



Annual CiC & Care Leaver Questionnaire

Action Plan

From August 2011

Objective	Actions	Evidence/Progress	Lead – Quality & Commissioning	Date to complete (suggested)
1 Agree content and format of questionnaire	1.1 Draft wording of questionnaire to be amended.	Amended draft produced	Luke/Yu Ling	5/8/11
	1.2 CiC Council to be asked for views on content etc	Views gathered & incorporated as appropriate	Jon/Andrew	8/8/11
	1.3 CiC Outcomes Group to be asked for views on content etc	Views gathered & incorporated as appropriate	Jon/Andrew	8/8/11
	1.4 Content & format agreed by Head of Service/Director	Approval from PTO & SG	Jon/Andrew	19/8/11
	1.5 Questionnaire (& Charter) formally approved & adopted by Corporate Parenting Board	Draft report – 23/8/11 Chairs briefing – 31/8/11 Final report 7/9/11	Jon/Andrew	19/9/11
	1.6 Spreadsheet (etc) for inputting questionnaire responses established.	Spreadsheet completed	Yu Ling	30/9/11

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Draft	1.1

<p>2. Produce questionnaire for young people to complete</p>	<p>2.1 Obtain costing for: i) design & print of questionnaire ii) web-based version (?) iii) postage – and return postage</p> <p>2.2 Business case produced to secure funding for questionnaire</p> <p>2.3 Hard copies/web version(?) produced</p>	<p>Costings incorporated into business case</p>	<p>Luke</p>	<p>15/9/11</p>
		<p>Business Case accepted</p>	<p>Luke</p>	<p>30/9/11</p>
		<p>Hard copies/web version available</p>	<p>Luke</p>	<p>7/10/11</p>
	<p>3.1 Virtual Questionnaire Team identified</p>	<p>Staff who will lead on promoting, disseminating & collating returned questionnaires identified.</p>	<p>Luke</p>	<p>19/9/11</p>
	<p>3.2 Questionnaire promoted with relevant Teams/Services/staff</p>	<p>Carers, social workers, IROs, Advocates & other relevant partners are aware of and ready to support completion & return of the questionnaire.</p>	<p>Luke</p>	<p>30/9/11</p>
<p>3. Promote completion and return of questionnaire....</p>	<p>3.3 Questionnaire sent to all relevant CiC & CL (i.e. aged 8 & over) - hard copy and/or web-version(?). i) Mailing list identified (via Carefirst) ii) Covering letter iii) Hard copies & return envelopes</p>	<p>All relevant children and young people have the opportunity to complete and return the questionnaire.</p>	<p>Luke</p>	<p>10/10/11</p>

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4. Process returned questionnaires	<p>4.1 Completed questionnaires returned to identified point/person - TBC</p> <p>4.2 Questionnaires screened for immediate concerns (safeguarding) by identified person/people - TBC</p> <p>4.3 Questionnaire responses entered onto established system.</p> <p>4.4 Acknowledge children and young people who returned questionnaires</p>	<p>Completed questionnaires received: target response rate = 30%(?)</p> <p>Immediate concerns identified and responded to.</p> <p>Action taken fed back to lead and entered onto response system.</p> <p>High return from Children in Care Cohort</p> <p>Established Prize Draw and written and verbal communication to CIC Cohort</p> <p>Quality & Commissioning to undertake with early indications to CIC Head of Service</p> <p>Draft report – 20/12/11</p> <p>Chairs briefing 28/12/11</p>	<p>Luke</p> <p>Luke</p> <p>Yu Ling</p> <p>Children In Care Management Team</p> <p>Yu Ling/Luke</p> <p>Jon Rea</p> <p>Jon Rea/Sharon Clarke</p>	<p>10/11/11</p> <p>From 10/11/11</p> <p>From 10/11/11</p>
5. Present findings of questionnaires	<p>5.1 Responses collated into concise report.</p> <p>5.2 Report presented to Corporate Parenting Board: follow-up actions agreed.</p> <p>5.3 Report presented to:</p> <ul style="list-style-type: none"> - CiC Outcomes Group - Safeguarding Heads of Service - other relevant meetings/teams... ..and follow-up actions agreed. 	<ul style="list-style-type: none"> • Make necessary changes • Establish priority actions • Establish leads for priority actions • Feedback to CICC and CICOG 		

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6. Plan for next questionnaire...	6.1 TBC		Quality & Commissioning and Children In Care Management Team	
	6.2 TBC		As Above	
	6.3 TBC		As Above	

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