**Workforce Development Group – (Part 1)**

**Monday 22 March 2021**

**1.00pm – 3.00pm**

**Teams Meeting**

 **Due to the number of apologies received Part 2 will take place in April (date to be confirmed)**

**Attendees**

Fiona Cowan (Chair) – Head of Service Safeguarding & Quality Assurance & Caldicott Guardian

Alex Woods - Service Manager Quality Assurance

Amanda Coyne - ASYE and Workforce Development Coordinator

Shelley Gerrard – Early Help Service Manager

Rachel Roberts – Team Manager Fostering

Kath Taylor (Notes) Heads of Service Admin Support

**Apologies**

Asif Norat – Finance Advisor

Sonya Redford – Training and Development Manager

Sue Barrishi – Social Worker

Sue Blamey – Family Group Conference Co-ordinator

Tracy Bridle – Social Worker

Kate Cunliffe – HR Business Manager

Alastair Scott – Social Worker

**The following requests were agreed** –

**Alex Woods**

1. Programme of sessions with Barbara Mackay.  Barbara is a systemic therapist who does lots of training around leadership and culture change.   She has delivered similar in authorities such as Essex.   In conversation with AW she has pulled together some ideas about what may be of benefit to our managers. The sessions will address some of the work around a systemic approach to performance. Also thinking about how managers can demonstrate leadership qualities in their roles.    We hope that senior leadership will be able to come together with them in some of the sessions.   **- 8 half day sessions £2400** –

2. Supervising cases of sexual abuse.  2 day course run by the Centre Expertise on Child Sexual Abuse.    - **£1400** - **Alex to confirm numbers**

**Amanda Coyne**PE Mentor - change within the Partnership - Practice Educators training now over 2 years and 2 learners with two practice educators

The Partnership has given funding of £1560.00 for someone who can cover group supervisions, observations of those in training and ratification of portfolios. That equates to six practice educators. WBC currently has seven. Amanda asked for a top up £250 to cover the extra practice educator

**Actions:**

For the next meeting Alex to prepare training matrix of training already completed and planned training to include the title of the training and who attended. Matrix to be saved in AW shared area for each team member to access

**Part 2**

**Tuesday 27 April 2021**

**2.30pm – 4.30pm**

**Teams Meeting**

**Present:**

Fiona Cowan (Chair) – Head of Service Safeguarding & Quality Assurance & Caldicott Guardian

Alex Woods - Service Manager Quality Assurance

Shelley Gerrard – Early Help Service Manager

Rachel Roberts – Team Manager Fostering

Sue Barrishi – Social Worker

Tania Young - Project Officer Systemic Practice Hub

Danielle Howard – Team Manager Families First

Kath Taylor (Notes) Heads of Service Admin Support

**Apologies:**

Amanda Coyne - ASYE and Workforce Development Coordinator

Asif Norat – Finance Advisor (couldn’t access the meeting)

Sonya Redford – Training and Development Manager

Sue Blamey (Danielle Howard now taking over) – Family Group Conference Co-ordinator

Tracy Bridle – Social Worker

Kate Cunliffe – HR Business Manager

Alastair Scott – Social Worker

**3.** **Caring for Care Leavers Training Request** – **(Rees Training & Commissioned Services)**

* Request from Sharon Cooper for 15 attendees at a total cost of £700 - Agreed

**4. Training Matrix - AW**

* Currently developing and commissioning on lots of training across Children’s Services and Early Help
* Need to make sure we have evidence of that for use in future decision making
* If we’re getting repeat requests from same staff for training we can look back on matrix to make sure we’re being fair and equitable
* AW populating matrix, getting attendees in from what we’ve done in Social Care and Early Help
* Systemic Hub Team can add to that as and when
* AW receiving requests for specific events which might only get sent out only 2/3 people – this needs to go in one place for tracking and fairness so people get equal options to attend. We can then check they actually do go
* Also paid for some domestic abuse training - 3 workshops organised by Jaria just for Children’s Services and Early Help rather than partnership will be good to have that on board then think about what’s next
* Matrix will be useful identifying gaps in training.
* **Action: (KT & AW)** Going forward matrix to be on the agenda and Alex to ask for updates from teams before the meeting.
* **Action: FC** to speak to Sonya and her team to provide lists of training staff have been on.
* In terms of Workforce Development Steering Group need to have sight of who’s attending what and give steer to those staff who haven’t attended training
* Seeing those attending will help with service planning
* AW been commissioned to set up systemic training starts in June for Team Managers and Early Help and then there are couple of days where Service Managers and Heads of Service are also attending those session as shared learning selected which one are appropriate for that.
* Request received from Team Manager regarding funding/part funding to her to do Doctorate in Social Work (£10,000 overall cost) – is it something we would consider.

