

# Notes for managers undertaking Children and Young People Plan briefings 2009

Managers are expected to brief all staff for whom they have direct responsibility.

## **Prior to the briefing**

- Ensure you are familiar with the issues in the Children and Young People's Plan that will impact upon your area of work and that of your staff. If you have any questions, or anticipate questions, please try to clarify your query in advance to avoid having to get back to staff after the briefing
- A copy of the Children and Young People's Plan and Briefing Sheets can be viewed on D-Net at [http://dnet/policies\\_and\\_procedures/caya/planning\\_service\\_development//default.asp](http://dnet/policies_and_procedures/caya/planning_service_development//default.asp) and at [www.derbyshire.gov.uk/childrenstrust](http://www.derbyshire.gov.uk/childrenstrust)

## **At the briefing**

- Explain to staff why a briefing is necessary i.e.
  - ❑ All staff should have a clear understanding of the future direction of children's services
  - ❑ Staff need to know what the important issues are if they are to do their job effectively
  - ❑ The briefing needs to be carried out verbally to give staff an opportunity to check out their understanding
  - ❑ Managers need to receive their feedback
  - ❑ All staff have an important role in ensuring positive progress is achieved regarding service delivery
- **Present the service issues that impact on your area of work**
  - ❑ Ensure all issues that directly impact upon your service are covered
  - ❑ Draw attention to issues that may impact upon neighbouring areas of work
  - ❑ Check that people fully understand the issues and ask for questions
  - ❑ Provide copies of relevant Briefing Sheets

## **After the briefing**

- **Fill in the 'Service Plan Briefing form'**
  - ❑ Send the original to Malcolm Bramley at County Hall, Matlock DE43AG (e-mail: [malcolm.bramley@derbyshire.gov.uk](mailto:malcolm.bramley@derbyshire.gov.uk) )
  - ❑ Pass a copy to your line manager
  - ❑ Remember that returns are expected from every Team or Unit

## **General Points**

- All Briefings should be completed by the end of June 2009
- Managers are expected to pick up the issues later for staff who miss the briefings as a result of leave, sickness etc
- Answer as many questions as you can on the day
- Get back with answers as soon as possible where you don't have an immediate response
- If you have any queries, please contact Malcolm Bramley on 01629 532010 (Voip 32010)

Many thanks for your help.

Bruce Buckley

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