



**Halton Children's Trust**  
**Minutes of Executive Group Meeting held on Tuesday 8<sup>th</sup> December 2009**  
**2.00pm, Municipal Building Widnes**

**Present:**

Gerald Meehan	Strategic Director of Children's Services (Co-Chair)
Ann McIntyre	Operational Director, Business Support and Commissioning
John Pearce	Divisional Manager, Planning & Performance, CYPD
Nigel Moorhouse	Operational Director, Specialist Services
Judith Kirk	Operational Director for Universal Learning, CYPD
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review
Michelle Bradshaw	Halton & St Helens PCT
Jane Lunt	Halton & St Helens PCT
Mark Grady	Policy & Partnership Development Officer, Halton LSP
Dympna Edwards	Deputy Director of Public Health, Halton & St Helens PCT
Diane Sproson	Connexions
Kelly Byrne	Officer (minutes)

**Apologies**

Steve Collett	Chief Officer, Cheshire Probation Area (Co-Chair)
Tony Crane	Organisational Development Manager, HBC
Amanda O'Brien	Third Sector Lead Engagement Officer
Dave Howard	Connexions Greater Merseyside
Jackie Burns	Learning & Skills Council, Greater Merseyside
Gareth Jones	Youth Offending Team

**In attendance**

Jonathan Potter	Divisional Manager, Access
Mike Foy	Halton & St Helens PCT

Item	Action
<p>1.0    <b>CAF Review</b></p> <p>CAF review included interviews children and young people, parents, and lead professionals involved with CAF during 2008-09. A statistical analysis of all 256 CAF's during the year and an audit tool looking at quality of documentation of a sample of 86 CAF's provided a broad picture of how CAF was operating in Halton</p> <p>A qualitative analysis highlighted a number of operational issues arising from the interviews. Feedback received was that most parents were clear about CAF, and those who were not said that this was because of the terminology used, clearer language would have been helpful. It was also felt by professionals that free venues would be helpful in arranging CAF meetings.</p> <p>The second part of the report focussed on statistical information and the quality audit. The highest proportion of CAFs completed were on boys,</p>	

	<p>and focussed on parenting issues.</p> <p>All agencies had been involved in CAF, however the implementation was patchy with some engaged individuals accounting for a disproportionately high percentage of CAF's. The split across agencies was in line with national expectations with Schools and PCT initiated about a third each.</p> <p>Recommendations to the Children's Trust were as follows:</p> <ul style="list-style-type: none"> <li>• It was identified that it is crucial for staff to receive appropriate training and support to help them identify and deal with those cases that fall into levels of need 2 – 3a.</li> <li>• Clearer guidance is needed around the purpose of CAF as some people see it as a referral tool.</li> </ul> <p>Discussion was held amongst the group and the following actions were identified:</p> <ul style="list-style-type: none"> <li>• Project board to lead on the implementation of an action plan arising from the recommendations</li> <li>• Chair of project board to be appointed – should be from Children's Trust Board</li> <li>• Presentation to be delivered to next Head Teachers meeting</li> <li>• Work to be completed to understand levels of need 2 and 3 better, to look at gap in triangle</li> <li>• Bring out objections within system and identify mechanisms to have discussions around these</li> <li>• Presentation and draft action plan to be completed for next Children's Trust Board meeting</li> </ul> <p>It was highlighted to the group that the report is not a public document as yet. An executive summary will be made available that can be shared. The action plan will be endorsed after it had been presented to the required meetings</p>	<p>JP</p> <p>JP</p> <p>JP</p> <p>JP</p> <p>JP</p>
2.0	<b>Minutes and Action List from Children's Trust Executive Group meeting 20.10.09 including Actions List</b>	
2.1	<u>Item 3.2 SDP 2 update</u> – business plan currently being drafted and will be presented to next Exec meeting	MB/DS
3.	<b>Priorities</b>	
3.1	<u>SDP Update - Young People are Physically, Emotionally and Sexually Healthy</u> Statistics show there has been an increase in breastfeeding, this may be due to targeted promotion from early pregnancy. Teenage sexual health services are planned for over the Christmas period. Next SDP meeting planned for January 2010.	
3.2	<u>SDP Update – All Young People are Successful when they Leave School</u>	

