

**SUBJECT: CHANGE TO THE STRUCTURE OF FAMILIES FIRST JAFF TAF TEAM.
(Joint Assessment Family Framework – Team around the Family)**

To: EXECUTIVE MEMBER RESOURCES

DATE: 11TH NOVEMBER 2015

DIVISIONS/WARDS AFFECTED: Strategic Partnership Team: Families First

1. PURPOSE

1.1 To restructure the Families First, TAF (Team Around the Family) team to provide additional capacity to support families with additional needs earlier and prevent escalation into crisis and support requirements from statutory services.

2. RECOMMENDATIONS

2.1 The Executive Member Resources agrees...

(a) To the establishment of two new temporary posts, TAF Project Officers. The posts will be for a fixed-term – up to 31st March 2017.

(b) To making the role of TAF Business Support redundant.

3. KEY ISSUES

3.1 The two TAF Project Officer posts will be funded via Welsh Government Families First.

3.2 The current Business Support Officer post is no longer required as the work is being picked up by alternative business support arrangements within the Strategic Partnership Team

3.3 The current Business Support post holder is currently picking up a significant proportion of the TAF job description and we will seek HR advice around implementing the employee workplace policy in this situation.

4. REASONS

4.1 Monmouthshire's JAFF TAF currently receives £70,000 of the £737,000 external Welsh Government Families Funding budget annually to deliver the Joint Assessment Family Framework. 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 JAFF and TAF.

4.2 We have invested in developing multi-agency JAFF panels and our focus has been to deploy volunteer 'lead workers' to lead on the co-ordination of the family's support packages.

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 Our aim is to increase the amount of cases completing the TAF process by **at least 50%** with an **estimated 120 cases** being supported under the project annually.

4.5 An important objective is to increase the number of families in tier 2 who benefit from TAF and Families First preventative work. The new structure 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.

4.6 The proposed caseload for a JAFF support worker would consist of 30 -40 per annum.

4.7 The new structure and additional member of staff will allow the provision of more support for volunteer lead workers to manage timescales and support families more effectively.

4.8 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 existing Welsh Government Families First budget. We have ring-fenced £15,000 budget to cover the new structure up to 31st March 2016; and an additional £35,000 for financial year 2016-17.

5.2 The WG Families First funding will be used to appoint:

- Fixed-term Temporary Families First TAF Project Officers x 2 - up to 31st March 2017
- Salary Scale: Band E, SCP 21 – 25 (£19,742 - £22,212)
- **The post is subject to job Evaluation**

5.3 We will make the existing TAF Business Support role redundant.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

There are no negative impacts of this proposal. The main positive impacts are highlighted below:

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 by 50%.
- 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

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 (SUBJECT TO JOB EVALUATION)

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