



**Halton Children's Trust**

**Minutes of Executive Group Meeting held on Tuesday 29<sup>th</sup> November 2011  
2.00pm, Civic Suite, Runcorn Town Hall**

Gerald Meehan	Strategic Director of Children's Services, HBC (Chair)
Ann McIntyre	Operational Director, Children's Organisation and Provision
Julia Rosser	Public Health Specialist Registrar, Halton & St Helens PCT
Mark Grady	Children's Trust Principal Officer, HBC
Simon Clough	Divisional Manager, 14 – 19 Services
Lorraine Crane	Divisional Manager, IYSS, HBC
Nigel Moorhouse	Operational Director, Children & Families Services, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Emma Taylor	Divisional Manager, Team Around the Family Runcorn, HBC
Diane Sproson	Area Manager, Connexions
Michelle Bradshaw	Assistant Director, Child & Family Services, Halton & St Helens PCT
Karen Hickey	Assistant Policy Officer, HBC (minutes)

**Apologies**

Katharine Evans	Lead Engagement Officer, CYP Voluntary Sector Partnership
Jane Lunt	Operational Director, Child & Family Health, Halton & St Helens PCT
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Gareth Jones	Warrington & Halton Youth Offending Team

**In Attendance**

Jonathan Greenough	Divisional Manager, Strategy and Security, HBC
Andrew McKenzie	Social Worker, Assessment, HBC
Lisa Driscoll	Lead Policy Officer, Corporate and Organisational, HBC
Hazel Coen	Divisional Manager, Performance and Improvement
Michelle Valance	Halton Parent and Carer Forum

Item		Action
1.0	<b>MATTERS ARISING from 18.10.11</b>  The minutes were agreed as a true and accurate record, with outstanding actions completed	
2.0	<b>DECISION MAKING</b>	
2.1	<b>Halton Social Care and Health Systems Integration</b> Following on from the challenges that the Council has in terms of sharing information securely with other local authorities and partners across NHS Health boundaries, ICT services have been working with the 4 other local authorities in the 5 Borough Partnership to establish a collective approach towards sharing confidential information. Jonathan Greenough outlined progress to date: <ul style="list-style-type: none"> <li>• A new governance structure has been formed consisting of senior IT officers from all organisations and the current focus is to find a technical solution so that services can build on this.</li> <li>• A development day was held recently which had positive outcomes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Data across both organisations is not currently of good quality, so will need to be cleansed once collated.</li> <li>• A secure area of storage has been identified, which would be managed by IT technicians.</li> <li>• A collective understanding of Government Connect will be needed in the future and the group will identify a way forward for this. Connect email addresses will be shared via address book, so that secure email can be used</li> <li>• An arrangement is to be set up to provide a shared network for staff working across locations, using their own equipment. This will include access to wireless networks.</li> </ul> <p>Jonathan will provide a 6 monthly update to the Executive Group</p>	
2.2	<p><b>Priorities from the HSCB Development Session – Early Help</b>  Early intervention was discussed at the recent HSCB development day, and it was established that an Early Help lead needs to be identified for the Children’s Trust and HSCB. Formalised reporting also needs to be established between both Boards. Feedback from HSCB development day to be discussed at the next Executive meeting in January. KH to obtain copy of report off Tracey Holyhead.</p>	KH
2.3	<p><b>Targeted Improvement Through Early Intervention</b>  One of the recommendations of the 2009 Review of the Operation of the Common Assessment Framework in Halton was for the Children’s Trust to commission further research around the incidence of Levels of Need 2 – 3a, and the degree to which and mechanisms by which they are currently met. Dr Karen Graham of Glyndwr University was commissioned to do this research by conducting a series of semi structured interviews with a broad cross section of local stakeholders. The report recommends a review and redesign of the levels of need framework, in particular levels 3a and 3b. A working group needs to be established to do this. It was suggested that this review should be promoted to all staff so that they are aware of it, via a 1 page communication strategy for promotion, for example by mapping where and how key stakeholders will be consulted, as the Children’s Trust needs to be clear on its role in early help and support. It is expected that the new levels of need framework would go live by next September. The group endorsed this approach</p>	
2.4	<p><b>Halton Transition Protocol</b>  Andrew McKenzie updated the group on the recently refreshed Transition protocol, which works towards the Transition Strategy 2011 – 13. The protocol provides guidance on the processes for transition, starting from year 9 in school, and has been signed up to by</p> <ul style="list-style-type: none"> <li>• Halton Borough Council</li> <li>• Connexions</li> <li>• Halton and St Helens PCT</li> <li>• Bridgewater Community Healthcare NHS Trust</li> <li>• 5 Boroughs Partnership</li> </ul> <p>The Executive group endorsed the protocol. Protocol to go to Children’s PPB on the 20<sup>th</sup> February 2012</p>	NM
2.5	<p><b>Public Health Structures Consultation</b>  Halton &amp; St Helens PCT has now ceased to exist, and has become NHS Merseyside. Regarding children’s services, a Mersey cluster group has</p>	

