

MANAGEMENT ACTION NOTE 01: Management Action Notes

CONTEXT

Management Action Notes combine advice, guidance and instructions. They are produced for information and action by all practitioners and managers in children's services unless otherwise indicated.

Actions Agreed	Manager Responsible
1. Management Action Notes will be issued to outline management expectations in respect of key practice issues.	
2. Management Action Notes will be sequentially numbered with the date of issue and scheduled review. They will be stored electronically in the documents library in our online Procedures Manual. An index of Management Action Notes will be maintained and updated as frequently as required (Management Action Note 02).	Head of Children's Social Care (Deputy Chief Officer)
3. Each Management Action Note will be subject to review and revision on an annual basis and as required e.g. change in legislation.	Principal Social Worker and Head of Service
4. Team Managers / Supervisors must ensure new staff (permanent and locum) receive information about all existing Management Action Notes as part of their induction.	Team Managers / Supervisors
5. Team Managers, Area Managers, Senior Managers, and Locality Directors will be responsible for putting new Management Action Notes on the agenda for supervision / team meetings for discussion and ensuring that every member of the team is aware of and acting in accordance with the Management Action Note. Any issues arising from team discussions about active management notes or the requirement for new guidance should be forwarded to the Head of Service.	Team Managers, Area / Ops Managers, Senior Managers and Locality Directors

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