



**Halton Children's Trust**  
**Minutes of Executive Group Meeting held on Tuesday 27<sup>th</sup> November 2012**  
**1.00pm, Civic Suite, Runcorn Town Hall**

Gerald Meehan	Strategic Director of Children's Services, HBC (Chair)
Ann McIntyre	Operational Director, Children's Organisation and Provision
Catherine Johnson	Principal Performance & Improvement Officer, HBC
Dr David Lyon	Clinical Lead, Halton Clinical Commissioning Group
Jan Snoddon	Chief Nurse, Halton Clinical Commissioning Group
Julia Rosser	Acting Consultant, Public Health
Dave Sweeney	Operational Director for Integrated Health Commissioning
Emma Taylor	Divisional Manager, Team Around the Family, HBC
Hazel Coen	Divisional Manager, Performance and Improvement, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Simon Clough	Divisional Manager, 14 – 19 Services
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Diane Sproson	Area Manager, Connexions
Michelle Bradshaw	Assistant Director, Child and Family Services, Bridgewater CHT
Michelle Forder	Halton Family Voice Engagement Coordinator
Karen Hickey	Assistant Policy Officer for CYP, HBC (minutes)

**Apologies**

Mark Grady	Children's Trust Principal Officer, HBC
Ged Timson	Divisional Director, Child and Family Services, Bridgewater CHT
Lindsay Smith	Divisional Manager, Mental Health, HBC
Gareth Jones	Head of Service, Cheshire West, Halton and Warrington Youth Offending Service
Denise Roberts	Head of Child and Family Commissioning, NHS
Lorraine Crane	Divisional Manager, IYSS, Commissioning & Inspiring Families, HBC

**In attendance:**

Julie Karmy	Integrated Commissioner, HBC
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Item		Action	Deadline
<b>1.</b>	<b>ACTIONS FROM MEETING 16.10.12</b>		
1.1	1.1 Health linkages: <ul style="list-style-type: none"> <li>GM has discussed linkages with Simon Banks and a structure has been circulated (see paper for item 2) which details representation from the CCG across the Trust structure</li> </ul>	GM	Complete
1.2	<ul style="list-style-type: none"> <li><b>LS will discuss Public Health linkages with Eileen O'Meara</b></li> </ul>	<b>LS</b>	<b>Outstanding</b>
1.3	1.2: JSNA will now be linked to performance management and will be monitored alongside existing activity	AMC	Complete

1.4	2. Narrowing the Gap at KS2: <ul style="list-style-type: none"> <li><b>Library services have reduced resource which impacts on families on lower incomes, therefore limiting opportunities. GM will contact John Hatton about this to discuss possible options</b></li> </ul>	GM	Outstanding
1.5	<ul style="list-style-type: none"> <li>GT suggested that the school nursing service could be linked into for additional resource. GM proposed that a future area of focus should be linkages with health services</li> </ul>	SN	Complete
1.6	3. Early Help and CAVA progress update: the role of adult led services within IWST to be discussed at a future joint SMT. KH to ask Carole Bryant to arrange agenda item. Update: Joint meetings have taken place between Adult and Children's safeguarding representatives to discuss training	KH	Complete
1.7	4.1: Action regarding health linkages is complete (see 1.1 above)	GM/AMC	Complete
1.8	4.2: Children's Trust Revised Performance Reporting Proposals - HC proposed further work on the report card. HC, CJ and ET to meet to discuss further.	HC, CJ, ET	Complete
1.9	4.3: SCS Annual Review of Targets and Measures 2013-16 - priority leads were asked to contact HC with any proposals for amendments to the measures.	ALL	Complete
1.10	5.1: action complete (see 1.6 above)	KH	Complete
1.11	6.1. After the riots: MG to arrange for report to go to Safer Halton Partnership	MG	Complete
1.12	<b>6.6 The Halton Family Voice participation officer post has capacity issues do to a rapidly increasing workload and hours need to be increased. LC to put forward proposals at the next Executive Group meeting</b>	LC	Outstanding
2.	<p><b>SCRUTINY TOPICS</b></p> <p><b>Health Linkages to Children's Trust Structure</b> Clinical Commissioning Group (CCG) commissioning posts have been appointed to which will work alongside Public Health and will be aligned to Children's Services. They will specifically be looking at CCG responsibilities towards integrated working. Sheila McHale is the CCG commissioning lead for Children's Services, and will provide representation on the Trust subgroups</p> <p>Clinical leads are currently undergoing an elected process, and Dr David Lyon is currently the lead for the Trust. HSCB representation is provided by Ann Dunn, who is the Designated Nurse for Halton.</p>		

