

SUBJECT: Change to the structure of Families First TAF team.

(Joint Assessment Family Framework – Team around the Family)

To: EXECUTIVE MEMBER RESOURCES

(REQUEST FOR SINGLE MEMBER DECISION)

DATE: 24th February 2016

DIVISIONS/WARDS AFFECTED: All wards

1. PURPOSE

1.1 To seek approval to appoint an additional Team Around the Family (TAF) Project Officer to provide increased capacity to support families with additional needs earlier and prevent escalation into crisis and support requirements from statutory services.

2. Recommendations

2.1 To add to the establishment one new temporary post, TAF Project Officers. The post will be for a fixed-term – up to 31st March 2017.

3. Key issues

3.1 The TAF Project Officer post will be funded via Welsh Government Families First grant.

3.2 The proposal has been approved by the Local Service Board (LSB) Programme Board (who were acting upon a direction from the LSB). We have outlined our proposals for managing a reduction in Families First (Welsh Government) funding of £86,081 for 2016-17, whilst re-directing funds from commissioned projects to support TAF delivery in order to fund the additional role and an enhanced TAF provision within the County.

4. Reasons

4.1 It is our intention to increase our TAF resource in order to support more families in Monmouthshire via the TAF approach. As a proportion of overall Families First Funding this is relatively small budget compared to other local authorities who have larger teams involved in the direct delivery of TAF.

4.2 We have invested in developing multi-agency Joint Assessment Family Framework (JAFF) panels and our focus has been to deploy volunteer 'lead workers' to lead on the co-ordination of the family's support package.

4.3 This approach, has in the most part served Families First well during the initial implementation. However, it has become apparent that partner organisations are unable to take on the lead worker role to the extent that is required. We hope to minimise existing barriers around capacity for lead workers via the plans outlined.

4.4 In October, we received a Single Member Decision to appoint 2 x TAF Project Officer whilst making the existing Business Support Officer role redundant. This enabled us to increase our capacity in terms of TAF cases from 70 to 120. Under this proposal, we aim to further increase the amount of cases completing the TAF process – from 120 to 160 annually.

- 4.5 Bringing the tackling poverty programmes together (Communities First, Supporting People, Flying Start and Families First) is a key objective for Welsh Government's Communities and Tackling Poverty Division and Team around the Family (TAF) is being championed as the mechanism for identifying the needs of the individual and brokering appropriate provision.
- 4.6 The Social Services and Wellbeing Act which is likely to result in an increase in 'Children in Need' being referred to Families First and TAF.
- 4.7 Another important objective is to increase the number of families in tier 2 (lower levels of support needs) who benefit from TAF and Families First preventative work. The additional TAF Project Officer will enable more early intervention work to be completed where the Support Workers pick up the more complex cases so voluntary lead workers can be allocated more lower level tier 2 cases.
- 4.8 The proposed caseload for a JAFF support worker would consist of 30 -40 per annum.
- 4.9 The additional member of staff will allow the provision of more support for volunteer lead workers to manage timescales and support families more effectively.
- 4.10 In order to increase referrals the TAF Co-ordinator will prioritise building partnerships and promoting awareness of the service with agencies, professionals and families in Monmouthshire.

5. Resource Implications

- 5.1 The proposal will be paid for from within our 2016-17 Welsh Government Families First budget.
- 5.2 The WG Families First funding will be used to appoint:
- Fixed-term Temporary Families First TAF Project Officer - up to 31st March 2017
 - Salary Scale: Band E, SCP 21 – 25 (£19,742 - £22,212)

6. Sustainable Development and Equality Implications

- 6.1 This proposal has stemmed from a review of Families First Projects after receiving notification of a £86,061 reduction in funding for 2016-17. We have reviewed existing delivery by TAF and commissioned projects and we are confident that this proposal provides us with a more sustainable Families First model moving forward.
- 6.2 During this process we have been able to identify a number of key areas for development, which this proposal aims to target. The new structure will:
- Increase the number of families supported by Families First Team around the Family.
 - Allow the Co-ordinator to focus on developing strategic partnerships, promote the service, develop stronger links with social services, update operational guidelines; and support the training and development of volunteer lead workers.
 - Enable us to provide more support to volunteer lead workers.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

- 7.1 The posts will be subject to CRB checks as per Mon CC procedures.

