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The below action plan details the progress against the recommendations outlined in the above independent review. A copy of the full review can be found on the [NHS England website](https://www.nhs.uk).

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
1	Bed management	The bed management policy is to be reviewed and a clear monitoring process put in place.	B	<p>Since the original report, the service has changed the provision of inpatient beds and now has:</p> <ul style="list-style-type: none"> • An additional 6 female acute beds block booked at Lakeside Priory • Additional 11 beds secured via Birmingham and Solihull mental Health Foundation Trust (BSMHFT) 	G	 bed management policy.docx
2	Bed management	The bed management policy is sufficiently robust, understood and implemented by clinicians and senior managers in a way that keeps people safe.	D	<p>A daily Sitrep (Situation Report, outlining bed allocation and usage) is produced and circulated to the senior team members, outlining the usage of beds.</p> <p>A daily Sitrep report provides the service with details of all Delayed Transfers of Care (DTOC) in a separate report and all patients in an inpatient facility.</p> <p>The bed management policy has been reviewed and updated since the publication of this report.</p>	G	 Copy of DTOC SITREP August 2018  BLANK Copy of DATE AM - Inpatient:  bed management policy.docx

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
				A robust entry and exit criteria for all aspects of the service is well embedded, and updated as needed.		 entry_and_exit_criteria_for_ftb_v15.pdf
3	Access to Approved Mental Health Professionals (AMHPs)	The City Council is to ensure that the new AMHP service is implemented as soon as possible and enshrined in training and policy with guidance.	C	This is not within the remit of Forward Thinking Birmingham (FTB) to provide assurance.	-	-
4	Transitions	Ensure that teams are complying with the transfer and transition policy and there is a detailed handover meeting for a service user transferring to another team for longer term care, involving relevant agencies and engaging with as wide a range of family members as is reasonable.	C	The service adheres to the BSMHFT transition policy.	G	 Transitions Document Sept 2017.  FTB_SOP_BSMHFT BAU Transfer Process
5	The Care Programme Approach (CPA) and crisis plans	Ensure that crisis plans are built into CPA care planning and followed.	C	The Care Programme Approach policy clearly outlines the need and method of producing and storage of a crisis plan. The service's new style care plan ensures discussion of deteriorating health. Actions to be taken are agreed with the patient.	G	 ftb_cpa_policy_final.pdf  Care Plan BLANK.docx

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
6	The Care Programme Approach (CPA) and crisis plans	Put in place procedures and monitoring arrangements to ensure that the assessment for specialist mental health services involves and includes all significant others living with, and involved in, the life of the service user and include meaningful contact with the patient in order to establish their mental state and degree of risk before being considered complete.	C	<p>The CPA policy clearly outlines the need and methodology of producing a care plan.</p> <p>The services new style care plan ensures discussion of deteriorating health and actions to be taken are agreed with the patient.</p>	G	 ftb_cpa_policy_final.pdf  Care Plan BLANK.docx
7	The Care Programme Approach (CPA) and crisis plans	Put in place procedures and monitoring arrangements to ensure that all health and social care assessments, risk assessments and carer's assessments are regularly reviewed and updated as directed by the CPA process, and at a minimum annually.	C	The CPA policy includes the timescales for review.	G	 ftb_cpa_policy_final.pdf
8	The Care Programme Approach (CPA) and crisis plans	Ensure that each assessment includes all relevant information from family, friends, carers and others but must include meaningful contact with the patient in order to establish their mental state and degree of risk before being considered complete.	C	The CPA policy includes the risk factors and collation of information guidance and meeting arrangements.	G	 ftb_cpa_policy_final.pdf

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
9	Medication concordance and risk assessment	Ensure that staff recognise poor concordance with medication as an indicator of risk and that non-concordance is incorporated into the risk management plan of the CPA.	D	Included within the updated Medicines Policy, which was approved in early 2018, in multiple areas of the policy.	G	 FINAL FTB Medicines Policy.pdf
10	Medication concordance and risk assessment	Implement a clear protocol for monitoring medication concordance for people who are considered to require sustained (long-term) treatment with antipsychotic medication that can review actions and risk against concordance.	D	Included within the updated Medicines Policy, which was approved in early 2018, in multiple areas of the policy. The service has recently developed Clinical Guidelines for Prescribing High Dose Antipsychotic Therapy (HDAT).	G	 FINAL FTB Medicines Policy.pdf  The prescribing of High dose and Combin
11	Medication concordance and risk assessment	Risk assessment training to consider risk in its broadest sense, and ensures all practitioners can consider potential as well as actual risk to the individual and to those around them.	E	Included within the updated Medicines Policy, which was approved in early 2018, in multiple areas of the policy.	G	 FINAL FTB Medicines Policy.pdf
12	Medication concordance and risk assessment	Ensure that all staff are complying with clinical and management supervision policies, ensuring that the management of clinical risk is imbedded in multi-	B	Included within the updated Medicines Policy, which was approved in early 2018, in multiple areas of the policy.	G	 FINAL FTB Medicines Policy.pdf

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
		disciplinary meetings, with emphasis on the role of the carer and other family members.				
13	Carers' assessments, involvement and engagement	Families and carers, and where a significant other is offering a caring role, are to be made aware of their right to a carers' assessment. The offer must be clearly documented, with reasons provided if not accepted, and a date set to revisit this with the carer. Carers' assessments are to lead to care plans, which are to be followed, informed by the family's or carers' wishes.	E	<p>The FTB service has a drop-in facility, Pause, which is accessible to carers and parents and regularly reports interactions with these staff groups.</p> <p>The service has a regular carers' group meeting. Carers groups have recently commenced at hub level.</p> <p>The service has an engagement strategy, which includes the engagement of parents and carers.</p> <p>The service has developed a carers' assessment flowchart.</p> <p>The service recently held a "Hearing The Carers' Voice" workshop".</p> <p>The Early Intervention service has developed a family strategy.</p>	G	 Pause info.docx  Brum Rd P&C Drop in FTBposter.ppt  Enclosure 10 - FTB participation and eng;  Carers Assesement flowchart.docx  Hearing the carers' voice - 20th August -  EIPFIp_StrategyJune18.pdf

Key Line of Enquiry	Recommendation		Current Grading (FTB)	Commentary of Progress	R A G	Evidence
14	Record keeping and information sharing	Jointly review the information sharing and record sharing protocol to ensure that records are integrated to enable effective sharing of records across the two agencies when both are involved in supporting a service user and their carer.	D	Since this report was published, record sharing between FTB and BSMHFT, has changed significantly with 50 licences being granted to FTB to access the BSMHFT Clinical notes system, RIO. BSMHFT staff can also access the FTB carenotes system.	G	
15	The role of the nearest relative and police powers of entry	West Midlands Police to provide practice guidance for mental health practitioners about police officers' power of entry and search of premises without a warrant, to save life and limb or prevent serious damage to property as per Section 17 Police and Criminal Evidence Act 1984.	B	This is not within the remit of FTB to provide assurance.	-	-