	<p>GM highlighted that processes will need to be detailed within the Section 75 Joint working Protocol</p> <p>AMC highlighted that representation from Public Health within the Children's Trust structure still needs to be detailed.</p> <p><b>Actions:</b>  <b>GM proposed for a report to be drafted by AMC and DSw regarding CCG committal to the Children's Trust. Julia Rosser will provide input from public Health. Paper to be brought to January Executive Group meeting, with a view to presentation at the Children's Trust Board in March</b></p> <p><b>AMC highlighted that a local authority representative needs to sit on the CCG Board. JS and AMC to discuss.</b></p>	<p><b>AMC/ DSw/ JR</b></p> <p><b>JS/AMC</b></p>	<p><b>22.01.13</b></p> <p><b>29.01.13</b></p>
<p><b>3.</b></p>	<p><b>FEEDBACK ON PREVIOUS SCRUTINY TOPICS</b></p> <p><b>NEET scrutiny progress update</b></p> <ul style="list-style-type: none"> <li>• Data sharing agreements have been put into place with a variety of organisations who are part of the NEET agenda</li> <li>• Research into young people no longer NEET: A focus group will meet in December and Halton People Into Jobs are doing a survey. Feedback is expected in the New Year</li> <li>• Funding for additional resources for apprenticeships access: HPIJ have secured funding to provide this</li> <li>• Aligning English and maths support: excluded pupils are now receiving this support and engaging</li> <li>• The September Guarantee has shown an improvement to 97.87% of all year 11 leavers with an offer of continued learning compared with 95.1% in 2011, and 91.1% of year 12 with an offer of continued learning compared with 84.8% in 2011.</li> <li>• Indications are that young people are coming back into NEET at 18+, therefore a strategy may be needed for the 18-24 age group</li> </ul>		
<p><b>4.</b></p>	<p><b>ITEMS FOR AGREEMENT</b></p> <p><b>Early Help Strategy</b>  This is the first draft of the strategy, which covers all Early Years services. 0-5 development is key priority within the Health and Wellbeing strategy, and the Early Help strategy links into this. key principles have been established that underpin the strategy and are detailed within it. Appendix 1 details targets, and appendix 2 details specifically what each service area will offer.</p> <p><b>Actions:</b>  <b>The document has been circulated for feedback, and comments are welcomed. Partners to respond to ET</b></p> <p><b>A task and finish group has been established but needs widening and volunteers are needed. Nominations to be</b></p>	<p><b>ALL</b></p>	<p><b>14.12.12</b></p>

	<p>sent to ET. MF to identify a parent representative</p> <p>The task and finish group is to meet to discuss health input for the action plan, and clarify input from other agencies. MB proposed that the group could meet after next EHAS meeting on 7<sup>th</sup> January</p> <p>A report on progress is to be presented to the Children's Trust Executive on the 29<sup>th</sup> January.</p>	<p>ALL/MF</p> <p>MB/ET/ others</p> <p>ET</p>	<p>14.12.12</p> <p>07.01.13</p> <p>22.01.13</p>
5.	<p><b>PRIORITY UPDATES</b></p>		
5.1	<p><b><i>Improve outcomes for children and young people through effective joint commissioning</i></b></p> <p>Alcohol and substance misuse: there are current issues with data integrity from Health. HBC Research &amp; Intelligence team have been linking into the Health commissioning hub, and CJ is trying to establish the data set used for the information within ChiMat so that we can benchmark locally against this. JR said that it would be helpful for public health and performance to work together in the future.</p> <p>Review of mental health services: a new pathway has been designed to focus on a multi-disciplinary team approach. Feedback from GPs has been positive. New research has been commissioned from Adult services to review health services across the borough. DL updated that children's referral pathways are currently an area of focus, as feedback to date from service users has not been positive.</p>		
5.2	<p><b><i>Improve outcomes for children and young people through embedding integrated processes to deliver early intervention</i></b></p> <p>Quarter 2 performance continues to be strong around CAF and audits. There is an upward trend in CAFs which could correlate to the implementation of Early Help services.</p> <p><b>Action:</b> <b>ET and CJ to discuss the possibility of evidencing this via performance measures</b></p> <p>The health visiting team at Warrington Road is working well, and IT issues within Kingsway children's centre are being addressed so that co-location can be established there also.</p> <p>Levels of need consultations are taking place with Trust colleagues and practitioners on the proposed new framework, and feedback has been considerable. This feedback will be presented to the Trust and HSCB at future meetings</p>	<p>ET/CJ</p>	<p>29.01.13</p>
5.3	<p><b><i>Improve outcomes for our most vulnerable children and young people by targeting services effectively</i></b></p> <p>Children in Care data analysis has taken place and all within the cohort have made progress, however attainment has reduced.</p>		

