Scrutiny Scoping Document

Title of Review	
Retention of Social Workers	
Objectives	
What does the Board/Task and Finish Group hope to achieve by considering the topic?	Identify recommendations for the Cabinet Member to improve the retention of Social Workers
What will be the indicators of success?	In the long term an improvement in the retention of social workers.
When will the review be evaluated?	12 months from the agreement of the recommendations, however recruitment and retention rates are currently monitored as part of the Children's Improvement Board
Scope	
What will be included in the scope of the review?	The recruitment and retention of Social Workers in their jobs
What will be excluded from the scope?	Specific details of social worker qualification Use of agency staff
Does the review link with any existing strategies or policies? Is this currently being reviewed/refreshed?	• Children's Service Workforce Strategy action plan. • Progression Scheme (April 2018) • Workforce Board
Methodology	

How will the review be carried out? e.g. surveys, site visits, select committees etc.	• Meetings with senior managers
	 • Focus group with existing social workers
	     o NQSW
	     o Established SW
	     o Team managers
	 • Review of other local authorities policies/strategies
	 • Review of exit interviews
	 • Meeting with support services such as HR, Finance, Workforce development etc.

Barriers and Risks	
What are the barriers and risks to the review?	• Time and capacity of officers for the T&F group • Potential financial implications of any incentive schemes considered
How can these be managed/ overcome?	• Realistic expectation on affordability – robust financial assessment of any proposals • Support provided by Scrutiny Team
Equality and Diversity	
Does the review have any potential implications for Equality and Diversity? (race, gender (including transgender), disability, sexual orientation, age, religion or belief, poverty, looked after children)	Equality and Diversity issues should be considered as part of this review, ensuring that no groups of employees experience discrimination and that this is not a factor in the non-retention of social workers.
Timescales and reporting procedure	
List any key dates/events which might impact on the timescales of the review	Recommendations to be considered by the Board March 1st 2018, Cabinet Member 16th April 2018
Anticipated number of meetings	4, plus focus groups
Scrutiny Board portfolio	SB2
Cabinet Member portfolio	Children and Young People
Anticipated reporting date to Scrutiny Board	1st March 2018
Anticipated reporting route – Cabinet Member/Cabinet	Cabinet Member – 16th April 2018
Report of…….	Education and Children's Services Scrutiny Board
Comms involvement	Dependant on recommendations identified

Appendix 1
Meeting planner (dates to be agreed according to availability)

Meeting	Subject	Officers
1	Introduction, agreement of scope, background and context to the issue. Information required: • Draft scope (GH) • Current recruitment and retention data (LP-M) • Evidence available on what works (LP-M) • Children's Workforce Strategy • Progression Scheme	JG, LP-M, GH
2	Planning for focus groups and identification of questions – which include pastoral care for social workers and financial incentives Information required: • Exit interview information (JG/LP-M) • Information from other local authorities	JG/LP-M GH
3	Focus groups with different groups of Social Workers	GH
4	Support services – HR, Workforce Development, Finance. To cover financial incentives as well as other potential incentives.	Reps from depts. JG/LP-M GH
5	Final meeting to identify recommendations. Information required: • Summary of key pints discussed and any areas for recommendations identified (GH)	Children's Services Leadership Team GH