**Discussed and agreed that -**

* Would need to take into account line managers view – decision around impact on service lies with line management
* What is the impact in terms of that service delivery and will it impact on capacity of doing the job – will she be doing course work in works time
* As budget holder what’s the added value for workforce development for Children’s Services and Early Help they would need to evidence that before FC would consider it
* Would probably have to go through HR process
* Consider if they left the authority immediately after gaining the doctorate
* Agreed this would need to be discussed at CLT to avoid setting a precedence in the future

4. **Training Requests**

**Danielle Howard**

**AIMS Assessments** – Further discussion needed at CLT and with Service Managers to see how they feel about AIMS Assessments. Every SW should have the skills to manage situations where a child is showing sexually harmful behaviour. This could be provided with the support of systemic hub may need to look at having some training for couple of systemic hubs then one social worker in each team so we have some champions around that but may be not AIMS.

**Action:** AW to look into this

**PAMS Training**

Would like to train up a couple more then other people can pick up when Sam’s at full capacity. Couple more to go through PAMS/ Shelley Gerrard would have quite a number

FC asked for the following to be put on the next agenda for next CLT Agenda Shelly do the same with her SLT

**Workforce Development**

* AIMS Assessment
* PAMS Training
* Age Assessments

5. **Any Other Business**

**Sue Barrishi** – will raise training at her team meeting tomorrow if anything needed to be added to CLT will let FC know

**Danielle Howard** – Separated Parents Programme – Amanda Coyne to look at existing course with Systemic Hub to make it fit with current modern practices

**Shelly Gerrard** - Working closely with FF developing really good working relationship. Before lockdown moving towards all social workers including Early Help as part of their induction understanding the process of step down. With lockdown got lost along the way firm that up include early help as part of induction programme

Have we got programme who Social Worker should be making contact with?

**Action:** Tania to do this as part of her inductions then enlist all people relevant put synopsis against each as part of her visit.

AW before the pandemic we had the induction all key professions joined the discussion worked really well might be we can then translate into face to face induction

**Action:** Alex and Tania set up task and finish group to look at making sure we get everybody on their and courses- to include FC/ AW / TY / SG

All were reminded that safeguarding procedures can be found on WINNIE - [https://www.proceduresonline.com/warrington/cs/#](https://www.proceduresonline.com/warrington/cs/)

**Action:** All to go back to their teams and have a conversation to try and find out what the barriers are for people using the procedures and what they think we can do to make it easier.

Shelley to share Early Help induction booklet.

