



**Minutes - Halton Children's Trust Executive Group Meeting  
26 November 2013**

**Present:**

Gerald Meehan	Strategic Director Children & Enterprise, HBC (Chair)
Ann McIntyre	Operational Director, Children's Organisation and Provision, HBC
Mark Grady	Principal Policy Officer, Children & Enterprise, HBC
Julia Rosser	Consultant, Public Health
Michelle Forder	Parent & Voluntary Lead Engagement Officer, HBC
Tracy Ryan	Assistant Policy Officer, Children & Enterprise, HBC (Minutes)
Catherine Johnson	Principal Performance Officer, Children & Enterprise, HBC
Dave Sweeney	Operational Director Integrated Health Commissioning, Halton CCG
Michelle Bradshaw	Family Services Manager (universal services), Bridgewater CHT
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Tracey Coffey	Operational Director, Children and Families Services, HBC
Caroline Williams	General Manager for Children's Services, Bridgewater CHT
Sheila McHale	Head of Children and Families Commissioning, Halton CCG
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Simon Clough	Divisional Manager, 14 – 19 Services, HBC

**Guests**

Angela Houghton	Think Family Principal Manager Children Centres, Widnes, HBC
Claire Hunter	Think Family Principal Manager Children Centres, Runcorn, HBC
Clare Myring	Integrated Commissioning Manager, HBC

**Apologies**

Jan Snoddon	Chief Nurse, Halton CCG
Gareth Jones	Head of Service, Cheshire West, Halton and Warrington Youth Offending Service, HBC
Gill Frame	Halton CCG
Lorraine Crane	Divisional Manager, IYSS, Commissioning & Inspiring Families, HBC
Dave Sweeney	Operational Director Integrated Health Commissioning, Halton CCG

Item		Action	Deadline
<b>1.</b>	<b>Minutes and Matters Arising from 15.10.13</b>		
1.1	<u>1.1 Maternity, Children &amp; Young People Strategic Clinical Network</u> Actioned - information previously circulated.		
1.2	<u>2.1 HSP Website Demonstration</u> SCS indicators currently being reviewed and HSP website work in progress.		
1.3	<u>Health JSNA</u> Actioned – agenda item for update report on Forward Plan Agenda for 4 February '14 meeting.		
1.4	<u>2.4 Multi-agency Assessments</u> Piloting of process not yet commenced.		

1.5	<p><b>Action:</b> Update required at next meeting.</p> <p><u>3.1 Commissioning Partnership</u></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Agenda item - invite PB to next meeting to provide update report and latest strategic plan.</b></li> </ul>	MB/LC	4.2.14
2.1	<p><b>2. ITEMS FROM GUEST SPEAKERS</b></p> <p><b>2.1 Children's Centre Performance and Improvement Plan</b> AH/CH highlighted the key elements of the report:</p> <ul style="list-style-type: none"> <li>• ante-natal engagement offer only 3 of the 8 Children's Centre are delivering this service, the recommendation is to review if there are further opportunities to deliver more ante-natal services.</li> <li>• work-focused training provided via Jobcentre Plus has been sporadic, they have a weekly presence in all the Runcorn CC's however, they only deliver services through Warrington Road.</li> </ul> <p>The discussion included the review of the Health offer (Community Midwifery Services) being delivered via the Children's Centres which will help to ensure strategic delivery of services.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Invite JCP to a future meeting date to be agreed, to review the partnership working arrangements.</b></li> <li>• <b>Review of the Health offer provided being progressed via the Early Help Model Working Group.</b></li> </ul>	TC MB	Update on both 4.2.14
3.1	<p><b>3. EXECUTIVE CHALLENGE ITEMS</b></p> <p><b>3.1 Pupil Premium Update</b> SN provided an overview of the following performance issues:</p> <ul style="list-style-type: none"> <li>• Early Years Foundation Stage Profile - Halton is currently ranked 23/23 against other North West local authorities.</li> <li>• Key Stage 1 the gap has narrowed slightly.</li> <li>• Key Stage 2 the gaps have narrowed since 2011 at around 10% or below.</li> <li>• Key Stage 4 the gap has widened.</li> </ul> <p>Although several schools noted in Appendix 1 of the report had an overall outcome of 'requiring improvement', it was recognised that all these schools have a support package in place to assist improvement.</p>		
3.2	SN posed the following area of challenge - How do we focus		

