



**Halton Children's Trust**

**Minutes of Executive Group Meeting held on Tuesday 21<sup>st</sup> February 2012  
1.00pm, Council Chamber, Runcorn Town Hall**

Gerald Meehan	Strategic Director of Children's Services, HBC (Chair)
Ann McIntyre	Operational Director, Children's Organisation and Provision
Mark Grady	Children's Trust Principal Officer, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Emma Taylor	Divisional Manager, Team Around the Family Runcorn, HBC
Katharine Evans	Lead Engagement Officer, CYP Voluntary Sector Partnership
Jane Lunt	Operational Director, Child & Family Health, Halton & St Helens PCT
Gareth Jones	Warrington & Halton Youth Offending Team
Karen Johnson	Connexions
Karen Worthington	Bridgewater Community Healthcare Trust
Denise Roberts	Complex Care and Commissioning, NHS Merseyside
Julia Rosser	Public Health Specialist Registrar, Halton & St Helens PCT
Michelle Vallance	Parent and Carer Engagement Coordinator
Karen Hickey	Assistant Policy Officer, HBC (minutes)

**Apologies**

Diane Sproson	Area Manager, Connexions
Michelle Bradshaw	Assistant Director, Child & Family Services, Halton & St Helens PCT
Nigel Moorhouse	Operational Director, Children & Families Services, HBC
Catherine Johnson	Principal Performance & Improvement Officer, HBC
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Simon Clough	Divisional Manager, 14 – 19 Services
Lorraine Crane	Divisional Manager, IYSS, HBC

**In Attendance**

Hazel Coen	Divisional Manager, Performance and Improvement, HBC
John Gallagher	Principal Policy Officer, HBC
Steve Doore	Corporate & Organisational Policy Officer, HBC
Gary Nicholls	Volunteer, Corporate & Organisational Policy, HBC

Item		Action
1.0	<b>MATTERS ARISING from 10.01.12</b>	
	The minutes were agreed as a true and accurate record, with outstanding actions completed	
1.1	Troubled families Initiative: A partnership meeting is planned for the 2 <sup>nd</sup> March. A meeting has been held with Interface, who provided an update on what would be needed. A definition on what a troubled family is has not yet been issued, but key project measures will be crime, school attendance and worklessness. The possibility of creating a coordinating function within the local authority will be examined. A business plan will then be put in place and it is hoped that 40% of costs will return to the local authority. GM requested for Troubled Families to be standing item at future Executive Group meetings.	<b>KH (agenda)</b>

<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p><b>DECISION MAKING</b></p> <p><b>Young Carer's Strategy</b>  Young carer's services have traditionally been provided by commissioned services, however services have now transferred within the local authority. A strategy and action plan have been developed, which a young carers participation group have contributed to. A new model for access to young carer's services has been developed, which has been agreed by the Children and Young People's Policy and Performance Board. The single point of entry to services will now be via the Carer's Centre, with strong links into IWST. It was suggested that links to services for adults could be highlighted within the access model. The Executive Group endorsed the strategy and model.</p> <p><b>Children's Trust/HSCB Joint Working Protocol</b>  The existing joint working protocol has recently been reviewed and updated to reflect new developments within Halton. The document will be re-written later in the year once the new Working Together guidance is issued. The Executive Group approved the new document.</p> <p><b>Children and Young People's Plan Review</b>  Although it is no longer a statutory requirement to review the Children and Young People's Plan, it was proposed that as good practice the plan should have a 12 month review. The review would be 8 pages long, focussing on progress made by priority groups, progress on promises and new policy. The Children's Trust Board has previously supported this proposal. JL proposed that the CYPP and review should be adopted as part of the Health and Wellbeing Strategy, as the strategic plan for children and young people. The group agreed with this proposal. JL to put forward at next HWB meeting. GM asked for the review to focus on outcomes rather than processes, with a focus on the journey of the child.</p>	<p>JL</p> <p>MG</p>
<p>3.0</p> <p>3.1</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>• There has been a recent reduction in alcohol related behaviour, which is a direct result of the re-focussing of youth provision in Halton.</li> <li>• Breastfeeding targets have been achieved for the first time, and in addition a new Infant Feeding Coordinator post will soon be established within Health.</li> <li>• Dave Sweeney has delivered a presentation on future commissioning priorities within Health, and as a result a meeting has been arranged between Children's Trust and Health commissioning partners. A mapping exercise will be conducted of current commissioned services. GM queried the purpose behind the work that has been conducted in Health, JL to clarify this with Dave Sweeney and also to clarify the Children's Trust's position.</li> <li>• Short Breaks for disabled children: 4 contacts have been awarded which have achieved significant savings. A joint tender with Cheshire West and Chester is also being progressed.</li> </ul>	<p>JL</p>

