

## Day Opportunities Implementation Plan

Action	Plan	Actions Completed to date	Progress update June 2023
Consider access to other funding opportunities	Link with the successful levelling up fund bid to develop a new leisure centre in Caerphilly basin		The success of the existing Coffee Shop supports the potential to expand the venture into other areas. Proposal within the new Leisure facility to be considered.
Review charging policy	Implement equitable charging policy	Members task and finish group previously established with recommendations for increases to day service charging  Regional group established with other LA's and finance officers	Regional team establishing terms of reference for Learning Information Network.  Currently no individual is being financially assessed for attending day opportunities, awaiting cabinet response.
Promote independence choice and control for individuals	Promote the uptake of direct payments particularly at transition	Regional post established to review direct payment standardise recruitment and promotional material	Regional post agreed appointment made start date to be agreed

		Work programme to be agreed	
Provide service over 7 day and extended hours	Consult with staff and trade unions regarding changes to contracts	New Job description to be used for all future recruitment which reflects 7 day working	<p>All newly recruited staff have been advised of the intention to move to 7 days service including evenings</p> <p>Request from trade unions not to commence discussion until report has been to cabinet</p>
Learning from best practice Establish a hub to manage all requests for day opportunities	Establish a short task and finish group to establish the hub, identify clear remit and membership		<p>Representatives have met with colleagues from Pembroke Council. Areas of good practice have been identified in relation to a central hub referral model.</p> <p>Meetings have been arranged with Provider representatives within CCBC and a plan for introducing a similar model presented.</p> <p>Opportunities to include a voluntary carer/family representative on the group to be explored.</p>

			Recent discussions have also included Rhondda Cynon Taff, Day opportunities model to be shared for good practice recommendations.
Work with the health board to look at joint commissioning and funding of day opportunities	To discuss at the Gwent regional commissioning board		
<p>Workforce/Staff Development –</p> <p>Ensure that all staff involved in the future of daytime opportunities are enabled and supported to work in a person-centred way.</p>	<p>That further progress will be based on a person led response rather than a service led response</p> <p>Ensure staff have skills and knowledge to support a number of individuals and staff are rotated regularly</p> <p>Ensure staff are trained in having the “what matters conversations” and identifying personal outcomes</p>	<p>Funding approved for rostering system which will address this and match staff to individuals</p> <p>Dedicated post established for planning work.</p> <p>Further discussion with Workforce Development about person centred thinking, person centred</p>	<p>Contracts have been agreed and meetings arranged for the implementation of Cygnum system.</p> <p>Planning post has been successfully recruited, Staff in post since 16/5/23</p> <p>Training arranged for SW staff on outcomes/ collaborative conversations 6 x 2 days session with a further</p>

<p>Ensure individuals don't become dependent on a single member of staff</p>		<p>planning and person centred reviews.</p> <p>New staff being introduced to individuals</p>	<p>follow up day Commenced 6<sup>th</sup> June .</p> <p>Sessions arranged for feedback to senior managers</p> <p>Mentors to be identified and developed</p> <p>We currently have 26 staff and are recruiting two peri-staff who cover sickness and holiday absences. Action completed</p>
<p>22/06/2023 Regularly review and update events/activities that are going on in the community</p>	<p>To establish a data base of activities/ events/ that is regularly reviewed and updated</p>	<p>Community mapping undertaken and shared with staff, this will be regularly updated. This action is complete and will transfer to normal practice</p>	<p>Meetings have been reinstated with People First where progressing the mapping work will be discussed. Further engagement has also taking place with Valley Daffodils and My Mates to look at expanding opportunities for individuals. Action completed</p>

Review length of sessions at day bases	Analyse the feasibility and any additional requirements to expand length of session in a day base for those who have the more complex needs	Option included in scrutiny report	Opportunities have been considered in response to extending session lengths.  Discussions with ACM and staff teams to be scheduled in order to agree implementation dates. Option included in scrutiny report Action completed
HICO model	Review pictorial representation of the model and consult on alternative presentation Establish a small task and finish group to undertake this work	Feedback to HICO had suggested a circle rather than a triangle to reflect equity	Pictorial has been revised to reflect a circle for consideration by scrutiny and cabinet Action completed
Increase opportunities in the community	Work with the third sector and Caerphilly Cares to influence developments in the community including use of volunteers	This is no normal practice	Quarterly meetings reinstated with People First/Person to Person  Engagement with other third party providers including Valley daffodils and My Mates have also begun. Action completed
Review mileage limits whilst supporting	Focus remains on care and support closer to home, to enable people to	Meetings held on 30/01 with day services staff - advised they can go out of	Action completed

<p>individuals in the community</p>	<p>become part of their communities and develop their independence</p>	<p>county in areas that border with other local authorities. Reminded staff there has always been the opportunity for individuals to go to specific events etc to meet their personal outcomes - this remains in place</p>	
<p>Communication plan to be developed in order to keep all stakeholders up to date with implementation and progress</p>	<p>Establish and agree clear communication plan with dates for updates for all stakeholders</p> <p>Ensure HICO report is in an accessible format</p>	<p>Letter sent to all stakeholders following presentation at Scrutiny Meetings held with day service staff and social workers to feedback on presentation to scrutiny committee</p> <p>Meeting held with trade unions</p> <p>Response to report to be presented to Scrutiny July 2023</p>	<p>Action completed</p> <p>Action completed</p>