**Workforce Development Priorities & Plan 2021**

| PRIORITY | ACTION | TIMESCALE | LEAD | UPDATE |
| --- | --- | --- | --- | --- |
| Core training in systemic practice – this will be made available to all staff as core training, embedding relationship based practice as the core of our practice model. An introduction to systemic practice will be included in the Induction programme for all new staff. Specific and specialist training will be developed under a systemic framework and will include Domestic Abuse, Contextual Safeguarding, and SEND. (Additional specialist training will be developed in response to developing practice themes and workforce need. Systemic Practice champions will support evaluation.  | Centre for Systemic -Align SW training – Members to consider in-team training that can be supported by QA team to align with systemic. WFD Reps to bring updates to next meeting. Team Manager Development ProgrammeNeed to consider EH offer. Alex and Shelly to discuss and bring proposal to next meeting.  | 4 day training twice a year | Alex & DeanAlex and Shelly  | 2 further cohorts planned to be delivered virtuallyShelley and AW were due to meet but cancelled when AW was off sick.  We have rearranged.   To be put on the agenda for next meetingReducing Parental conflict training that is on offer to everyone. There is the standard e learning and a train the trainer virtual course. Staff just need to email me if they are interested.AW and SG have met and places are offered on 4 day training. In addition systemic group supervision offer is being developed with EH.  |
| Strengthening of our reflective learning and supervision processes – this includes the use of learning circles and peer supervision/ challenge sessions. Disruption meetings will be developed as a more reflexive learning model.  | QA framework has been updated – Group supervision for SW, managers & IROs / Conference Chairs is taking place virtually. Alex has met with Darren about group supervision for FF and Residential. Impact: recorded on child’s file - impact report to WFD Group.Alex to provide - guidance and standards | Quarterly ReportsMonthly. 6 weekly.QuarterlyFebruary 2021 | Alex | Group supervisions taking place for SWs, PA’s and has been started in residential.  Shelley and I are also planning to offer training to EH managers so that they can roll out in EH.  (AW to add a report into this quarters report) DA framework to be sent outDates taken place and those planned - AlexFF supervision has started  |
| Strengthening our approach to Quality Assurance - direct observations and practice weeks, alongside close the loop approach to our learning and development from audit activity, disruption meetings, complaints and compliments, to include a focus on seriously successful case work as a learning experience, to be shared with the workforce at quarterly Staff Engagement Sessions.  | QA Framework – learning circles/disruption learning – Support to teams to support learning circles – Develop a facilitator Programme –  | Quarterly Report | Amanda / Alex. | Fiona to speak to IT about Teams rollout – The Teams Pilot has been completed and is now being rolled out across the workforce. Focus on complaints and compliments at next staff engagement.  |
| Social work practice based career pathway – embedding of the Knowledge and Skills System (KSS), all practitioners are experts and can progress to advanced via the Children’s Social Work Progression Panel. | Updated Progression Panel more connected to work with children and families – new approach to panel using self-audit reflective discussion.Discussion with Residential Service Manager to support staff progression within the residential service. | Monthly | Alex / Amanda | New progression process in place.  Proposal in NWD consultation on residential progression which mirrors SW progression.First residential progression panel taking place in July. |
| Developing Leaders Programme – working with Centre for systemic and supporting managers to attend Practice Leaders & Systemic social work management and supervision courses.  | 10 managers will attend the supervision.6 on the leadership course. Evaluation from the Centre  |  | Alex | The courses have commenced. Supervision course is half way through.  |
| Front line manager development programme - to support our social work managers to be the best they can be. | SW management programme has been developed with consultation with managers: Proposal to be included.  | Sessions starting: Sept 9th 2020 | – Alex | Update – on what has been run and what yet to happen. Sessions taken place: Managing complaintsService development Data analysis  |
| To contribute improving the quality of social work training and development via our membership of the Cheshire and Merseyside Social Work Partnership working as a Teaching Partnership (This will also be an opportunity to influence the quality of training on the social work courses.) | Step-up students being supported in Warrington –Amanda will update on TP – impact reportCore skills training to be reviewed in line with systemic thinking.All members of the WFD to act as spokespeople for their service and any training requirements. Each member to bring request to the WFD. | Quarterly | AmandaAmanda & SonyaAll | Step up’s have successfully completed their 30 day virtual placement. It is thought that their 100 day placement will need to have more face to face activity in order to qualify as an effective placement. Amanda continues to meet with SUSW board to discuss. Core skills has been put on hold due to covid and it is likely that any further training offered will be virtual. New NQSW’s have not been nominated to attend until we have some clarity. As our next cohort of workers will be from the Frontline unit, this training may not be appropriate for them.  |
| Efficient use of resources - We will continue commissioning and implementing professional development programmes when cost effective and will develop our own in-house training by promoting joined up workforce planning and training across the children’s workforce in order to maintain a knowledgeable, confident and committed workforce. This will include the ability for staff to request funding for specific external training, that meets a workforce need, that they can attend and cascade to the wider workforce.  | £200k +WFD members to consider either on-line webinars/training or e-learning that can be purchased.Unconscious bias –look at permanent purchase.  | Quarterly | Sonya | Update on what we have purchased so far – Alex/AsifThis remains available online to all staff |
| Covid Training – In-house training provision has been developed for the adult workforce to enable safer ways of working for our key core staff in collaboration with Public Health and this will be made available to the children’s workforce. | NHS based course on PPE/infection control – Video/powerpoint to be developed as part of induction – Sonya to update in October 2020 | October 2020 | Sonya | At present there is an infection control module on e-learn at present. Trainer has been unable to adapt the covid slides due to pressures from Adult Social Care and NHS. Sonya will push for a review of slides February / March 2021 |