

## My Day, My Life - Implementation Plan Summary June 2023

### Strategic Implementation Plan Summary

What	Who	Timescale
Set up Core Project Group	Core Project Group	End April 2023
Stakeholder Mapping	Lead Commissioner - Adult Social Care Services  Core Project Group	End May 2023
Stakeholder Engagement	Lead Commissioner - Adult Social Care Services  Core Project Group	Ongoing
Finalise Implementation Plan	Service Manager Commissioning and Disability Services, Lead Commissioner - Adult Social Care Services & Team Manager CLDT	April – July 2023
Plan to be taken to and agreed by People’s Scrutiny Committee.	Jane Rodgers, Chief Officer, Social Care & Health	18 <sup>th</sup> July 2023
Implementation Plan to be agreed by cabinet.	Cabinet Member for Social Care, Safeguarding and Accessible Health Services	27 <sup>th</sup> July 2023
Meet monthly to review progress against implementation plan & ensure effective stakeholder communication is maintained	Core Project Group	April 2023 - ongoing
Agree ongoing communication plan for implementation including developing an effective communication plan for internal stakeholders e.g., MDML staff, people, and their families	Core Project Group	From May 2023 - ongoing
Evaluate success and outcomes of the implementation plan with people receiving MDML services and their families	Core Project Group	July 2023 – August 2024

## Practical Implementation Plan Summary

**Rec 1: The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.**

**Rec 2: The My Day My Life service should return to the principles it set out at the start.**

<b>What</b>	<b>Who</b>	<b>Timescale</b>
Re-launch and reinvigorate the principles of MDML, ensuring they run throughout all aspects of the service	Core Project Group	May – December 2023
Engage the services of a person-centred planning expert to support in the implementation of this recommendation	Service Manager Commissioning and Disability Services & Lead Commissioner - Adult Social Care Services	July – September 2023
Placing the person at the centre of their lives, recognising them as an individual with their own plans. Ensuring the plan around them supports with these aspirations.	Person Centred Specialist and Core Project Group	January 2024 - onwards
Providing ongoing training for staff around the principles and practice of person-centred planning, to ensure plans are updated and maintained in a way that is consistent with this method.	Person Centred Specialist and Core Project Group	January 2024 - onwards
Ensure a management infrastructure that promotes and maintains person centred practice.	Person Centred Specialist and Core Project Group	January 2024 - onwards
<b>Rec 3: The council should consider the range of opportunities and activities that will be made available to participants in the service.</b>		
<b>What</b>	<b>Who</b>	<b>Timescale</b>
Understand what would be needed to coordinate activities both individually and collectively, working with people receiving services and develop any relevant job role profiles accordingly.	Core Project Group & Service Manager Commissioning and Disability Services	September/October 2023
Ensure activities coordination forms part of all roles within the new service structure.	Core Project Group	October 2023
Embed activities coordination responsibility within the new service structure, driving practice consistent with MDML ethos.	Core Project Group	January 2024 - onwards
Offer a variety of activity opportunities, including support to access paid or voluntary work	Core Project Group	Ongoing

<b>Rec 4: The service should adopt more flexible working hours</b>		
<b>What</b>	<b>Who</b>	<b>Timescale</b>
Understand what hours are needed to meet the needs and wants of current, and near future participants.	Core Project Group CLDT	May – July 2023
Review current staffing arrangements and how they match the future direction of service.	Service Manager Commissioning and Disability Services	April – June 2023
Review roles and team structure and Design future service structure.	Service Manager Commissioning and Disability Services	April – August 2023
Ensure effective communication with people using the service to ensure proposed changes meet their wants and needs and they are kept informed regarding the new service structure.	Core Project Group	May 2023 – ongoing
Start initial informal consultation process with existing staff around proposed new service structure	Service Manager Commissioning and Disability Services	July 2023
Gain approval for new service structure	Jane Rodgers, Chief Officer, Social Care & Health	November 2023
Implement Protection of Employment policy process	Service Manager Commissioning and Disability Services  HR	November 2023 – March 2024
Work with new service staff team to reinvigorate the service, provide direction and ensure an enthusiastic staff team.	Core Project Team	January 2024 – onwards (TBC)
<b>Rec 5: The service needs to have stable, compassionate, and person-centred leadership.</b>		
<b>What</b>	<b>Who</b>	<b>Timescale</b>
Clarifying the management team of the future	Core Project Team & Service Manager Commissioning and Disability Services HR	April – March 2024
Work with management team to refocus on service values and to imbed learning from the review.	Service Manager Commissioning and Disability Services	July – Ongoing
Ensure and plan regular supervisions and team meetings for staff.	My Day My Life Implementation Manager and Manager Individual & Day Support Service	Ongoing
Provide ongoing training to support management in their roles	Service Manager Commissioning and Disability Services & Workforce Development Team	Ongoing

