



Halton Children's Trust
Minutes of Executive Group Meeting held on Tuesday 4th May 2010
2.00pm, Municipal Building Widnes

Present:

Gerald Meehan	Strategic Director of Children's Services (Co-Chair)
Nigel Moorhouse	Operational Director, Specialist Services
Jane Lunt	Halton & St Helens PCT
Mark Grady	Children's Trust Principal Officer, HBC
Dympna Edwards	Deputy Director of Public Health, Halton & St Helens PCT
Steve Collett	Chief Officer, Cheshire Probation Area (Co-Chair)
Michelle Bradshaw	Halton & St Helens PCT
Diane Sproson	Area Manager, Connexions
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review
Gareth Jones	Youth Offending Team
Jonathan Potter	Divisional Manager, Children's Locality Services Widnes
Karen Hickey	Children's Trust Partnership Officer (minutes)

Apologies

Ann McIntyre	Operational Director, Business Support and Commissioning
Dave Howard	Connexions Greater Merseyside
Judith Kirk	Operational Director for Universal Learning, CYPD

In attendance

Catherine Johnson	Principal Performance Improvement Officer
Julie Karmy	Integrated Children's Commissioning
John Gallagher	Principal Policy Officer, Corporate & Organisational Policy
Lorraine Crane	Divisional Manager, Integrated Youth Support

Item		Action
1.0	Matters Arising	
1.1	Item 2.2, NEET residency – GM to arrange meeting with Tony McGee	GM
1.2	Item 3.2, SDP 2 update - IYSS also needs to feed into SDP2. LC to provide updates to future Executive Group meetings, to feed into SDP 2 collective update	LC
1.3	Item 4.2, Children's Trust Critical issues: <ul style="list-style-type: none"> • Mapping of spend - MG to join Joint Commissioning group. Meeting to be arranged to decide commissioning priorities • Children's Trust Questionnaire – All members have been asked to complete the questionnaire by the 26th June • Children's Trust Away day - currently 4th October, though this may need to change to coincide with Autumn reporting 	MG AM/JL/LC ALL
2.0	Decision Making	
2.1	<u>Children's Trust Report Card for Quarter 4</u> The report was highlighted by Catherine Johnson. The present report card	

	<p>format will be changed with new financial year, amending the current colour coding system. Also some supporting indicators will be changed as they are no longer relevant to current data measures. All Tellus survey indicators have now been received, though the data has now changed so will be difficult to match up with indicators within the Children and Young People's Plan (CYPP). The final NEET figure is 10.3%. Regarding NI 115, this will be taken out.</p> <p>2.2 <u>Children and Young People's Plan (CYPP) Review</u> The final draft of the review was presented to the group. The following amendments were requested:</p> <ul style="list-style-type: none"> • Catherine Johnson and Hazel Coen to develop footnotes for charts • DS to provide NEET statistical neighbour information to Catherine Johnson for inclusion within graphs • Layout to be change to portrait • Tables to be included as appendices at back of document • Order to be rearranged so that inspection updates and summaries appear earlier within the document • Suggestion to contact marketing for advice re layout <p>All further comments to be sent through to MG/KH by Friday 25th June. Deadline for publication of final document is 30th June. Copy to be received by Ofsted by 16th July</p> <p>2.3 <u>Consultation Planning and Children's Trust Event</u> The purpose of the report was to begin work on the Children's Trust event and inform members of planned formal programme of consultation with children, young people and families. Consultation will be done in partnership with youth workers, Lorraine Crane to be involved in this work. It was proposed for the Children's Trust event to be held as 2 separate half day events, the 1st for Board and Executive members and the 2nd to also involve front line workers.</p>	<p>CJ/HC DS</p> <p>MG/KH MG/KH MG/KH</p> <p>ALL MG/KH</p> <p>LC</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>Priorities</p> <p><u>SDP Update - Young People are Physically, Emotionally and Sexually Healthy</u> It has been decided that a representative from the Halton locality would be better suited to Chair this group, therefore Dave Howard will no longer co-chair the group and will instead be replaced by Diane Sproson. Next will take place in mid July, and will be workshop event. Norma Hornby is now representing 3rd Sector on this group.</p> <p>GM fed back to the group on his recent meeting with the Youth Cabinet representatives. The young people felt that LGBT issues are not being addressed in schools. GM will address this at the next Secondary Heads meeting. Schools need to be targeted re SRE to enable services to gain access. Governor training regarding sexuality and teenage pregnancy is currently in progress. MB confirmed that information leaflets will be reviewed in order to include LGBT information. MB to email issues to GM to take forward.</p> <p><u>SDP Update – All Young People are Successful when they Leave School</u></p> <ul style="list-style-type: none"> • Employment and Learning Skills Specialist Strategic Partnership – this group has only met once since last Executive group meeting. Additional 	<p>GM</p> <p>MB</p>