	<p>making the biggest impact to support parents/families? The options suggested included:</p> <ul style="list-style-type: none"> <li>Utilising Children’s Centre resource more creatively by linking the Early Years setting more with Children’s Centres. To be progressed via Mark Conway’s team (Child, Place, Planning), via the Early Years’ newsletter is produced and network meetings.</li> <li>2-year old placements take-up rates could be of assistance – Mark Conway’s team can provide this.</li> </ul> <p>It was noted that the issues around the lack of capacity by services to resource Speech and Language Therapy may have had an impact on early education. However, plans are now in place to improve this via the Commissioning Partnership.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Options proposed to be progressed and an update provided at the 18 March meeting (TR to agenda).</b></li> </ul>	SN	18.3.14
4.1	<p><b>4. ITEMS FOR AGREEMENT</b></p> <p><b>4.1 Children’s Trust Structure from 2014</b> The revised proposals were presented for an in-depth discussion and agreement including:</p> <ul style="list-style-type: none"> <li><b>Option A</b> – continuation of existing structures with a multi-agency strategic group established to support the closing the gap.</li> <li><b>Option B</b> – enables the strategic elements of the Commissioning Partnership to sit directly under the Executive Group with the operational elements of commissioning sitting within the operational sub-groups.</li> <li><b>Option C</b> - proposes the Commissioning Partnership sitting alongside the Executive Group supporting the other groups.</li> </ul> <p>An alternative structure was agreed <b>Option D</b> – this was a slight amendment to Option ‘C’ involving the Early Help and Closing the Gap as a joint Strategic Group. The group will appoint task and finish groups as required depending on tasks and workload.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Include Halton Safeguarding Children Board and HWBB within the structure to highlight the relationship with the Children’s Trust.</b></li> <li><b>Briefing paper outlining the revised structure Option D to be produced and circulated for consultation.</b></li> </ul>	AMc/MG	26.11.13
4.2	<p><b>4.2 Early Help Model Report</b> MB provided an overview of the latest Early Help Model report which included the new locality mapping proposals suggesting 6 teams, 3 in Runcorn and 3 in Widnes. The workforce structure within these teams is yet to be agreed. The new model supports greater integration across the multi-agencies to ensure that the CAF partnership lead is improved as opposed to the lead being left with IWST and Family Support workers.</p>	AMc/MG	4.2.14

4.2	<p>This model mostly encompasses Universal Plus and Multi-Agency Planning Levels of Need. Whilst it was recognised that the one 'front-door' still remains, the management of this and the pathways in directing staff within and across the multi-agencies is yet to be agreed. The detailed information within the new model to be developed as this may impact changes of role and function for staff across services.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>A small working group to develop the new model strategy for implementation in Summer 2014. Members to include Tracey Coffey, Michelle Bradshaw, Clare Myring and Mark Grady/Tracy Ryan.</b></li> </ul>	TC/MB/ CM/MG & TR	Summer '14
5.	<p><b>PRIORITY UPDATES</b></p> <p>5.1 <b>Commissioning Partnership</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• Residential placements - progress has been made with children in care in other local authorities.</li> <li>• CAMHS – progress made around the tier guide and the participation process is moving forward.</li> </ul> <p>5.2 <b>Early Help and Support</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• Bridgewater staff move into Kingsway Children's Centre has progressed well.</li> </ul> <p>5.3 <b>Vulnerable Groups</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• Reviewing the Learning and Achievement Strategy.</li> <li>• Support and intervention.</li> </ul>		
6.	<p><b>INFORMATION ITEMS</b></p> <p>6.1 <b>Update 1 on SEN Reform Project Report</b> AMc provided an update on the SEN Reforms, initially the work required will be progressed through a core Strategic Group, five task and finish groups and an Operational Group. The new SEN Code of Practice is out for consultation. The reforms present a number of challenges to ensure that the changes are fully embedded.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Update report required at next meeting 4 February '14.</b></li> </ul> <p>6.2 <b>Youth Participation Report</b> MF provided an overview of this report, which involved a study with young people over the past 12 months. The research suggests that a lot of participation takes place but there is a lack of co-ordination and clear pathways around engaging children and young people. Since this report has been written a new group has</p>	PB/TR	4.2.14

6.3	<p>been established to support and improve engagement. This group can be utilised as a critical friend to offer advice and suggestions to colleagues.</p> <p><b>Inspection Update</b>  MG noted that 4 local authorities have received their phone calls from Ofsted and have commenced their inspection. Following the Christmas period, Ofsted will undertake 7 further inspections between 14 January and mid-February '14. Ofsted will then suspend their inspections to review their processes and intend to resume undertaking inspections from 1 April '14.</p>		
5.1	<p><b>AOB</b> None</p> <p><b><u>Date/time of next meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 4 February 1-3pm in Committee Room 1, Runcorn Town Hall</li> </ul> <p><b><u>Other 2014 meetings:</u></b></p> <ul style="list-style-type: none"> <li>• 18 March</li> <li>• 13 May</li> <li>• 24 June</li> <li>• 5 August</li> <li>• 23 September</li> <li>• 4 November</li> <li>• 16 December</li> </ul>		