<p>3.2</p>	<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>• Early Help Panel: a trial is being held next week with partners to see how this functions</li> <li>• Levels of Need framework: A lead still needs to be identified for this review, preferably from a non-HBC partner</li> <li>• Principles of Early Help have now been signed off</li> <li>• CAF training continues to go well with good attendance</li> <li>• The Early Help event took place on the 25<sup>th</sup> January and was successful with good attendance. Feedback from the event is available on the Children’s Trust website: <a href="http://www.haltonpartnership.net/childrenstrust/index.php/news-and-events">http://www.haltonpartnership.net/childrenstrust/index.php/news-and-events</a></li> <li>• Early Help z-cards are currently being developed and will be available at the Joint Event in March.</li> </ul>	
<p>3.3</p>	<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>• Development of Early Years Integrated Team: a visioning day has been held and 2 themes have been identified. Further work will be done on the 14<sup>th</sup> March.</li> <li>• The Strategy group membership has now been widened. A draft strategy has been developed and this should be signed off by April</li> <li>• The performance measure of free school meals cohort is currently being examined, to see if improvements can be made towards measuring vulnerability among children and young people. A variety of different measures are currently being explored.</li> <li>• SEN Green Paper: the evaluation of the recent pilot is due imminently, and it is hoped that implications for Halton can be identified from this.</li> <li>• Reduction of NEET: A system has been developed to measure risk of NEET, and this measures likelihood of children at primary school age who are likely to become NEET so that preventative measures can be put into place.</li> <li>• NEET figures for January are now down to 10.1%. This may be due to additional provision within the borough for this cohort.</li> </ul>	
<p>4.0</p>	<p><b>INFORMATION ITEMS</b></p>	
<p>4.1</p>	<p><b>Ofsted Inspection Reports; Ditton and Halton Lodge Children’s Centres</b></p> <p>Halton Lodge was inspected on the 17<sup>th</sup> and 18<sup>th</sup> November. Overall outcome was Good. A new inspection framework had been introduced prior to this. Ability to engage with vulnerable groups was a focus, and access rates are measured. Rates were 72% at the time of the inspection. Stay Safe grading was Good, as were Enjoy and Achieve and Governance/Management. Parental engagement was highlighted as a positive point. Social/Economic wellbeing was satisfactory, and this will be improved by tracking where adult learning accessed at the centres leads on to employment. Also engagement of male parent/carers will be a future focus. A number of recommendations were made, and details as to how they will be addressed are included within the action plan.</p>	

Ditton Children's Centre was inspected during December. Outcomes were Good, with good feedback on data provided. Ditton demonstrated a higher rate of increase with hard to reach children. Positive features around economic wellbeing were highlighted as a result of work with Jobcentre plus working within and alongside children's centres. Care guidance and support was highlighted as having some outstanding features, which came from IWST. An Outstanding grade was given for Safeguarding; this is due to recording processes in place and also recent staff training. The community model at Ditton was felt to be a good approach, with seamless support. Recommendations and resulting actions are detailed within the action plan.

