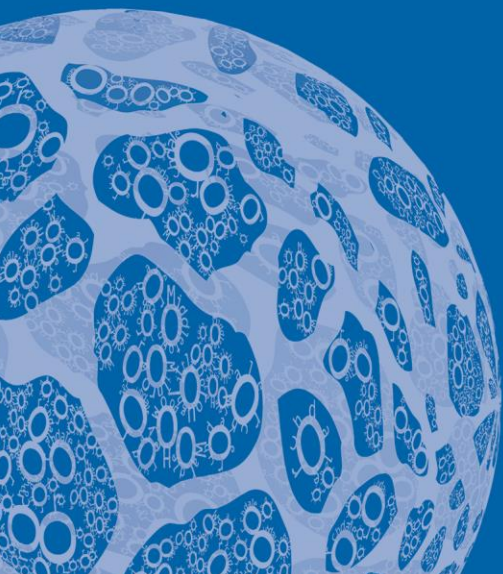
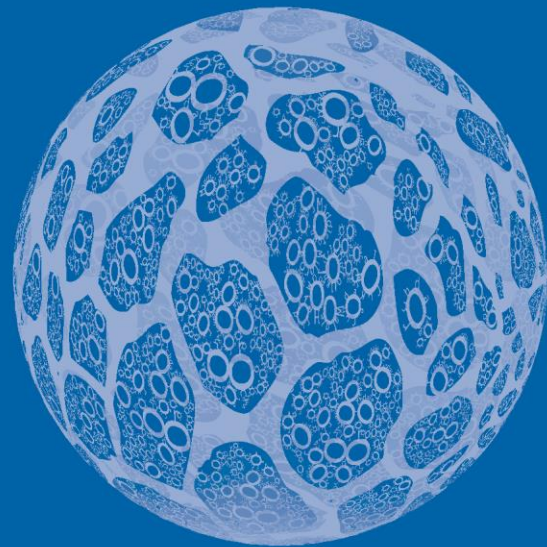
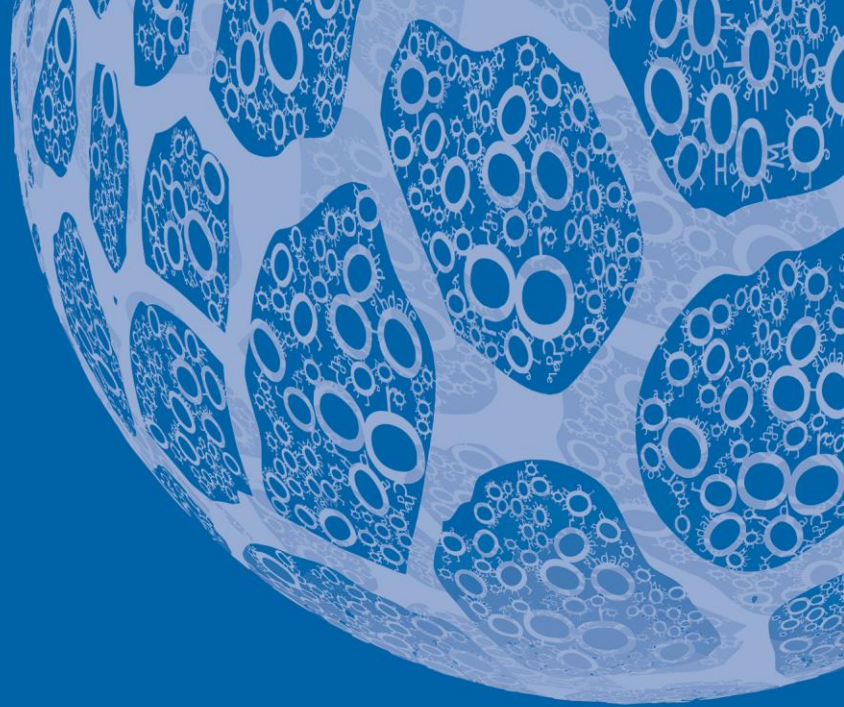




Guidance Document

AIM MEETING GUIDANCE





Document Control

Document Title:

Summary

Publication Date	12 DECEMBER 2022
Related Legislation / Applicable Section of Legislation	N/A
Related Policies, Strategies, Guideline Documents	AIM MEETINGS Security breach Z5481774
Replaces	N/A
Joint Guidance Document (Yes/No)	NO
Name of Partner(s) if joint	N/A
Guidance Document Owner (Name/Position)	LEE-ANNE ALAN BUSINESS SUPPORT PRINCIPLE MANAGER
Guidance Document Author (Name/Position)	LEE-ANNE ALAN BUSINESS SUPPORT PRINCIPLE MANAGER

Review of Guidance Document

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

Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number
LEE-ANNE ALAN	BUSINESS SUPPORT PRINCIPLE MANAGER	12.12.2022	0.01

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

1. 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.

2. Guidance (Mandatory)

Consisting of:

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

3. 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

4. Guidance Document Review Date (Mandatory)

Consisting of:

- Date guidance document will be reviewed

5. Glossary of Terms (Optional)

Consisting of:

- Definition of technical or specialised terminology used within the document



Guidance Document AIM MEETING GUIDANCE

Term	Meaning

6. 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.

7. References (Optional)

Consisting of:

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

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

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



*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

Guidance Document
AIM MEETING GUIDANCE
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 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 / engagement.

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.

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