

INSPECTION REPORT – LEICESTER CITY COUNCIL ADOPTION SERVICE

Statutory Requirements – This section sets out the actions, which must be taken so that the registered person/s meets the Care Standards Act 2000, voluntary Adoption and the Adoption Agencies Regulations 2003 or Local Authority Adoption Service Regulations 2003 and the National Minimum Standards. The Registered Provider(s) must comply with the given timescales.

STATUTORY REQUIREMENTS					Tell us what you are going to do to make the improvements and meet the requirements outlined above. You should also tell us about any other improvements you are planning	Tell us how you will make sure that what you are going to do will be effective	When & by Whom will this be done?
No	Standard	Regulation	Requirement	Timescale for Action			
1	AD13	AA Regs 2005 19 and 33	The agency must ensure that there are written notifications to birth parents and these are on the child's file.	31.12.06	All child care teams are going to be issued with a checklist of the items that must make up a children's file. In future team managers will be expected to sign this checklist to indicate that they have checked the file and that it contains all the appropriate paperwork.	By requiring team managers to sign off this work, they will ensure that this work is carried out by their team members. The adoption team will not accept files for storage that do not meet this requirement.	Adoption Team Managers by 1 st January 2007
2	AD1	LAA Regs 2003 Reg 3	The Children's Guide must contain a summary of the statement of purpose and the complaints procedure, include details of the support services to children and be suitable for a range of ages and abilities.	31.12.06	The recruitment and publicity officer for Leicester City Council fostering service has been commissioned to produce a suitable guide with all the relevant information. An interim summary of the Statement of Purpose, Complaints Procedure and information on support services will be attached to the current guide to adoption from 31/12/06, pending production of the guides suitable for different ages.	The guide will be used for a variety of children, a comments section for children will be included in the guide.	1 st April 2007

APPENDIX 1

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3	AD1	LAA Regs 2003 Reg 9	The child protection procedures must comply with Reg 9 of the Local authority Adoption Service (England) Reg 2003	31.12.06	This was being changed at the time of the inspection and is now complete.	The change is in the published child protection procedures.	The Service Manager, Child Protection and Independent Review December 2006
4	AD21	LAA Regs 2003 Reg 10	The agency must ensure there is sufficient staff to meet their statutory responsibilities in a timely way	31.12.06	We understand this relates primarily to the provision of intermediary work and birth records counselling where the waiting list now 12 months. Both city and county will employ additional staff on a short term basis. In the short term we intend to offer only statutory services and to prioritise Birth Records Counselling services. The permanent employment of additional staff is being considered.	The waiting list will be monitored to ensure waiting times reduce. The new arrangements will be kept under review to determine whether the non-statutory service can be re-instituted in future.	Service Manager Placements December 2006 and AdoptionTeam Managers
5	AD25	AA Regs 2005 Reg 12	The agency must ensure that children's adoption files comply fully with the regulations	31.12.06	See 1 above	See 1 above	See 1 above

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6	AD28	LAA Regs 2003 Reg 11	The agency must ensure that panel members' files contain all the information detailed in Schedule 3 and 4	31.12.06	The requirements of Schedule 3 & 4 are being implemented in respect of individual panel member files. References, work histories and relevant experience, professional qualifications are being collected from panel members. HR will undertake checks on referees. A new front sheet with key details ie) dob will be included on each file.	The information will be on file.	Service Manager Placements and team Manager Adoption January 2007