

Keyworking Function Steering Group Update—August 2021

1 Terms of reference for this Steering group approved and ratified by members. Standard Operating Procedure for Keyworking Function agreed by members and currently going through LSCFT's internal governance process to ratify



2 Family Held Record Framework



“Our Family Our Life” - this is designed to inform practitioners working with young people about the support needs of the child and family. It keeps all the current information together in one place.

This resource concentrates on working together and finding positive ways forward and contains a standard set of templates that can be used in many different situations

Members reviewed the framework and coproduced the document. This document will be shared with members for final review to approve/ratify at the next steering group. Members are asked to share and engage on this framework with the groups they represent

4 Other Key materials

Coproduction, Engagement & Communication plan - Members have coproduced this plan within the group meetings. Completed document will be shared with those involved for final review and sign off. This document will then be brought to the Steering group in September

Outcome framework - Will be shared with Monitoring and Evaluation task and finish group ahead of the next meeting so the group can start working on the outcomes for this pilot and the team.



3 Keyworking Service Leaflet

Members reviewed the leaflet and coproduced the document. This document will be shared with members for final review to approve/ratify at the next steering group.

The leaflet is for young people and their families received onto the Keyworkers caseload. It is not currently for wider use or sharing.

5 Keyworker Team update

Recruitment - 3 unsuccessful rounds of advert for Band 7 and Band 5 roles.

Business Case has been put forward to request permanent roles.

Two **new staff** started at the start of August - inductions have taken place. Team have now moved into Greenbank - still in process of going live as a **base**.

Since April/May we have been involved with **25 Cases**/ 4 are stepped down/ 8 are oversight and distant support/13 active cases in the early stages of support.

The team are starting to see some themes from the individual support they have been involved in. Suggestion to have a workshop in the future to look at action learning sets on these themes

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

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

System and Processes	
Purpose of the Group	<ul style="list-style-type: none"> • Ensure systems and processes for Keyworking Function are fit for purpose • Understanding of multiagency processes and systems and the impact they have on each other • Review effectiveness of integrated working through 'Deep Dives' • Support identification of good practice
Proposed Membership	Parents and carers Health and social care Education and Voluntary Sector Commissioners Keyworking Function team
Proposed Meeting Dates	1.30pm-2.30pm the 4th Monday of every month

Monitoring and Evaluation

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