

## Better outcomes for children and young people - a tool for improvement

### Theme 1: Managing change

#### Checklist

##### Managing risk

1. Is there an open approach to identifying and discussing risks?
2. Have children, young people, families, and frontline staff been involved in identifying and prioritising risks?
3. Have the risks to children and young people during the change period been systematically identified and set out in a risk management plan?
4. Have the risks to all partner organisations and budgets during the change process have been systematically identified and set out in a risk management plan?
5. Have the risks to staff and staffing capacity during the change period been systematically identified and set out in a risk management plan?
6. Have service continuity and the prevention of service failures during the change period been addressed?
7. Has risk management been integrated into the overall change plan and reported to the partnership?

##### Managing change

1. Has an overall lead person for the change programme been identified?
2. Have leads for separate strands of work (information sharing, safeguarding children, financial arrangements, communications, performance management, human resources etc), been agreed?
3. Have appropriate resources for the change programme (funding, staff, other) been agreed for the life of the programme so it can be delivered on time?
4. Is there a written project plan with targets and timescales that has been consulted on widely with staff and stakeholders?
5. Are timescale realistic with sufficient time for consultation?
6. Is there regular reporting on progress, review and evaluation with timescales and responsibilities allocated?
7. Are updates on progress and changes to the plan regularly disseminated to staff and other stakeholders, and is feedback sought?
8. Is there clear accountability for the project management plan to a senior partnership group?