

The Professional Personal Advisor Teams

Personal Advisor Team – role of the Senior Manager

- To review the final New Belongings Plan and develop a cross Lancashire leaving care development plan covering all the highlighted areas
- To put care leavers on every Lancashire County Council agenda
- To attend the corporate parenting board
- To ensure the procedures are up to date and relevant – tri x; staying put and financial
- To update the young person's guide to leaving care alongside Hannah Peake
- To develop a young person's pre tenancy pack alongside care leavers
- To update the Zone and manage the website including the content review
- To develop a cross LCC training and development plan alongside the principle social worker
- To develop a leaving care communication plan – how we are going to consult care leavers and how we will keep in touch with them

- To liaise with Grant Murdoch regarding his proposed mentoring scheme
- To attend the care leavers benchmarking forum on behalf of Lancashire County Council and to embed its principles and actions needed
- To develop a bid for Lancashire County Council for New Belongings phase 3 if this becomes available
- To work alongside the Team Managers in managing the team.
- To work with the CSC senior managers to establish positive working relationships and transfer of work.
- To line manage the Team Managers
- To ensure there is a Team Plan
- To ensure that safeguarding is embedded in the teams
- To ensure that the managers and workers are complying with the national legislation for care leavers
- To display positive leadership skills
- To motivate the team to aspire for all care leavers to be the best they can be
- To undertake thematic lead roles within the locality and county
- To audit one pathway plan per month and feedback to the audit team
- To ensure there is positive multi agency working both internally and externally
- To ensure that all PI data is input into LCS for their team
- To work alongside the PDRO to ensure that all data is accurate and of quality
- To develop across Lancashire publicity plan for the 21+ care leavers returning to the service
- To chair thematic and county meetings as needed
- To manage the leaving care budget

Role of the Team Manager in the Personal Advisor Team

- Line manage the social worker in the team and personal advisors, this includes supervision, personal development appraisal when needed and development days
- Allocation meetings
- Chair Team meetings and briefings
- Strategic development of the service alongside the senior manager
- Develop a team training plan alongside the senior manager
- To plan and write a Team Plan alongside the staff and senior manager
- Attend the leaving care north west forum
- Participate in county workforce development
- Chair some of the teams pathway plan reviews (50%)
- Promote the role of Advanced Practitioner within the team
- Review pathways plans across the area and identify themes
- Monitor the non LCC personal advisors pathway plans for eligible and relevant care leavers in the area
- Assist in coordinating the PDRO quality data – including for example identifying the areas housing needs, how many care leavers are staying put
- Quality Assuring recording by the staff in the team on the LCS system and highlight gaps
- Twice a year evaluation of the pathway planning service for care leavers alongside the care leavers in the district and formulate a report for the SMT & the corporate parenting board alongside the senior manager
- Develop a publicity plan for the 21+ offer the care leavers alongside the senior manager

- Develop and maintain a spreadsheet of the hard to reach care leavers and monitor and manage the action plan to address this
- Liaison with the Children in our Care Team Managers on a regular basis within the district to plan positive allocations and transfers
- Attend the county Leaving Care Meetings
- Meet with other Team Managers for the Pathway Plan Team to ensure cross Lancashire consistency
- Manage the leaving care budget
- Make evidence based appropriate financial decisions for care leavers
- Audit 12 pathway plans a year and submit findings and themes to the Audit Team
- Ensure there are monitoring systems for the personal budget spends for all care leavers alongside business support and finance
- Assist and liaise with transitions planning to adult services alongside IDSS managers and CIOC Managers
- Develop local links to housing; benefits agency; prevention and early help and any other agencies

Role of the Social Worker in the Personal Advisor Team

- To carry a caseload of care leavers and act as their personal advisor
- To work with those care leavers assessed as hard to reach, vulnerable or most in need of a support service. These are likely to be – those who are assessed as very vulnerable by their social worker; those who are parents; those living alone with no support; those with a significant learning need or mental health challenges
- To complete exit interviews with all care leavers before their case is closed by Lancashire County Council in their area.
- To chair pathway plan reviews (50% of their team)

- To oversee and sign off pathway plans completed by non-social work qualified personal advisors
- To manage personal budgets for care leavers
- To oversee and joint work with non-social work qualified personal advisors when assessed as needed by the team manager
- To assist the Team Manager with the management of complex cases; publicity for post 21 years returning care leavers; budget planning for the team; allocation and any other social work tasks as and when required
- To assist in identifying the training needs for the personal advisor team
- To work alongside the advanced practitioner
- To ensure that safeguarding is embedded in the team, both with all personal advisors and for the service provided to all care leavers and their children
- To assist the Team Manager in ensuring that recording on LCS is up to date and on the right pathway both for themselves but also the non-social work qualified personal advisors in the team
- To ensure that leaving care performance data is shared and understood by team colleagues
- To attend the housing allocation meetings in the local district as required by the team manager
- Form local links with all college providers, the benefits agency and housing and any other agencies needed by care leavers
- To attend all allocation meetings held in the team
- To attend all team briefs, team meetings and development days
- To deputise for the team managers at any meetings as and when needed
- To participate in county workforce development
- To assist in the collation of quality data for the PDRO – including for example identifying the area housing needs; how many care leavers are staying put
- To attend and participate in supervision with the Team Manager

The Role of the Personal Advisor in the Personal Advisor Team

- To be allocated to a young person's case no later than 15 and $\frac{3}{4}$
- The primary role is to prepare a young person for living independently between the ages of 16-18
- To offer advice and support to the young person – this includes practical support
- To inform the young person at pathway plan reviews 16 – 18 of their financial entitlements; accommodation options and rights as care leavers
- To act as an advocate for the young person, this includes challenging the local authority as and when needed
- At 18+ - to arrange and coordinate the pathway plan reviews (ensuring there is oversight by a qualified social worker)
- To keep in regular touch with the young person – resilience in this by the personal advisor is essential & contact must be based on the young person's need
- To keep the young person's pathway plan up to date and review it earlier than the statutory minimum if the young person needs this, or they request this
- To support the care leaver in accessing their 'Setting Up Home Allowance' or 'SUHA'
- To manage the care leavers personal budget for their SUHA & provide advice to them on budgeting
- To ensure that every care leaver has the equipment they need for adulthood – from a dentist; GP to a bank account; savings account; and passport
- To support the care leaving in identifying and moving into their own accommodation when they are ready to
- To support all care leavers in maintaining their accommodation

- To ensure that all care leavers have their contact details, EDT details; service 6 details and the team managers and senior manager contacts
- To interface when needed with the children's rights service
- To ensure care leavers know how to access advice from more specialist services if needed (e.g. legal; welfare rights etc)
- To liaise with education and training providers; employers and actively promote ambition for all care leavers
- To meet with accommodation providers and attend housing panels if needed
- To look at the financial implications for staying put carers alongside the allocated social workers in the children in our care team
- To jointly complete the 'Living Together Agreement' with the social worker from the children in our care team and the care leaver and the foster carers for any staying put agreement
- Attend the county leaving care group and bring data or information regarding service need and to inform service development
- To actively encourage and motivate all care leavers to participate in service development; participation and any encouraging good practice events
- To attend team meetings and briefings
- To attend allocation meetings
- To attend supervision
- To ensure that care leaver exit interviews are completed by the social worker
- To follow the procedures
- To keep recording on files on LCS up to date