3.3	<p>Recently planned meetings were cancelled, TC and MB have had difficulty in getting together. Chairs to arrange dates for future meetings for next year.</p> <p><u>SDP Update – Children and Young People do Well Wherever they Live and Whatever their Needs</u></p> <p>Regarding WNF funding there have been applications from the 3<sup>rd</sup> Sector. GM and JK to discuss safeguarding SDP progress report</p> <p>The progress of the SDP groups as a whole was discussed among the group with the following points raised:</p> <ul style="list-style-type: none"> <li>• JK felt that the priorities for SDP’s 2 and 3 had similarities, and suggested that the 2 SDPs be brought together to cover the priorities jointly.</li> <li>• It was also suggested that the 4th Safeguarding priority needs to be covered by an SDP. This will focus on preventative services up to level 3a in particular CAF and locality working.</li> <li>• JK proposed holding SDP 2&amp;3 meetings jointly. This may cause problems with governance and accountability but meetings could be aligned as there is some crossover in membership.</li> <li>• PStA to become co-chair of SDP4, along with a member of the Children’s Trust Board</li> <li>• GM queried whether the ‘reducing family poverty’ priority should be dealt with separately.</li> <li>• Recommendation to Children’s Trust Board regarding CAF and Safeguarding proposing the development of a fourth SDP</li> </ul>	<p>MB/TC</p> <p>GM/JK</p> <p>MB</p> <p>GM</p>
4. 4.1	<p><b>Decision Making</b></p> <p><u>LPSA Reward Grant</u> MG outlined the LPSA2 Reward Grant and potential areas of commissioning. Agreed areas to put forward and deadline for papers to be with LSP team by 5<sup>th</sup> January. Actions as follows:</p> <ul style="list-style-type: none"> <li>• CAF Assessment to be examined (JP J Potter)</li> <li>• SDPs to look at credit unions (PStA/ Vicky Buchanan)</li> <li>• Keystage 4, bids to be forwarded (JK)</li> <li>• Care leavers and WNF priorities (DS)</li> <li>• NEET action plan (DS)</li> <li>• MG to send LPSA proposal template to everyone</li> <li>• Help with uniforms, AMc/MB to explore</li> </ul> <p>MG to build up proposal to be submitted by 5<sup>th</sup> January 2010. Next SSP Chairs meeting on 13/01/2010, MG to send time of meeting to everyone.</p>	<p>JP/J Potter</p> <p>PStA/VB</p> <p>JK</p> <p>DS</p> <p>DS</p> <p>MG</p> <p>AMc/MB</p> <p>MG</p>

4.2	<u>WNF funding priorities</u> AMc updated the meeting that there have been no further developments on determining how funding should be spent.	
4.3	<u>Promotion of Children's Trust priorities</u> It was suggested that an element of the WNF spend could be used to promote the Children's Trust priorities. It was proposed that each of the SDP groups could share the cost, with a suggested contribution of £3,000 from each group. Proposed that a graduate work placement could be explored to help develop the Children's Trust website, JP to contact GC.	JP
5.	<b>Information Items</b>	
5.1	<u>Consultation on new statutory Children's Trust guidance and new Children and Young People's Plan regulations</u> The report and consultation document and summary were circulated for information, and members were asked to respond to the consultation. All comments/thoughts to be emailed to JP	ALL
5.2	<u>LSP Performance Management Framework</u> The report was presented to the group by Mike Foy and the contents were discussed. Format to go to LSP and Children's Trust Board. The new format will be used for reporting from Q3 2009-10.	MF/JP
5.3	<u>Multi agency auditing of practice</u> It was agreed for auditing to be completed 3 times a year, as the process has proved to be beneficial.	ALL
5.4	<u>LAA performance report</u> MG updated the group that the report was presented to the LSP last week, and LAA refresh will be taking place over the next 3 months.	
5.5	<u>Auditing of practice in CSC November 2009</u> The group were asked to feed back their thoughts on this report to GM and PStA	ALL
5.6	<u>Safeguarding processes within partner organisations</u> All agencies to summarise their current practices and send to PStA	ALL
5.7	<u>Commissioning Support Programme</u> The item was presented to the group in order to seek support of the Children's Trust. A change plan is to be developed, and this item to be tabled for the next Children's Trust Board meeting	
5.8	<u>BSF update</u> AMc updated on the latest developments. There is to be a joint arrangement with Warrington, which will create a considerable amount of savings. The first school build will commence in 2012.	
5.9	<u>Performance dashboard</u> The report was presented to the group for information, illustrating the	

5.10	<p>quarter 2 position</p> <p><u>Joint Improvement Support Plan and infant mortality rates</u>  There will be a meeting on the 14<sup>th</sup> December with GONW to discuss the JISP</p>	
6.0	<p><b>AOB</b></p> <p>6.1 <u>Joint event between HSCB and the Children's Trust, February 2010</u>  PStA updated the group on the event, which will be to raise the profile of the Children's Trust and it's linkages with HSCB. The group were asked to email Karen Hickey with their responses on attendance from their organisations. GM to inform Children's Trust Board.</p> <p>6.2 <u>CAA reports</u>  MG informed the group that the reports would be available tomorrow</p>	ALL
6.	<p><b>Date and Time of Next Meeting:</b></p> <p>Tuesday 26<sup>th</sup> January 2010, 2.00pm Conference room 2, Municipal Building Widnes</p>	