

# CAPABLE TEAMS FOR CHILDREN & YOUNG PEOPLE (CTCYP)

*A team approach to support services for children and young people to improve quality and efficiency by exploring new, different and creative ways of working. Adapted from CCTA (DH 2007)*



STEP 1 – PREPARATION & OWNERSHIP



STEP 2 – TEAM FUNCTION



STEP 3 – CHILDREN, YOUNG PEOPLE, FAMILIES & CARERS



STEP 4 – CREATING A NEEDS LED WORKFORCE



STEP 5 – IMPLEMENTATION & REVIEW

## **What is the CTCYP?**

The CTCYP is an 'off the shelf', 5 step approach to support teams to implement New Ways of Working (NWW) and New Roles, based on the skills and capabilities required to meet the needs of Children, Young People, Families and Carers

## **Who is the CTCYP intended for?**

The CCTA (2007) was developed to be used in all areas of mental health, for all ages. The CAMHS National Workforce Programme has revised the CCTA (2007) and developed the CTCYP, a version specifically aimed at services for children and young people

## **What makes the CTCYP unique?**

The CTCYP is a clear, simple, person centred approach, with a defined workforce focus. It requires sign up from the organisation's senior management team and the participation of Children, Young people, Families and Carers throughout. One of the outcomes of the CTCYP is a Team Profile and Workforce Plan (TPWP) which should feed into the organisation's workforce planning process

**This leaflet is part of the CTCYP toolkit which is available on CD rom and consists of:**

- Executive Summary
- Facilitators Handbook
- Participants Handbook
- Additional Supporting materials

## What are the 5 steps of the CTCYP?



### Step 1 - Preparation & ownership

Step 1 is the initial preparatory step which involves:

- Meeting with all those involved in the CTCYP to obtain agreement to proceed and ensure everyone involved has an understanding of the CTCYP
- Information gathering to support the implementation process



### Step 2 - Team function

The first workshop which explores:

- The national and local drivers
- The function and make up of the team
- Existing skills, experience and qualifications within the team



### Step 3 – Children, Young People, Families and Carers needs

The second workshop which:

- Explores information gathered about the local population
- Identifies & prioritises Children, Young People, Families and Carers needs
- Identifies who currently meets the needs and who could/should meet the needs in the future
- Explores individual and team capabilities and identifies any gaps
- Identifies what needs to change



## Step 4 - Creating a needs led workforce

The final workshop which:

- Reflects the team's journey through the CTCYP
- Identifies and categorises changes into NWW, New Roles, Learning & Development & others
- Produces a team action plans identifying red, amber and green changes



## Step 5 - Implementation & review

Step 5 should take place in pre existing meetings and involves:

- Presenting the proposed changes to the Senior Management Team (SMT)
- Agreeing an action plan with pre set review dates
- Incorporating the action plan into regular team meetings
- Identifying mechanisms for sustaining change
- Identifying how the TPWP will influence the organisation's workforce planning process

## **What are the benefits and outcomes for Children, Young People, Families and Carers?**

Establishing consistent input from young people, their families and carers will enable a true partnership, promoting genuine involvement and participation throughout the process. The CTCYP will provide Children, Young People, Families and Carers with the opportunity to gain a better understanding about the team and the organisation and a forum to share ideas, views and experiences in a structured and supported way. The Creating Capable Teams person centred approach allows the people who use the service to contribute to its development, promoting a real choice about the care they receive

## **What are the benefits and outcomes for the team?**

Following completion of the CTCYP the team will have a clearer understanding of the needs of the young people who use their services and of their families and carers. They will have an understanding of the capabilities that are required and those that exist within the team. They will have had the opportunity to review the team skill mix and consider the introduction of NWW and New Roles. Completion of the TPWP will enable the team to influence and contribute to the organisation's workforce planning process

## **What are the benefits and outcomes for the organisation?**

The CTCYP provides the organisation with the opportunity to incorporate NWW and New Roles and to provide needs led, quality services, within existing resources. The completed TPWP will support the organisation's wider workforce planning process

## **How long does the CTCYP take?**

Steps 1 & 5 can be undertaken in existing meetings whilst Steps 2, 3 & 4 are full day workshops requiring the participation of the whole team. It is recommended that the CTCYP is undertaken over approximately 6 months allowing a minimum of 4 weeks between each workshop

## **How much does the CTCYP cost?**

Whilst there are no costs attached to the actual CTCYP toolkit there may be some internal cost associated with the resources required to support the CTCYP such as: venue, stationery, payment for involvement and participation and backfill for team and facilitator. Further details can be found in the CTCYP executive summary

## **For further information contact:**

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