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| Guidance Document |
| AIM MEETING GUIDANCE |

Document Control

Document Title:

**Summary**

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| Publication Date | 12 DECEMBER 2022 |
| Related Legislation / Applicable Section of Legislation | N/A |
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| Guidance Document Author (Name/Position) | LEE-ANNE ALAN BUSINESS SUPPORT PRINCIPLE MANAGER |

**Review of Guidance Document**

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| Last Review Date |  |
| Review undertaken by |  |
| Next Review Date | 12 DECEMBER 2023 |

**Document Approvals**

This document requires the following approvals.

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| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version Number** |
| LEE-ANNE ALAN | BUSINESS SUPPORT PRINCIPLE MANAGER | 12.12.2022 | 0.01 |
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**Components of Your Guidance Document**

# Contents Page (Optional)

Consisting of:

* Table including list of section/sub-section headings and page numbers

# Executive Summary (Optional)

Consisting of:

* Synopsis including the documents aims
* Whom the document is applicable to
* If new document, reason for development
* Documents to be read in conjunction with

# Introduction (Mandatory)

Consisting of:

* Rationale stating why the document is necessary. It will include reference to any relevant guidelines, statutory requirements or other recommendations.
* Scope; this defines for whom and where the document will apply.
* The major underlying principles on which the document is based.

# Guidance (Mandatory)

Consisting of:

* Actual guidance. A guidance document may include several sub-headings under this topic.

# Process for Monitoring Compliance and Effectiveness of the Guidance Document (Mandatory)

Consisting of:

* An outline of the proposed methodology and approach for the review of effectiveness and/or compliance with required standards

# Guidance Document Review Date (Mandatory)

Consisting of:

* Date guidance document will be reviewed

# Glossary of Terms (Optional)

Consisting of:

* Definition of technical or specialised terminology used within the document

|  |  |
| --- | --- |
| **Term** | **Meaning** |
|  |  |
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# Supporting Documents (Optional)

Consisting of:

* Details of any supporting/linked documents that should be considered to enable effective application and utilisation of the guidance document.

# References (Optional)

Consisting of:

* A list of documents referred to in the main body of text

# Appendices (Mandatory, if mentioned in other sections)

Consisting of:

* Additional material necessary to the delivery of the guidance document requirements
* Implementation plan
* Equality Impact Assessment

**CHILDREN’S SERVICES**

**AIM MEETING BUSINESS PROCESS**

LEAD PROFESSIONAL TO ARRANGE DATE OF MEETING WITH CHAIR & ORGANISE SUITABLE MEETING ROOM

LEAD PROFESSIONAL TO SEND COMPLETED INVITE LIST TO BUSINESS SUPPORT typists@rochdale.gov.uk TO CORORDINATE/ALLOCATE MINUTE TAKER

*BUSINESS SUPPORT EMAIL/POST RELEVANT INVITE LETTER TO INVITEES*

BUSINESS SUPPORT CROSS REFERENCE CONTACT DETAILS WITH ICS/IYSS AND CONFIRM ANY ANOMOLIES WITH ALLOCATED WORKER/LEAD PROFESSIONAL

*LEAD PROFESSIONAL TO SEND PROFESSIONAL’S REPORTS AND AIM REPORT TO CHAIR 2 DAYS PRIOR TO MEETING*

**DAY OF MEETING**

MINUTE TAKER ENSURES ATTENDANCE SHEET IS COMPLETED FULLY AND ALL DETAILS RE-CONFIRMED AT MEETING

BUSINESS SUPPORT SEND DRAFT MINUTES TO CHAIR FOR APPROVAL

BUSINESS SUPPORT DISTRIBUTE MINUTES AND UPLOAD WITH ATTENDANCE LIST TO ICS & IYSS

BUSINESS SUPPORT ENSURES ALL LISTS & HARDCOPY DOCUMENTS DESTROYED SECURELY

**AIM PROCEDURE**

**Assessment Stage**

Allocation to be undertaken within 5 working days of strategy meeting at both YJS & CSC.

Home visit to be undertaken with family and safety plans to be put in place within 5 days of allocation. Safety plans must be typed and signed.

Initial joint supervision with both AIM assessors and Line Managers within 5 working days of allocation to agree roles and responsibilities;

* Safety plans to be agreed by managers
* CSC Manager will oversee Welfare AIM, YJS Manager will oversee Criminal AIM. This includes future supervisions for AIM assessment

and second reading the final report.

* Email to be sent in meeting to [typists@rochdale.gov.uk](mailto:typists@rochdale.gov.uk) to book initial AIM meeting in 6 weeks time.

2nd supervision with AIM assessors and responsible manager 3 weeks after allocation to check progress and ensure there are no issues with completion / enagagement.

Final supervision with assessors and responsible manager at 5 weeks to go through and agree scores/evidence.

Report to be submitted to manager 4 days prior to AIM meeting for 2nd read, and to allow for any amendments to be made

Report to be submitted to IRO 24hours prior to initial AIM meeting.

Initial meeting to be held. Scores and intervention plan agreed.

**Intervention Stage**

Young person to be seen weekly as a minimum – if intensive, to be twice weekly.

Both managers to ensure monthly supervision is given to responsible practitioners.

AIM review meetings will take place 6 weekly until the intervention has concluded and should include the following;

* Ensure prior to the review that the AIM has been re-scored, graph updated and a comprehensive update on work completed and improvements made. Areas of concern remaining and plans for the next 6 weeks. These should be signed off by relevant managers.

**Final meeting**

An exit plan should be prepared and identify any remaining concerns, how they will be addressed and any signposting to other agencies needed. The case can then be closed down in respect of AIM.

All documents / records / supervisions / management oversight to be recorded and/or uploaded on to IYSS and LCS.