	<p>been formed and has established a set of priorities. A Child and Maternity Merseyside Partnership Board will be established, which will have multi agency representation and will provide senior level leadership. Key areas of focus will be smoking during pregnancy, breastfeeding, weaning, constipation and childhood accidents. It is anticipated that the role of public health will be integrated into all aspects, including the Children's Trust.</p>	
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p><b>PRIORITIES</b></p> <p><b>Improve outcomes for children and young people through effective joint commissioning</b></p> <ul style="list-style-type: none"> <li>• A common induction process for all new staff across the Trust is currently being developed.</li> <li>• Katharine Evans has done audit with Voluntary Sector partners and identified that membership needs to be strengthened, and stronger partnership working to be developed.</li> <li>• 14 – 19 commissioning priorities have been agreed by the Commissioning partnership and the 14 – 19 Subgroup, and this will now go to the Council Executive Board in January 2012.</li> <li>• Engagement has been established with the GP Clinical Commissioning Partnership.</li> <li>• Information, Advice and Guidance tenders for youth provision are currently being reviewed.</li> </ul> <p><b>Improve outcomes for children and young people through embedding integrated processes to deliver early help and support</b></p> <ul style="list-style-type: none"> <li>• A frontline event to promote Early Help has been planned for the 25th January, agenda and workshops have been drafted.</li> <li>• CAF training has recently been redesigned, and some training has now taken place</li> <li>• Sign up to the Early Help Principles is underway, some organisations are still outstanding and this is currently being followed up.</li> <li>• The Anti-Bullying and E-Safety operational groups now report into the EHAS group</li> <li>• A Team Around the Family Early Help panel is to be developed in the New year. A planning meeting will take place next week</li> <li>• A request to the Schools Forum for additional funding to support Integrated Working support Team has been successful</li> <li>• CAF plus project is on-going, focussing on children with very complex needs and trying to bring medical processes into social aspects.</li> </ul> <p><b>Improve outcomes for our most vulnerable children and young people by targeting services effectively</b></p> <ul style="list-style-type: none"> <li>• A data analysis exercise has been taking place to identify contributing factors to poor performance</li> <li>• Child and Family poverty indicators have now been established.</li> <li>• An early years project group is now meeting and has mapped out variety of work taking place and will hold event on 8<sup>th</sup> December</li> <li>• The latest NEET data; latest data has now been received. Levels are</li> </ul>	