	<p>5 children in care have made 3 levels of progress and out-performed their peers on all measures</p> <p>Peer challenge: meetings with head teachers have taken place to raise awareness of the Narrowing the Gap ambition. Agreement has been given from head teachers to look at the Free School Meals gap, and 'amber/red' schools will receive support from 'green' schools. This will be done as part of a school improvement strategy that is being developed for offering school to school support.</p> <p>GCSEs A*-C in English and maths are at 59% and national rate is currently 58%, therefore Halton is above the national average</p> <p>The Green paper on SEN pathfinder has been postponed for a further 18 months by central government</p> <p>A discussion took place around health outcomes for vulnerable young people, and whether they should be monitored. AMC suggested that this could possibly be examined in the future (no definite action stated)</p> <p><b>Action:</b>  <b>SC to provide latest data on the September guarantee, NEET and activity services for circulation to the group</b></p>	SC	22.01.13
6.	<p><b>6.1 Inspiring Families update</b></p> <p>A new target has been established of 145 families to be worked with in the first year, by March 2013. The number of families to be worked with in the 2<sup>nd</sup> year is 165 families and in the 3<sup>rd</sup> year is 65 families. National criteria is flawed and therefore local criteria will be significant for identifying families. There have been issues with information sharing but this is being addressed and progress has been made. Additional posts are currently being recruited.</p> <p><b>Action:</b>  <b>A detailed report will be brought to the January meeting</b></p> <p><b>6.2 Child Protection Inspection Planning update</b></p> <ul style="list-style-type: none"> <li>• A document library has been set up to collate information that will be required by inspectors. MG/KH will contact partners for any additional information if required</li> <li>• A communication pathway has been established with key contacts and deputies within each agency</li> <li>• HSCB is proposing to offer help to agencies to enable them to collate and evidence views of children and young people, and funding has been identified for this support</li> <li>• A dedicated web page for sharing information on the inspection has been set up on the Children's Trust website</li> <li>• A newsletter has been produced and circulated this week, this will also be on the website (hopefully by tomorrow)</li> </ul>	LC	22.01.13

	<ul style="list-style-type: none"> <li>• A member of staff from Cheshire West will be coming to Halton to talk about their recent inspection and share good practice at a forthcoming Children's Trust meeting</li> <li>• A new inspection framework for Children in Care and care leavers is also being introduced, which will also cover adoption and fostering services. The CPI Strategic group will also cover this inspection strategically, and an additional operational group is to be set up specifically for the Children in Care inspection.</li> </ul>		
6.3	<p><b>ADHD/ASD Pathways</b> Julie Karmy presented the proposed pathways to the group for agreement. A new ASD coordinator has been recruited and will take up post in January. A GP safeguarding meeting recently took place and it was identified that a link should be established between ADHD pathways and GP practices. GM suggested that CHAPS should be involved in testing of the pathways. JK updated that the Carer Centre have been involved in development of the pathway, and MF updated that a variety of parent groups have been involved, including CHAPS.</p> <p><b>Actions:</b> <b>GM suggested that the term 'disorder' should be changed to 'condition' throughout the pathway as parents prefer this description.</b></p> <p><b>The pathway was not agreed by the group as there were concerns around health linkages. JK to discuss further with JR</b></p>	JK	22.01.13
6.4	<p><b>Provision of Defibrillators</b> JR and JS updated that incidences of where a defibrillator would be required tend to be in the over 50s, and as such the need within schools would be rare. A report outlining findings has been circulated with the minutes (see appendix 1). Evidence suggests that the best places for defibrillators to be placed would be places such as medical facilities or workplaces as oppose to schools.</p> <p><b>Action:</b> <b>AMC suggested that some advice on this could go out via the schools e-circular, JS/JR to provide this to AMC.</b></p>	JK/JR	21.12.12
6.5	<p><b>Audit of CAF, October 2012</b> The report was circulated for information. Children with disabilities where there are also child protection concerns were an area of focus on this occasion, and the audit showed that these cases were being managed well.</p>	JS/JR /AMC	12.12.12
6.6	<p><b>Minutes of HSCB Meetings</b> Circulated for information.</p>		
7.	<b>AOB</b>		

7.1	<p><b>Health Outcomes for Children in Halton</b>  MB raised concerns around issues regarding public health outcomes for children and young people, and proposed a Children’s Trust/Safeguarding Board joint event focusing on this. AMC updated that areas of focus are currently being re-examined to better align with ChiMat performance measures, so these areas of focus will be addressed via this. On the 12<sup>th</sup> December a meeting will take place around the JSNA performance measures, and AMC suggested that ChiMat should be discussed as part of this meeting.</p> <p><b>Actions:</b>  <b>MB to forward key points to AMC via email, to be raised at meeting on 12<sup>th</sup> December</b></p> <p><b>MB to discuss with Tracey Holyhead and MG about having this issue discussed at the HSCB/CT joint event next year.</b></p>	<p><b>MB/ AMC</b></p> <p><b>MB</b></p>	<p><b>11.12.12</b></p> <p><b>11.12.12</b></p>
7.2	<p><b>MJ Awards 2013</b>  Partners were asked to consider the categories below, and forward suggestions for entry to GM by (2 weeks from now)  This Year's Categories are:</p> <p><a href="#">Best Achieving Council</a>      <a href="#">Children's Services</a>  <a href="#">Community Investor</a>      <a href="#">Democratic Services</a>  <a href="#">Innovation In Communications</a>      <a href="#">Innovative Finance</a>  <a href="#">Innovation In Social Care</a>      <a href="#">Legal Services</a>  <a href="#">Public Private Partnerships</a>      <a href="#">Trading Standards &amp; Environmental Health</a>  <a href="#">Workforce Transformation</a></p>	<p><b>ALL</b></p>	<p><b>11.12.12</b></p>
<p><b>Date and time of next meeting:</b>  Tuesday 29<sup>th</sup> January, 1.00pm – 3.00pm, Committee Room 1, Runcorn Town Hall</p>			