

Project plan – April 2023

Regulation of supported accommodation
Manchester City Council

Green	Completed or on target
Amber	Issue / delay / target deferred
Red	Did not meet or risk of not meeting target
Purple	Not yet begun

Activity Description	Start Date	Finish Date	% Complete	Lead Person	RAG Rating	Comments
Receive outcome of business case to be discussed in CLT regarding structure and service user group	17.04.23	17.04.23	100%	Emma Collingwood	Green	Business case completed and being discussed at CLT
Recruitment / secondment of Registered Manager(s) to commence	17.04.23	17.04.23	100%	Liz Perry	Green	Agreement on service structure required to inform recruitment
Monitoring of DBS / annual reviews to be completed and any compliance issues to be addressed	w/c 17.04.23	31.08.23	75%	Saddiq Munsaf / Jane Suthers / Sarah McEntree	Amber	Improvements made in compliance weekly monitoring takes place and improvement being steadily made.
Commission support of care consultants	w/c 17.04.23	31.08.23	100%	Liz Perry / Nathan Minshull	Green	To be completed 21.09.23
Review of recruitment practice to ensure compliance with regulations / check detail of probationary period	w/c 01.05.23	05.05.23	100%	Liz Perry	Green	Probation period checked 13 weeks can be extended to 6 months no warning or additional safeguards – need a checklist
Develop and write Statements of Purpose	w/c 01.05.23	18.08.23	80%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants	Green	Completed
PPM's to be held for all young people currently in the provision and opportunities for planned transitions identified for those who need to move	w/c 01.05.23	15.09.23	75%	Sarah McEntee / Liz Perry	Amber	1 young person yet to move – plan being progressed
Workforce Development Plan to be completed and plan to address training / qualification needs to be generated (including concierge staff)	w/c 08.05.23	21.09.23	80%	Liz Perry / Saddiq Munsaf / Jane Suthers / Sarah McEntree	Green	Completed
Locality Risk Assessments to be started	w/c 24.07.23	31.07.23	40%	Liz Perry / Saddiq Munsaf	Amber	Information gathered – not needed until registration inspection
Data to be collected in relation to Missing from home occurrences to inform requirement for Missing Return Home Interviews	w/c 08.05.23	12.05.23	100%	Liz Perry / Saddiq Munsaf	Green	
Communication strategy to be developed	w/c 15.05.23	30.08.23	100%	Liz Perry / Saddiq Munsaf	Green	
Fortnightly update meetings to be arranged	w/c 15.05.23	28.10.23	100%	Liz Perry	Green	First one to happen w/c 17.05.23
H&S compliance to be identified, checked and monitoring to be put in place	w/c 15.05.23	31.08.23	100%	Liz Perry / Saddiq Munsaf	Green	Advice required re fire RA update for fire evac plan and RA
Information sharing sessions to be held with PA's, Supported Lodgings Providers and House Project staff	w/c 22.05.23	30.08.23	100%	Liz Perry / Saddiq Munsaf	Green	Some awareness sessions have been completed, but more required

