and help draft the Keyworking Function Operating Procedure and Terms of Reference for the Steering Group



# 2

## Membership for Keyworking Function Steering Group

**Membership:** Chair: Sally Nightingale, Programme Lead Learning Disability and Autism and Children and Young Peoples Emotional Wellbeing and Mental Health for up to a period of 6 months whilst the Keyworking Function Steering Group is being established. It is proposed that a Parent/Carer will be nominated during this period to be Co-Chair of the Steering Group. Vice Chairs: the pilot Project Management Lead and Keyworking Function Strategic Lead

- ICS Lancashire and South Cumbria Parent Carer Forums
- Keyworking Function Strategic Lead
- Local Authority representatives within Lancashire and South Cumbria (to include one social care representative)
- Education Sector (0-19yrs) representative
- CCG Commissioners (at least 2 representatives)
- Designated Clinical Officer representative
- Consultant Nurse – Lancashire and South Cumbria NHS Foundation Trust
- Keyworking Function Project Management team representative.

# 3

## A Call to all Interested parties We need members to join the Steering group

Currently we need additional representatives for:

- Education Sector (0-19yrs) representative
- CCG Commissioners (at least 2 representatives)
- Consultant Nurse – Lancashire and South Cumbria NHS Foundation Trust



We are also progressing the work for the Keywork pilot via our Task and Finish Group. Please see the next page for information. **Are you in a position to help with this work?** Contact the email at the bottom of the page.

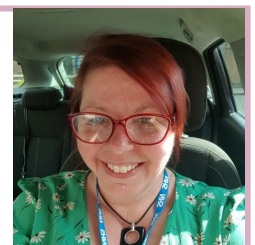
# 4

## Introducing Sharon Kelly from our Keyworker Team

Sharon Jones (newly married) - Designated Key Working Development Officer, Started the role in April 2021 and new to the NHS

A huge advocate for Key Workers having had one ourselves when my daughter was born 19 years ago, to help co-ordinate 20+ services involved with us due to her complex health needs. I have then gone on to build a carer around Early Support and Key Working at a National level, advocating, promoting, championing and helping to develop policy including the EHCP.

The first 3 months in this role have been a combination of building relationships within the new team and those working across LSC, navigating systems (Did not realise just how many there are in the NHS), supporting each other while we are learning our role, starting to develop training around Key Working. It is a very exciting journey we have ahead of us and I hope to be able to support other families in the way I was all those years ago.



# Task and Finish Groups

If you would like to join a task and finish group or would like more information please email: [learningdisabilityandautism.lsc@nhs.net](mailto:learningdisabilityandautism.lsc@nhs.net)

Workforce Development	
<b>Purpose of the Group</b>	<ul style="list-style-type: none"> <li>• Oversight and contribution to the development of training</li> <li>• Ensure the voice of children, young people, families and practitioners is heard</li> <li>• Ensure training has a blended approach, is fit for purpose and reflects multi-agency approach underpinned by legislative requirements</li> <li>• Support the 'testing' approach</li> <li>• Support the development and roll out of training programme</li> </ul>
<b>Proposed Membership</b>	Parents and carers Health and social care Education and Voluntary Sector Keyworking Function team
<b>Proposed Meeting Dates</b>	11am-12noon Fridays 13th and 20th August 10th and 24th September 1st October and then monthly

System and Processes	
<b>Purpose of the Group</b>	<ul style="list-style-type: none"> <li>• Ensure systems and processes for Keyworking Function are fit for purpose</li> <li>• Understanding of multiagency processes and systems and the impact they have on each other</li> <li>• Review effectiveness of integrated working through 'Deep Dives'</li> <li>• Support identification of good practice</li> </ul>
<b>Proposed Membership</b>	Parents and carers Health and social care Education and Voluntary Sector Commissioners Keyworking Function team
<b>Proposed Meeting Dates</b>	1.30pm-2.30pm Mondays 23rd August and then monthly

## Monitoring and Evaluation

<b>Purpose of the Group</b>	<ul style="list-style-type: none"> <li>• Review Outcome Framework and its fit for purpose</li> <li>• Identify data gathering requirements</li> <li>• Ensure a robust and credible evaluation and monitoring process in place</li> <li>• Support the development of and provide comment on any evaluation papers produced</li> <li>• Support the identification of strategic themes arising from the pilot and the escalation of these themes with evidenced based recommendations</li> </ul>
<b>Proposed Membership</b>	Parents and carers Health and social care Education and Voluntary Sector Commissioners Keyworking Function team
<b>Proposed Meeting Dates</b>	1.30pm-2.30pm Mondays—5th and then 1st Monday of the month, monthly