8. Background papers

- Appendix A: Job Description; Families First TAF Project Officer

9. AUTHOR:

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Chief Executive

Job Description

Post: TAF Project Officer (Families First)

POST NO:

GRADE: SCP 21-25

HOURS: 37 hours per week – TBC

RESPONSIBLE TO: Families First TAF Co-ordinator - Strategic Partnership Team

BASED AT: County Hall, Usk

Main purpose:

- To work as part of the Families First Team to support the delivery of the Families First Team around the Family (TAF) programme within Monmouthshire.
- To improve outcomes for children, young people and families through the development of coordinated multi-agency service delivery.
- To support the TAF coordinator to effectively develop and deliver the Families First Team Around the Family programme.

Key responsibilities and duties:

1. To contribute to the operational development of the Families First model in Monmouthshire.
2. To hold a Lead Worker caseload and support families in line with operational guidelines to achieve Team around the Family outcomes.
3. To undertake TAF assessments with families, identify and refer to appropriate provision, advocate on behalf of the family and keep in touch with them to monitor progress.
4. Consider whether families' needs are being addressed within completed assessments, plans and reviews. Provide feedback to the TAF Co-ordinator.
5. To explain the Families First and TAF model to referrers and families. Deal effectively with enquiries and take referrals.
6. To process referrals and gather further information in preparation for allocation to volunteer lead workers.
7. To support voluntary lead workers to ensure consistent delivery of TAF operational procedures.
8. To implement systems to ensure voluntary lead workers are prompted at key points in the process such as when reviews are due.

9. To ensure consistency of delivery, undertake TAF case reviews alongside lead workers as appropriate.
10. To make and develop strong links with Social Services to promote effective two-way referrals.
11. To develop and maintain an excellent knowledge of the range of support services available to families. Identify gaps in service provision or duplication and report to Families First Manager and TAF Co-ordinator.
12. To work with partner agencies to promote the TAF model and the lead worker role within Monmouthshire.
13. To arrange and facilitate effective TAF panel meetings.
14. To provide advice, guidance and support to TAF, multi-agency panels and lead professionals.
15. Following panel; to provide feedback to the Family and referring agencies.
16. To be innovative in undertaking tasks to solve problems that may arise during the process.
17. To support the TAF Co-ordinator in holding allocation meetings with partner agencies.
18. To accurately maintain the database for the Families First TAF programme and be responsible for own administrative tasks in line with TAF guidelines.
19. To support the TAF coordinator in processing performance returns both internally and to Welsh Government.
20. Attend multi-agency and partnership meetings as required.
21. Responsible for the submission of Multi Agency referral Forms (MARF) to social services when required.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENT	WEIGHTING	HOW TESTED
1. Education / Qualification / Knowledge		
1.1 Knowledge and understanding of Families First and how it works in partnership to support families.	Medium	Application form and interview
1.2 Knowledge and understanding of current legislation/ policy in relation to children and young people.	High	Application form and interview
1.3 Knowledge of child development and family support models.	Medium	Application form and interview
1.4 Understanding of the Framework for Assessment of Children in Need and their Families.	High	Application form and interview
1.5 Qualifications – NVQ level 3 in child care or equivalent.	Medium	Application Form
1.6 Must be able to communicate effectively, both verbally and in writing.	High	Application form and interview
1.7 Understanding of data protection and client confidentiality.	High	Interview
1.8 Good IT skills	High	Application Form
1.9 Full driving licence and access to a car.	High	Application Form
2. Experience and Skills		
2.1 Experience of working with children, young people and families at times of stress.	High	Application Form and Interview
2.2 Experience of multi-agency working to achieve positive outcomes for service users.	High	Application Form and Interview
2.3 Experience of playing a lead role in a multi-agency setting.	Medium	Application Form and Interview
2.4 Experience of working collaboratively to resolve conflicts.	High	Interview
2.5 Able to work to tight deadlines	High	Application form and interview
2.6 Experience of agreeing Action Plans with a range of partners.	Medium	Application Form and Interview
2.7 Experience of undertaking assessments with families.	Medium	Application form and interview
2.8 Able to work as part of a team	High	Application form and interview
3. Other		
3.1 Able to travel to various locations as required by Monmouthshire County Council Families First, TAF team.	High	Application form