Minutes - Halton Children's Trust Executive Group Meeting
15 October 2013

Present:

Ann McIntyre	Operational Director, Children's Organisation and Provision, HBC
Gareth Jones	Head of Service, Cheshire West, Halton and Warrington Youth Offending Service, HBC
Mark Grady	Principal Policy Officer, HBC
Julia Rosser	Consultant, Public Health
Simon Clough	Divisional Manager, 14 – 19 Services, HBC
Michelle Forder	Parent & Voluntary Lead Engagement Officer, HBC
Tracy Ryan	Assistant Policy Officer, HBC (Minutes)
Gill Frame	Halton CCG
Lorraine Crane	Divisional Manager, IYSS, Commissioning & Inspiring Families, HBC
Catherine Johnson	Principal Performance Officer, HBC
Julie Karmy	Integrated Commissioning Manager, HBC
Dave Sweeney	Operational Director Integrated Health Commissioning, Halton CCG
Michelle Bradshaw	Assistant Director, Child and Family Services, Bridgewater CHT
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Steve Doore	Policy Officer, Policy & Strategy, HBC
Sharon McAteer	Public Health Development Manager, HBC

Apologies

Jan Snoddon	Chief Nurse, Halton CCG
Gerald Meehan	Strategic Director Children & Enterprise, HBC (Chair)
Tracey Coffey	Operational Director, Children and Families Services

Item		Action	Deadline
1.	**Minutes and Matters Arising from 3.9.13**		
1.1	1.4 <u>Maternity, Children & Young People Strategic Clinical Network</u> JR attended the meeting, more information to follow.	**JR**	**26.11.13**
1.2	2.1 <u>Effectiveness of Early Help Report</u> • Open CAF's 18 months+ - sample to be reviewed • Business Case – deferred next meeting	**TC** **TC**	**March '14** **26.11.13**
1.3	2.2 <u>Children's Trust Structure:</u> JB to map out current youth and children's participation and an MF to update on the new participation board – deferred to next meeting.	**JB/MF**	**26.11.13**
1.4	2.3 <u>Protocol</u> Actioned - protocol fully approved at all Boards.		
1.5	4.1 <u>Induction Evaluation Report</u> Letter to partner agencies – actioned. Request for sign-up to induction modules encouraged.		

1.6	**5.1** <u>Flu Vaccinations</u> Report circulated – actioned. For 2013, Halton's Flu Vaccination programme has been extended to include children aged 2 and 3 years. Two dates for Council staff to receive Flu Jabs noted as Tuesday 29 October, 9am-5pm at Municipal and Thursday 31 October, 9am-5pm at Runcorn Town Hall.		
2.	**ITEMS FOR AGREEMENT**		
2.1	**Halton Strategic Partnership Website Demonstration** Steve Doore provided an outlined of the proposed HSP website and the linkages with the Sustainable Community Strategy. Members agreed further discussion was required to agree the content of Children's Trust elements within this website. **Action:** • **SD to liaise with MG, CJ and a Public Health rep (JR/SMcA) to set up a small working group to agree the website content and take forward.**	**SD/MG/ CJ**	**26.11.13**
2.2	**Health JSNA – Working Group Progress Report** Progress report presented for discussion and agreement. **Action:** • **Chapter Framework revisions agreed included merging 'Children with disabilities with complex needs' and 'Learning Disabilities and Autism' to become 'Learning Disabilities and Complex Needs'.** • **Pam Beaumont, Lead Officer SEN Review and Integrated Commissioning Leads (either Gareth Jones or Sam Murtagh) to assist in development of this chapter for the JSNA.** • **Key messages from across the JSNA and progress report agenda item for next meeting on 4 February.**	**SMcA** **PB, GJ or SM** **SMcA/ TR**	**4.2.14** **4.2.14** **4.2.14**
2.3	**Halton Children's Trust Strategic Priorities from 2014** Revised proposals presented for discussion and agreement. Concerns were raised around the provider element of commissioning in terms of the proposal to add the Commissioning Partnership as another layer in the structure. **Action:** • **Other structural models to be researched and report submitted next meeting. GF happy to support MG and AMc in progressing this.**	**MG, AMc & GF**	**26.11.13**
2.4	**Multi-agency assessments** MG outlined the proposals developed from the task and finish group which reviewed the multi-agency assessments in place across the different agencies to develop a common assessment approach reducing workloads and to support performance monitoring utilised across the multi-agencies.		

		MB/ LC	Update at 26.11.13
	Action: • **Multi-agency assessment process developed through Inspiring Families to be trialled within Bridgewater**		
3.	**PRIORITY UPDATES**		
3.1	**Commissioning Partnership** Key areas of progress included: • PB to draw up Terms of Reference for strategic group regarding the SEN Review and a number of task and finish groups which will be mapped against existing groups. • £75,000 support received to implement within Halton and Pathfinder support available. The Code of Practice is out for consultation, copies available if required.	**AMc**	**26.11.13**
3.2	**Early Help and Support** Key areas of progress included: • Early Help Model working group to meet to finalise new model in October/November. • Mapping exercise of cases escalated being developed to review anything missed. o MB mentioned that now has new role as Head of Family Services across four boroughs which will impact time and capacity to progress this	**MB**	**26.11.13**
3.3	**Vulnerable Groups** Report circulated for information.		
3.4	**Q1 Performance Report** Key areas of discussion included: • Obesity – it was recognised that the improvements made in Halton are making a massive difference as nationally this is not happening. • Anti-social Behaviour – performance data demonstrates that this has escalated recently which is a challenge, some of this is due to the usage of mini moto's by young people locally. • Admissions from alcohol – these have reduced which is an improvement.		
4.	**INFORMATION ITEMS**		
4.1	**Inspiring Families update** Report circulated for information.		
4.2	**CQC Children's Inspection Reviews** AMc advised members of the new guidance for the inspection reviews involving multi-agency approach. **Action:** • **It is important that partners work collaboratively and support one another during these.**	**ALL**	**On-going**

5.	**AOB**		
5.1	Gareth updated members on the agreement of the YOT direction sitting nationally with YOT.		
5.2	Gill advised that the CCG is currently reviewing the community midwifery service. The contract with the current provider is being extended into 2014/15 in order to better understand the impact of the national tariff on the sustainability of the current provider and to introduce a minimum data set for community midwifery across all the providers. The CCG is undertaking an exercise to 'soft market test' the service. Halton is unusual in that the community midwifery service is a stand-alone service and not attached to a secondary care provider. There is a high level of satisfaction from a service user perspective with the current service. **Date/time of next meeting:** Please note the venue is same as usual. • **Tuesday 26 November, 1-3pm Committee Room 1, Runcorn Town Hall** **2014 Meetings**: TUESDAYS in Committee Room 1, Runcorn Town Hall, 1-3pm • 4 February • 18 March • 13 May • 24 June • 5 August • 23 September • 4 November • 16 December		