

## Project Initiation Document

<b>Project Title:</b>	'My Important Things App'	<b>Project Manager:</b>	Lee Patterson
<b>Lead Director:</b> Deborah Driffield		<b>Lead Cabinet Member:</b> Councillor Graham Hinchey	
<b>External partners/collaborators:</b>		<b>Cardiff University – Computer Sciences (Dr Catherine Teehan)</b>  <b>NYAS – Elly Jones</b>  <b>Cardiff Council Children's Services:</b> <b>Jade Harrison – Operations Manager Children's Services</b> <b>Leigh Vella – Senior Corporate Policy Officer</b>	

## Version Control:

<b>Main Author:</b>	Lee Patterson		
<b>Version / date:</b>	16 <sup>th</sup> November 2020	<b>Reason updated:</b>	Lee Patterson Comments

<b>Background:</b>	<p>Being a child or young person in care can be a daunting experience, particularly when lots of people are involved in the child's life at different stages. A child in care may move home many times during their childhood, changing social workers and Personal Advisors multiple times along the way. There are review meetings, Pupil Education Plan meetings, and health appointments that require organisation and attention. It is particularly difficult for a child or young person to document and have access to this information as and when they need.</p> <p>In addition to storing important information, we recognise that memories are very important. Birthday cards, letters from family, photographs, favourite toys, locks of hair and hospital name tag etc. All could be stored in a digital tool to ensure safe keeping.</p>
<b>Project objectives:</b>	<p>The current lack of an accessible and modernised document folder/app has been highlighted in discussion between Child Friendly Cardiff and Children's Services.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Create a secure document 'wallet' for care experienced children.</li> <li>• Create a 'memory box' associated with document wallet.</li> </ul>
<b>Links to strategic goal(s):</b>	Child Friendly Cities Initiative Corporate Parenting Strategy
<b>Outputs:</b>	<ul style="list-style-type: none"> <li>• Develop a prototype app to present to Children's Management Team</li> <li>• Supporting documentation that includes rationale and business case.</li> </ul>

<b>Expected outcomes/indicators of success:</b>	<ul style="list-style-type: none"> <li>Looked After Children have easy access to key information regarding their placement, contacts, and key stakeholders.</li> <li>Looked After Children are better informed about their rights, next steps, and support services.</li> <li>Children Services are better equipped to support Looked After Children through use of digital resource.</li> <li>Pilot of prototype has positive feedback from care experienced cohort during trial.</li> </ul>	
<b>Method(s)</b>	<b>Resources required for each aspect of project (people and materials)</b>	
<ol style="list-style-type: none"> <li>CFC create brief for Cardiff University Computer Sciences. (Brief converted into academic project by Cardiff University).</li> <li>CFC create steering group to include NYAS, Children's Services, and Cardiff University.</li> <li>Regular meetings with all stakeholders from Jan 2021.</li> <li>Student(s) allocated to project and resource created in winter term.</li> <li>Pilot guide with pilot cohort (3 months).</li> <li>Review and evaluation after pilot.</li> <li>Presentation to CMT</li> </ol>	<ul style="list-style-type: none"> <li>1-2 Cardiff University students allocated to digital project in spring.</li> <li>Staff time to sit on task group</li> <li>Young people to take part in develop and trial including feedback</li> </ul>	
<b>CYP Involvement</b>	<p>Steering group to include care experienced young people.</p> <p>Care experienced cohort used in trialling resource.</p>	
<b>Timescale, including key milestones:</b>	<p>Nov 2020 – brief created/sent to Cardiff University. Converted into academic project by Dr Catherine Teehan.</p> <p>December 2020 – Students recruited to project</p> <p>Jan 2021 - Pilot cohort identified through NYAS and Children's Services.</p> <p>Jan 2021 – Project Plan developed</p> <p>Jan – Feb 2021 – Structure developed with support from NYAS and Children's Services.</p> <p>Jan – March 2021 – Digital framework developed to host information</p> <p>March 2021 – Prototype/pilot digital resource created by Cardiff University &amp; trialled out with identified cohort.</p> <p>April 2021 – Evaluate resource use and effectiveness. Present prototype to Children's Management Team</p>	
<b>Key Risks and how these will be mitigated:</b>	<ul style="list-style-type: none"> <li>Lack of support from Children's Management Team – Secure support from Deborah Driffield, Assistant Director, CMT members on Task group with regular updates to CMT.</li> <li>Impact of Covid 19 – meetings held virtually unless COVID restrictions change to allow face to face.</li> <li>Resources implication to develop the prototype to next stage – aim to pitch next stage development at start of financial year 2021/22</li> </ul>	

<b>Equality impact assessment, including Welsh language standards (summary of key points in action plan):</b>	<p>Materials to be provided in Welsh.</p> <p>Accessible to those children with additional needs / disability.</p> <p>Consider data to see if translation into other community languages is required.</p>		
<b>Responsibilities of Project Manager and project team members:</b>	<p>Liaise and co-ordinate across the partnership.</p> <p>Quality assurance of process.</p> <p>Safeguarding / GDPR.</p>		
<b>Quality assurance arrangements (e.g. peer review of materials, consultation with advisory panel/s)</b>	<p>Cardiff University support for student project.</p> <p>CFC team to engage with care experienced cohort and steering group.</p> <p>Updates to CFC C&amp;YP Advisory Board</p>	<b>Evaluation plan</b>	Review April 2021 after 3 month pilot.

**Budget: To develop governance, secure partnership through application, implement and coordinate & evaluate programme**

<b>Item:</b>	<b>Costs:</b>
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Cardiff Council Staff Time		In kind – Education and Children's Services	
Young Person Recruitment and Support		In Kind – NYAS Participation Officer	
Student Support		In Kind – Cardiff University Staff	
<b>Anticipated Start Date:</b>		<b>Completion Date:</b>	
December 2020		April 2021	
<b>Signature of Project Manager:</b>		<b>Signature of Senior Manager:</b>	
Thomas Pughsley		Lee Patterson	