



**Minutes - Halton Children's Trust Executive Group Meeting  
18 March 2014**

**Present:**

Gerald Meehan	Strategic Director Children & Enterprise, HBC (Chair)
Mark Grady	Principal Policy Officer, Children & Enterprise, HBC
Tracy Ryan	Assistant Policy Officer, Children & Enterprise, HBC (Minutes)
Catherine Johnson	Principal Performance Officer, Children & Enterprise, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Tracey Overs	Divisional Manager, Child Protection and Children in Care
Veronica Wright	Divisional Manager, Team Around the Family
Dave Sweeney	Operational Director Integrated Health Commissioning, Halton CCG
Michelle Forder	Parent & Voluntary Lead Engagement Officer, HBC

**Apologies**

Jan Snoddon	Chief Nurse, Halton CCG
Gill Frame	Halton CCG
Tracey Coffey	Operational Director, Children and Families Services, HBC
Ann McIntyre	Operational Director, Children's Organisation and Provision, HBC
Simon Clough	Divisional Manager, 14 – 19 Services, HBC
Julia Rosser	Consultant, Public Health
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Sheila McHale	Head of Children and Families Commissioning, Halton CCG

Item		Action	Deadline
<b>1.</b>	<b>Minutes and Matters Arising from 4.2.14</b>		
1.1	These were accepted as an accurate record. Veronica Wright was welcomed to the group.		
1.2	<u>1.3 Children's Centre Performance and Improvement Plan</u> VW advised that there had been an initial meeting with JCP and a small task and finish group has been set up to progress closer partnership working arrangements around job readiness.		
1.3	<u>1.4 Children's Centre Ofsted Inspection</u> Actioned - the latest Inspection Newsletter promoted the positive outcome of the recent inspection.		
1.4	<u>2.1 SEN Reforms Update Report</u> <b>Action:</b> • <b>SEN update agenda item for next meeting 13.5.14.</b>	<b>PB/TR</b>	<b>13.5.14</b>
1.5	<u>3.1 Health JSNA</u> Actioned - Impact of welfare reforms included.		
1.6	<u>5.1 Children's Trust Membership</u> Timing of the recent Trust meeting held on 13 March was changed to start at 4pm to enable young people to attend, this included Thomas Norris – Bright Sparks, James Lloyd – Youth Cabinet representative and Ruby McAdam – Canal Boat Adventure Project. Feedback from the young people will be sought at the		

1.7	<p>next INVOLVE Group which is being held later today (18.3.14).</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Contact details of additional Health provider to be sent to TR.</b></li> </ul> <p><b>6.1 CT-HSCB Joint Event</b>  MG outlined the initial plans for the event which will be themed around Step Up/Step Down, to be held on Friday 1 May at Halton Select Stadium. The programme is yet to be finalised, initial session proposals include:</p> <ul style="list-style-type: none"> <li>• Early Help &amp; CART <ul style="list-style-type: none"> <li>○ Initial presentation</li> <li>○ Table top exercise of step-up/step down real case examples</li> <li>○ Key facts around these – discussion, voting buttons, based around case studies</li> </ul> </li> <li>• Working Together – Partnership approach (involvement)</li> <li>• Neglect Strategy which is currently being developed</li> <li>• Ofsted inspection</li> </ul>	GF	April '14
2.	<p><b>2.1 INFORMATION ITEMS</b></p> <p><b>2.1 Feedback from Recent Inspections and Best Practice</b>  MG explained the report highlights some the outcomes/best practice from the first phase of the Ofsted inspections since the new framework was launched November '13.</p>		
3.	<p><b>3.1 ITEMS FOR AGREEMENT</b></p> <p><b>3.1 Pan Cheshire Missing From Home Joint Protocol</b>  TR noted that the new guidance means that social workers must record incidents. TO advised that CareFirst had been updated to enable this and that Clare Myring and Cathy Boardman would be delivering an awareness session to social workers on 15 April.</p> <p><b>3.2 CYPP 2014 Draft</b>  MG provided a detailed overview of the latest draft CYPP which will also be available as an interactive web-based version. GM noted that in a recent meeting with Dr Gary O'Hare at Murdishaw Health Centre the issue of increased circulation of the Halton Levels of Need Framework was raised. Members agreed that this had been widely publicised although regularly drip-feed of information assists raising awareness.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Levels of Need to be re-circulated to GP Practices – DS to assist via Halton CCG communications etc and MG to attend Practice Managers meeting</b></li> <li>• <b>Suggested comments to be included in revised draft, including 'Celebrating Success' example for 'Early Help and Support' chapter.</b></li> <li>• <b>The Group endorsed the draft Plan which will be ready from 1 April and final version published by 29 April 29</b></li> </ul>	<p>DS/MG</p> <p>VW/TO</p> <p>MG</p>	<p>13.5.14</p> <p>28.3.14</p> <p>29.4.14</p>

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>PRIORITY UPDATES</b> MG noted that these will be re-worked in line with the new priorities from 1 April '14.</p> <p><b>Commissioning Partnership</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• CAMHS and Children in Care</li> <li>• Early Help Model review work is in progress</li> </ul> <p><b>Early Help and Support</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• Halton's Neglect Strategy almost finalised, one more meeting to mop up outstanding issues and review plans for the launch events plans which will be held on 16 and 18 July at 9am-1pm, Halton Select Stadium.</li> <li>• Early Help Model group work developing</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Neglect Strategy as agenda item for 13 May '14.</b></li> </ul> <p><b>Vulnerable Groups</b> Key areas of progress included:</p> <ul style="list-style-type: none"> <li>• Learning &amp; Achievement Strategy to be published in April '14</li> <li>• Initial discussions in progress to review the Early Years Development Plan</li> </ul>	<p>TC/TR</p>	<p>13.5.14</p>
<p>5.</p>	<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 13 May 1-3pm in Committee Room 1, Runcorn Town Hall</li> </ul>		