<p>3.3</p>	<p>funding has been allocated to the apprenticeship programme and the NEET strategy. An away day is planned in July. DS to send MG an update for inclusion in the CYPP review</p> <ul style="list-style-type: none"> • NEET Strategy - the next meeting will take place in July. Overall figures are still reducing, though there are potential issues regarding reductions in funding which will impact on services. • 14 – 19 Partnership – an update from Simon Clough was circulated covering key activities which are currently underway. Some highlights are development of an online prospectus and an apprenticeship vacancy matching service which has been launched nationally, and a sub-group has been established to identify needs of Halton residents. <p><u>SDP Update – Children and Young People do Well Wherever they Live and Whatever their Needs</u> New Co-chairs have now been established for this group, this will be Michelle Bradshaw and Jennifer John.</p>	<p>DS</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Information Items</p> <p><u>Joint Commissioning Update</u> Commissioning Support Programme self-assessment has now been completed. An away day was held in May involving multi agencies, and an action plan produced from this. Accommodation space has been secured for PCT colleagues within HBC and Staff will now be co-located. Staff are now joining up to do specific pieces of work, and training has been undertaken which will be cascaded down throughout commissioning staff. Framework to be reviewed within next few weeks to identify priorities. The 3rd sector are now becoming involved in the commissioning process, and will work with specific funds to enable them to commission services</p> <p><u>Multi Agency ASD Pathways</u> The purpose of the report was to recommend acceptance of the multi agency pathway approach in providing assessment, diagnosis and intervention in ASD for school aged children, and support further development of the PCT Joint Halton and St Helens Pathway business plan. Regarding paragraph 1.3 in report, status was queried as this should be within the remit of the CAMHS commissioning group. It was noted the suggestion within report is about changing the way we work rather than identifying specific funds. Val Stoddart Cross to amend point, JK to notify.</p> <p><u>Speech, Language and Communication</u> The report was to inform the Children’s Trust Executive Group of developments and recommendations from the DCSF with regards to strategy for Speech, Language and Communication needs (SCLN). The Executive Group agreed to support proposals within the report. Actions from these proposals will feed into SDP3, but with crossover into SDP1.</p> <p><u>Halton School Nursing</u> Redesign work regarding workforce is currently being done within school nursing. In addition to this sample health needs of children are being established in order to target need effectively. This activity fits within priorities for SDP1. Research has been conducted with parents of reception age children, and reviewed with the children themselves during year 6. New school health service priorities for TCS will be agreed shortly.</p>	<p>JK</p>

4.5	<p><u>Parenting Support Strategy</u> The Halton Parenting Support Strategy was previously presented to the Children's Trust Board on the 4th April 2010. The Executive Group agreed the Strategy.</p>	
4.6	<p><u>Auditing of Practice in Children's Social Care May 2010</u> This report was to advise the Executive Group of the findings and subsequent actions arising from the auditing of Practice in Children's Services during May 2010. File structures were in good order and consistent, however miss-filing has been evidenced and this is being addressed with the Administration centre of excellence. Workshops around case recording are currently underway, so staff are clear on what information needs to be recorded. The action plan included with the report details how issues will be taken forward to improve processes and practice.</p>	
4.7	<p><u>Sustainable Community Strategy 2011 – 2026</u> The Executive Group were advised of proposals for developing a new Sustainable Community Strategy from April onwards. A baseline report will be undertaken to inform development of the strategy over next few months, and information from the Children and Young People's Plan will be utilised.</p>	
4.8	<p><u>Children's Trust Risk Register</u> This has recently been updated and completed in line with Audit Commission requirements. The Executive Group were asked to endorse the Register for use by the Children's Trust and for informing the LSP Risk Management Register. The Executive Group endorsed the Register, with the following comments noted:</p> <ul style="list-style-type: none"> • Regarding residual risks, a system for managing these needs to be established • Finance will need to be referenced within the Register as this will impact on plans • Teenage Pregnancy risk score to be increased to reflect recent data 	<p>MG MG</p>
4.9	<p><u>Integrated Children's Workforce Strategy</u> The Executive Group were updated on the planned development of a new Integrated Workforce Strategy. Support will be required from the Children's Trust in order to overcome a number of obstacles in order to develop the strategy for Autumn.</p> <p>A commissioning representative from Health is needed on the Strategic Workforce Group, Julie Weekes was nominated. A representative for Education is also required, GM will raise this at the next Secondary Head Teachers meeting. Basic workforce data from 3rd Sector is required to inform the strategy. Also HR information is required from all partners in order to identify key issues. The Executive Group were asked to provide information regarding who their HR leads are to John Gallagher</p> <p>Links to other workforce strategies will be established after Autumn. The One Children's Workforce Tool questionnaire will still run this year, but will be launched in September 2010, to be completed early October.</p>	<p>GM ALL</p>
4.10	<p><u>HSCB Board and Executive Group minutes</u> The HSCB Annual report is currently being drafted which will be presented</p>	

	to the next Executive Group meeting in July.	
5.0	AOB	
5.1	<ul style="list-style-type: none"> Recent Ofsted unannounced inspection. Feedback was favourable in comparison to other local authorities, and was reported in Children & Young People Now 	
5.2	<ul style="list-style-type: none"> CAF review – the Children’s Trust is required to oversee delivery of the CAF action plan. A strategic group needs to be put together before this can be progressed. Draft membership and terms of reference are currently being developed. Structural changes within the local authority will help facilitate embedding of CAF. School involvement is needed, therefore the goal is to have the first meeting in September. 	
5.3	<ul style="list-style-type: none"> CAHMS action plan to be presented to next Executive Group meeting in July (JL) 	JL
5.4	<ul style="list-style-type: none"> GM has drafted a letter to Steve Cox from PCT, requesting that he become the PCT representative on the Children’s Trust Board, and also asking for thought to be given around how the Children’s Trust can engage GPs. 	
5.5	<ul style="list-style-type: none"> The Children’s Trust needs to be represented on the Clinical Executive Committee – GM has offered to do this. 	
5.	Date and Time of Next Meeting: Tuesday 27 th June 2010, 2.00pm Marketing Suite, Municipal Building Widnes	