

‘Must knows’ for lead members for adults’ services

Decisions

1. Members are asked to consider the IDeA’s work on ‘must knows’ for lead members of adult social care, and to provide comments.

Actions Required

2. IDeA to develop the ‘must knows’ in light of ongoing consultation and the comments from Community Well-being Board members.

Action by: IDeA

Contact Officer: Jess O’Brien, IDeA, jessica.obrien@dea.gov.uk, 020 7296 6191

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Summary

1. The 'must knows' is a web-based resource is to assist lead members of adult social care in the successful delivery of their complex role. The resource contains a set of 18 'must know' questions (listed below) as well as a set of supporting web pages.
2. The supporting pages each offer background information, hints and tips, links to key documents and signposts to useful resources.

Background

3. The 'must knows' were developed in autumn 2007 in response to lead members requests' for clarity about their role. IDeA's initial work on the 'must knows' was based on statutory and good practice guidance, along with feedback from councillors at the National and Regional Networks, and the specialist Leadership Academies.
4. The final set of 18 'must knows' was informed by consultation with councillors on a draft long list of 26. That long list was showcased at the National Children and Adults Conference in Bournemouth in October, both at the IDeA stand and at a bespoke policy session for councillors.
5. Councillors were also invited to submit their comments directly to IDeA using the 'must knows' feedback form.
6. IDeA and LGA shared an early version of the first ten 'must knows' with councillors at the National Councillor Network on 14th February 2008. Those ten 'must knows' are now available online at the IDeA website: <http://www.idea.gov.uk/idk/core/page.do?pageld=7352476> A hard copy of a selection of the 'must knows' is attached as Appendix 1 to this report .
7. Further consultation with councillors – both online and face-to-face – will take place during March and April. The final complete resource will be launched online in May 2008.
8. The 'must knows' will be kept current and up-to-date. The 'must knows', and the associated feedback from councillors, will inform the range of IDeA's work with councillors in 08/09 – including the IDeA's Leadership Academies and joint IDeA/LGA National Network programmes.

Final 18 ‘must knows’ for lead members for adults’ services

9. Following consultation, the final list of ‘must knows’ are:

- How do you keep up to date with developments, including identifying the direction of travel of Government policy?
- How well do you know your authority, including the picture and pattern of local needs?
- How do you know you have a good understanding of regulation and inspection?
- How do you know you are doing all you can to involve service users and carers?
- How do you know equalities and diversity issues are included in everything you do?
- How do you know partnership working is effective?
- How do you know commissioning is effective?
- How do you know assessment processes can meet the demands of individualised budgets?
- How do you know performance management is effective?
- How do you know vulnerable adults and older people are kept as safe as possible?
- How do you know arrangements to recruit, train and manage staff are safe and effective?
- How do you know services are cost effective and provide value for money?
- How do you know the budget is well managed?
- How do you know transition arrangements between children’s and adults’ services are effective?
- How do you know Scrutiny is effective?
- How do you know you have an effective relationship with your Director?
- How do you know you manage your time effectively?
- How do you know you are making maximum use of the support available?

10. Feedback continues to be welcomed during March and April – please send comments to Jess O’Brien (details below).

Dissemination

11. The ‘must knows’ will disseminated to all lead members, and Community Well-being Board members, via email following their launch in May.

12. Councillors are also invited to register for updates on the continuing development of the ‘must knows’, by emailing Jess O’Brien with a request (details below).

Implications for Wales

13. There are no specific implications for Wales

Financial/Resource Implications

14. There are no financial/resource implications for the LGA.

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