**Action Plan Appendix 'B'**

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| **That within 2 weeks of the  final report LCC should:** | **Action** | **Who** | **By when** |
| Make a public notice in more than onenewspaper within **two weeks** of receiving the report, and to make the report available at one or more of the Council’s offices for three weeks (see specimen public notice in 'action' column). | Published Bolton Evening News Thursday 13 August and Fleetwood Weekly news Wednesday 19 August. | Rob BywaterAngela EsslingerDiane Booth | 19.8.15completed |
| **That within two months of the  final report LCC should:** | **Action** | **Who** | **By when** |
| a | Apologise to the complainant for failing to involve her in our ‘child in need’ assessments and for the additional time it took to consider her complaint at all 3 Stages of the statutory complaints procedure. | Letter to be written and action plan to be shared | Diane Booth | 13.9.15completed |
| b | Increase our offer to the complainant for the additional time and trouble she spent pursuing her complaint over that allowed by the statutory complaints guidance from £250 to £300 due to the delays at Stage 3. | A total of £500 has been made and accepted in the above letter. | Diane Booth to include offer in letterComplaints Team are processing payment from CYP budget | 13.9.15Payment made |
| c | Pay the complainant £200 for the frustration caused by not being able to contribute to her son's 'child in need’ assessments. |
| **Within three months of the final report LCC should:** | **Action** | **Who** | **By when/ status** |
| d | LCC must formally consider the report and any recommendations we have made. This means the report should be submitted to its full council (or committee if the council has delegated the authority to that committee). | Take a report to the Cabinet Member for Children, Families and Schools and then a Full Council meeting | Diane BoothIan Young | On 22 OctoberFull Council meeting held Completed |
| e | Ensure we involve both parents in our child in need assessments unless there are specific and recorded safeguarding reasons not to. Also, ensure we share copies of those assessments to parents where it is safe to do so, in a timely manner, redacted where necessary. | All workers have been briefed and we have introduced a booklet for CYP and families regarding the assessment process | Diane Booth | April 2015Completed |
| f | Improve our policy for homeless 16 and 17 year olds to include reference to bed and breakfast accommodation not being suitable even in an emergency. We should then ensure our children’s service staff are aware of this condition. | All staff are aware and B&B are only ever used in an emergency when nothing else is available and we have updated our scheme of delegation and only the Director of Children's Services can approve use of bed and breakfast We are currently consulting upon a refresh of the homeless protocol for 16/17year olds.Our quality assurance audit activity will measure compliance. | Diane Booth | April / November 2015Completed |
| g | Ensure we do not place homeless 16 and 17 year olds in bed and breakfast accommodation (including the use of unsupported hotels) even in an emergency. If LCC decides to act in breach of the statutory guidance, the decision to do so should continue to be made by the director for children services. The director for children services decision and the reasons for it, should be recorded on the child’s file. | This will be reflected in the refreshed protocol.All staff are already awareOur quality assurance audit activity and data monitoring will measure compliance. | Diane BoothDiane Booth | 13 November 2015 pendingApril 2015 |
| h | Ensure we record important decisions on the child’s case file when considering providing accommodation to 16 and 17 year olds covering such area as:i. Whether a section 20 duty arises.ii. Whether we are obliged to conduct a new Initial Assessment of the child’s needs now they are homeless.iii. How we have explained the implications of becoming a ‘looked after child’ to the young person.iv. Any refusal by the young person to become a ‘looked after child’ and how we explained that assistance may be available to them from the housing department.v. Any contact with the housing department after a young person who requires accommodation refuses to become a looked after child. | We will incorporate this into the refreshed guidance for workers All staff already aware Our quality assurance audit activity will measure compliance. | Diane BoothDiane Booth | 13 November 2015pendingApril 2015 |
| i | Carry out a review of whether we are meeting our sufficiency duty regarding the provision of accommodation to our ‘looked after children’. | We have established a project board with our housing partners to address sufficiency – scope need and develop provision to meet demandThe sufficiency element will take a lot longer to review with all our housing partnersWe are scoping demand/ need and current provision over a 12 month project linked to NEET | Diane Booth | Ongoing work which has commencedPendingEstimated End date April 2016 |