

Keyworking Function Steering Group Update—June 2021

1 Lancashire and South Cumbria Keyworking Function Steering Group Launched

The Keyworking Function Steering Group held its first meeting on Monday 21 June 2021. Representatives from Parent Carer Forums, Health and Local Authorities attended and heard about the journey so far and plans for the mobilisation and implementation phase of the Keyworking Function



2 The Lancashire and South Cumbria Keyworking Function

The Keyworking Function is an approach that will:

- ◆ Support working together
- ◆ Good communication together
- ◆ Support Children, Young People and their families

Work is underway to embed this approach in all teams. One of the first steps is to review processes and systems which will include Dynamic Support Databases and developing training to strategic leads and front line colleagues.



4 Mobilisation and Implementation

Members also heard about the plans for the mobilisation and implementation of the Keyworking Function.

Task and Finish Groups are being established to develop the following priority areas:

- ◆ Workforce Development
- ◆ Monitoring & Evaluation
- ◆ Systems and Processes (to include the Dynamic Support Database
- ◆ Personalisation
- ◆ Co-production, engagement and
- ◆ Communication Plan

Further details on the Task and Finish Groups and how you can get involved are on pages 2 and 3.

3 Our Journey So Far

Members heard about work that has taken place in relation to:

- ◆ Recruitment
- ◆ Engagement
- ◆ Dynamic Support Database
- ◆ Outcomes Tool and training
- ◆ Community of Practice participation
- ◆ System reporting
- ◆ Development of an Information leaflet, a Service Standard Operational Policy, proposed timeline of activities, Family Held Record framework, Training framework
- ◆ Feedback from the team and what they have learnt so far



If you would like any more information please email:

learningdisabilityandautism.lsc@nhs.net

Task and Finish Groups

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 9th and 30th July 13th and 20th August 10th and 24th September

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 Mondays 12th and 26th July 23rd August and then monthly

If you would like to join a task and finish group or would like more information please email:
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Task and Finish Groups

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 Mondays 5th and then 1st Monday of the month, monthly

Co-production, Engagement and Communication Plan	
Purpose of the Group	<ul style="list-style-type: none"> • Identify the stakeholder groups of the Keyworking Function • Establish a set of principles for Keyworking Function co-production • Identify the frequency for communication and engagement to take place at each stakeholder group • Develop communication and engagement method templates to use
Proposed Membership	Parents and carers Health and social care Education and Voluntary Sector Commissioners Keyworking Function team
Proposed Meeting Dates	Short timeframe group 1.00pm-2.00pm Thursday 1st July then through email.

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