Location Risk Assessments to be completed	w/c 21.08.23	01.09.23	40%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Information gathering completed. Not needed until registration inspection
Young People's Guides to be written	w/c 07.08.23	31.08.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Session with care consultants to be completed 21.09.23. Doc to be completed 22.09.23
Behaviour Management Policy guidance to be written	w/c 29.05.23	02.05.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		
Safeguarding Policy guidance to be written / checked for compliance	w/c 29.05.23	02.05.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		
Missing from Home Policy guidance to be written / checked for compliance	w/c 05.06.23	01.09.23	75%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Awaiting reviewed policy
Overnight stay policy to be written / checked for compliance	w/c 05.06.23	09.06.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Existing policy exists likely to be fit for purpose
Visitors policy to be written / checked for compliance	w/c 05.06.23	09.06.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Existing policy exists likely to be fit for purpose
Providers entering children's bedrooms Policy to be written / checked for compliance	w/c 05.06.23	09.06.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Existing policy exists likely to be fit for purpose
Escalation and out of hours safeguarding support Policy to be written / checked for compliance	w/c 28.08.23	31.08.23	0%	Liz Perry / Emma Collingwood		Not required until registration inspection
Manager(s) induction process to be written / checked for compliance	w/c 04.09.23	08.09.23	20%	Liz Perry / Saddiq Munsaf		Induction process currently underway
Rooms / building checked and compliance with regulations assessed	w/c 15.09.23	15.09.23	50%	Liz Perry / Saddiq Munsaf		Ongoing work to the building some refresh required as young people vacate their accommodation
Agreement (Terms and conditions / rights etc) to be written / checked for compliance	w/c 12.06.23	16.06.23	100%	Liz Perry / Saddiq Munsaf		
Explore availability of policies from Tri.x	w/c 19.06.23	23.06.23	100%	Emma Collingwood		Agreement for pol and proc package to be purchased
Consider process for staff supervision / team meetings to take place	w/c 19.06.23	23.06.23	100%	Liz Perry		
Develop / review Admission and discharge docs including Impact Risk Assessment and Transition plan	w/c 19.06.23	23.06.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers /Care consultants		Existing documents require manager oversight but are likely to be largely fit for purpose
As current young people move new young people move in line with SoP	w/c 15.09.23		80%	Liz Perry		Young people starting to move out new young people identified in line with SOP
Registered Manager(s)s references to be verified and recruitment file signed off	w/c 14.09.23	17.09.23	100%	Liz Perry		In line with safer recruitment practices
Registered Manager(s)s to be asked to ensure they apply for the DBS update service	w/c 14.08.23	01.08.23	100%	Liz Perry		This will support RM application

Registered Manager(s) to be asked to submit Health Declaration from to GP			100%	Liz Perry		Self disclosure process in operation
Monitor training plan and develop matrix	w/c 11.09.23	15.09.23	75%	Liz Perry		Make any adjustments as training is undertaken
Develop supervision / appraisal matrix	w/c 11.09.23	15.09.23	0%	Liz Perry / Saddiq Munsaf / Jane Suthers		Not required until registration inspection
Develop / review young person's internal development plan	w/c 14.08.23	18.08.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Reviewed – requires amendment
Develop / review Behaviour Management Plan	w/c 14.08.23	18.08.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Reviewed – required amendment
Develop / review young person's individual risk assessment	w/c 14.08.23	18.08.23	100%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Reviewed – required amendment
Obtain missing protocol document	w/c 14.08.23	18.08.23	75%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Awaiting draft to be approved
Develop 'contingency policy' and Business continuity plan	w/c 28.08.21	31.08.23	100%	Liz Perry / Emma Collingwood		
Health and safety risk assessments to be completed / reviewed	w/c 11.09.23	15.09.23	20%	Liz Perry / Saddiq Munsaf / Jane Suthers / Care consultants		Started, required at registration inspection
All transition plans for young people moving on to be completed		15.09.23	80%	Sarah McEntree / Liz Perry		1 young person yet to be moved
Building and grounds (Beehive) to be reviewed and any maintenance / repairs required to be completed	w/c 15.09.23	29.09.23	70%	Liz Perry / Saddiq Munsaf / Care consultants		ongoing
Registered Manager(s) to start work	w/c 11.09.23	11.09.23	100%	Liz Perry		
Registered Manager(s) to start induction and all mandatory training to be arranged	w/c 11.09.23	09.10.23	20%	Liz Perry		Will be completed in the forthcoming weeks
Registered Manager(s) to review regulation documentation	w/c 11.09.23	15.09.23	100%	Registered Manager(s)		
Application for Registration to be submitted to Ofsted	w/c 25.09.23	25.09.23	0%	Liz Perry / Nominated Individual / Registered Manager(s)		Can be started 25 th Sept 2023
New referrals taken and young people move in line with SoP	w/c 15.09.23		80%	Registered Manager(s)		Some have moved, others are bidding on properties, some young people will stay beyond registration

Date of Review	Name of Reviewer
03.05.23	Liz Perry

19.05.23	Liz Perry
09.05.23	Liz Perry
26.05.23	Liz Perry
19.06.23	Liz Perry
03.07.23	Liz Perry
18.07.23	Liz Perry
03.04.23	Liz Perry
21.08.23	Liz Perry
11.09.23	Liz Perry
20.09.23	Liz Perry