	<p>now running at 10.6% which compares with last year's 9.6%. The number of 'not knowns' has increased, though this could be due to previously untracked 18-19 year olds. A change in counting methodologies has made accurate comparisons difficult.</p>	
4.0	<b>INFORMATION ITEMS</b>	
4.1	<p><b>Children's Trust Report Card Quarter 2, 2011 - 12</b>  Data in key areas has been updated as much as possible. Attainment figures have improved, though not within early years. Data shows that the gap in attainment between children on free school meals and those who are not has widened. A report on the Sustainable Community Strategy indicators will come to the next Executive meeting. Some case studies have now been received as previously requested, though as these are all from one services this would not be representative of the whole of the work of the Trust. The group were asked to forward examples of joint working as a Trust to <a href="mailto:CYPD.Performance&amp;Improvement@halton.gov.uk">CYPD.Performance&amp;Improvement@halton.gov.uk</a></p>	<b>ALL</b>
4.2	<p><b>Enhanced Partnership Working</b>  Lisa Driscoll outlined the outcomes and recommendations from the Enhanced Partnership Working Project, which was recently undertaken by the Halton Strategic Partnership, and proposals for how these will now be implemented. Resource mapping has taken place across 3 key areas within Halton Strategic Partnership, which are Stronger Local Labour Force, Reducing Alcohol Related Harm and Promoting Social Responsibility. A framework has been established to map work and priorities. Work will continue around training, cost/benefit analysis, practitioners and completing the three current work streams. Results will be reported back to the SSPs in March 2012 with a view to rolling out the approach more extensively across the Partnership during 2012.</p>	
4.2	<p><b>The Marmot Review</b>  JR presented an overview of the Marmot review, which was commissioned in 2008 with the intention of reducing inequalities in Health. There are 9 key messages within the report covering areas such as life expectancy, disability and educational attainment, which highlight how social inequalities can impact on health. The report also highlights how addressing these inequalities can impact on the economic growth of the economy as a whole. The report makes a number of recommendations both locally and nationally as areas of priority. AMc proposed a mapping exercise to establish how the work of the Children's Trust fits into the priority areas identified within the review.</p>	<b>Priority Leads &amp; MG</b>
4.3	<p><b>Children's Trust/HSCB Joint Event</b>  A date has been agreed for the event which will be the 8<sup>th</sup> March 2012. The event will be held as 2 half day sessions on same day. Proposed topics for the event are:</p> <ul style="list-style-type: none"> <li>• Feedback from the Early Help event</li> <li>• Presentations on each of 3 Children's Trust priorities</li> <li>• Information on Early Help and Support, including principles.</li> <li>• Group discussions on research into domestic abuse, how to engage with young people and implementation of Workforce Strategy.</li> <li>• Role of the Children's Trust; a 5 minute presentation focussing on 2 positives and 2 challenges, to be agreed by subgroups</li> </ul>	

	<ul style="list-style-type: none"> <li>• A Child's journey – what does it mean for the Trust with regard to Ofsted</li> <li>• Information on the Levels of Need review</li> <li>• A celebration of good practice</li> </ul> <p>It was proposed that the event should involve young people, though this would mean the sessions being held as one in the morning and one after school hours. Proposal to be discussed with Halton Youth Cabinet and Shadow Board</p>	<b>MG/KH</b>
4.4	<p><b>Multi Agency Audit of Practice, October 2011</b></p> <p>The report was presented to the group for information. During this review, each auditor was asked to have a conversation with the case holding practitioner, which provided a more qualitative aspect. CAMHS and Educational Psychology service had differences, and this will be addressed in future</p>	
4.5	<p><b>Turning Around the Lives of Troubled Families</b></p> <p>This letter to all local authority Chief Executive from Louise Casey, head of the Governments programme on Troubled Families, highlights the target that the government have set to turn around the lives of 120,000 troubled families by the end of this Parliament. A range of initiatives are around currently and the Trust need to ensure that local services fit with this agenda.</p>	
4.6	<p><b>Minutes from HSCB Board and Executive Meetings</b></p> <p>The minutes were circulated to the group for information.</p>	
5.0	<p><b>AOB</b></p> <p>The Department of Health have released £20 million for Warm Homes grants, which will include children and families. A joint bid with adult services is currently being submitted.</p>	
5.1	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 10<sup>th</sup> January, 2.00pm – 4.30pm, Marketing Suite, Municipal Building Widnes</p>	

**Outstanding Actions to date:**

<b>Item</b>	<b>Action Required</b>	<b>Who by</b>
2,2	Feedback from HSCB development day to be discussed at next Executive meeting. KH to obtain copy of report from Tracey Holyhead.	<b>KH</b>
2.4	Halton Transition Protocol to go to Children's PPB on the 20 <sup>th</sup> February	<b>NM</b>
4.1	Children's Trust Performance Report - members to forward examples of joint working to <a href="mailto:CYPD.Performance&amp;Improvement@halton.gov.uk">CYPD.Performance&amp;Improvement@halton.gov.uk</a>	<b>ALL</b>
4.2	Marmot Review: mapping exercise to be undertaken to establish how Trust work fits into the priority areas identified within the review.	<b>Priority Leads &amp; MG</b>
4.3	Children's Trust/HSCB Joint Event: Proposal for event to involve young people, via a session after school hours. Proposal to be discussed with Halton Youth Cabinet and Trust Shadow Board	<b>MG/KH</b>