<b>Rec 6: The programme will have a clear process to document what is happening.</b>		
<b>What</b>	<b>Who</b>	<b>Timescale</b>
Ensure staff have access to technology for staff	Lead Commissioner - Adult Social Care Services, My Day My Life Implementation Manager & Manager Individual & Day Support Service	May 2023 – January 2024
Implement an electronic record management system; linked into Flo – that is used.	Lead Commissioner - Adult Social Care Services, My Day My Life Implementation Manager & Manager Individual & Day Support Service	January 2024 onwards
Implement a quality assurance process around care files and documents.	My Day My Life Implementation Manager	May 2023 – ongoing
Staff access to Flo and WCCIS (if applicable as CLDT moving to this system).	My Day My Life Implementation Manager	May 2023 - ongoing
<b>Rec 7: The service should have safe and accessible buildings.</b>		
<b>What</b>	<b>Who</b>	<b>Timescale</b>
Undertake initial options appraisal and feasibility assessment of available buildings and venues in both Abergavenny and Monmouth areas which would make suitable hubs. Considering feedback from review such as central to the community, sense of belonging and need for accessible facilities.	Acting Head of Landlord Services, Lead Commissioner - Adult Social Care Services & Service Manager Commissioning and Disability Services	May-June 2023
Consult with people who currently use the MDML service to consider shortlist for both areas and gather their views.	Lead Commissioner - Adult Social Care Services & Service Manager, Team Manager CLDT & Service Manager Commissioning and Disability Services	July/August 2023
Consult with other key stakeholders including staff and Community Learning Disability Team to consider shortlist for both areas and gather views.	Lead Commissioner - Adult Social Care Services & Service Manager, Team Manager CLDT & Service Manager Commissioning and Disability Services	July 2023

Produce a final options appraisal of buildings reflecting on feedback from people who currently use the MDML service.	Acting Head of Landlord Services, Lead Commissioner - Adult Social Care Services & Service Manager Commissioning and Disability Services	August 2023	
Gain formal agreement for final bases	TBC	September 2023	
Work to open a hub in each area as soon as practically possible	Core Project Group	September 2023 - ongoing	
<b>Rec 8: People and families should be meaningfully involved in making changes.</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Timescale</b>
Ensure all changes and service development work is coproduced with people and families		Core Project Team	May 2023 – ongoing
<b>Rec 9: Monmouthshire should think about all learning disability services</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Timescale</b>
Consider with individuals who use the service the current model and their views on the new service structure.		Lead Commissioner - Adult Social Care Services	September 2023
Reorganise the ISS and MDML service to create one flexible community-based service if appropriate		Core Project Group	June 2023 – January 2024
Coproducing what that new service looks like with users		Lead Commissioner - Adult Social Care Services	July 2023 - onwards
Consider the future need for Greenfingers.		Team Manager CLDT & Core Project Group	June 2023 – onwards
Work with Supported Living and residential homes who now support previous MDML users in the day to ensure they are delivering MDML principles		Lead Commissioner - Adult Social Care Services and Commissioning Officers	November 2023
Consider any barriers to accessing activities and whether they can be removed.		Lead Commissioner - Adult Social Care Services	October 2023
<b>Rec 10: There should be a map of all the services in Monmouthshire</b>			
<b>What</b>	<b>Who</b>	<b>Timescale</b>	
Develop a map of all activities and opportunities in Monmouthshire	My Day My Life Implementation Manager and Commissioning Support Officer & Manager Individual & Day Support Service	October 2023 - onwards	