#### 4.2 **IWST/CAF Quarter 3 Report**

- The number of CAFs undertaken on 0-5 year olds is still low, and needs greater focus
- Numbers of CAFs are now being recorded in relation to children's centre areas, and continue to differ between Runcorn and Widnes. There has been a drop in Q3, though this is due to the holiday period.
- The numbers of CAF reviews have dramatically increased over the past 12 months, indicating that follow-up has improved.
- A lot of investment has gone into consultations, and this is reflected in the statistics.
- Current CAFs reflect that the number of complex issues being dealt with is increasing
- The number of IWST consultations continues to rise, though this should eventually decrease as confidence grows within the workforce.
- The breakdown of lead professional roles by organisation showed that the majority were from schools and HBC staff. It was raised that CAF initiation by organisation also needs to be recorded.

#### 4.3 **Volunteer Strategy**

A previous inspection within Adult Social Care highlighted an issue with the way volunteers are managed within Halton. A pilot study was conducted as a result of this, with recommendations to set up a volunteer database. This is currently being developed by the Corporate policy team and will cover all services across the local authority. A draft policy and procedures have been developed for volunteer management processes, which includes safeguarding guidance. Promotion of volunteer recruitment will be examined in the future. A volunteer development group has been established, with key members from a variety of services including children's centres. GM highlighted that strict screening processes would be needed for volunteers working with children and young people. The group discussed a number of issues around volunteering, and it was agreed that in order for volunteering to be successful within Children's Services, specific resource would be needed to coordinate this, including expenses coverage.

#### 4.4 **Multi Agency Induction Programme**

This model has been developed based on the CWDC induction standards and also with consultation from other local authority areas. A training pool of trainers and facilitators is to be established, and staff volunteers are being sought for this, and the project will be largely dependent on this pool of volunteers. The programme will be flexible with 7 modules included. A

	task and finish group has been established to ensure that each of the modules can be delivered in a user friendly manner. It is anticipated that the programme could be run 4 times per year, though this is still to be agreed. JL identified several points within the project that Health services could link into. GM raised that Levels of Need would need to be highlighted within the first module. MV proposed that the Parents and Carers Forum could be involved in trials for the programme. This induction would be complimentary to existing induction processes with individual agencies. Commitment from agencies regarding volunteer trainers would be required, JG to draft letter to partners on behalf of GM requesting this.	<b>JG</b>
4.5	<b>Children's Trust/HSCB Joint Event 2012 update</b> The event this year will be led by the Trust, and will take place on the 8 <sup>th</sup> March. The event will be delivered in a more engaging way, with practical exercises and discussions for practitioners. Feedback from actions identified at last year's event will be provided. A video is being compiled by young people on engagement of staff with young people, which will enable them to have input in the event. Presentations from priority leads should focus on outcomes.	
4.6	<b>Minutes from HSCB Board and Executive Meetings</b> The minutes were circulated to the group for information.	
4.7	<b>Sustainable Community Strategy – Mid-year Review</b> Hazel Coen provided an update on the progress in achieving targets contained within the 2011- 2016 Sustainable Community Strategy for Halton. Progress has been made in many key areas, however there are some issues with a number of areas as highlighted within appendix 2 of the report. Measures for child and family poverty have now be agreed.	
5.0	<b>Date and Time of Next Meeting</b> Tuesday 17 <sup>th</sup> April, 1.00pm – 3.30pm, Civic Suite, Runcorn Town Hall	

#### Outstanding Actions to date:

Item	Action Required	Who by
1.1	GM requested for Troubled Families to be standing item at future Executive Group meetings	<b>KH (agenda)</b>
2.3	CYPP Review: JL proposed that the CYPP and review should be adopted as part of the Health and Wellbeing Strategy, as the strategic plan for children and young people. The group agreed with this proposal. JL to put forward at next HWB meeting.  GM asked for the review to focus on outcomes rather than processes, with a focus on the journey of the child	<b>JL</b>  <b>MG</b>
3.1	Health Report: GM queried, JL to clarify with Dave Sweeney the purpose behind the work that has been conducted in Health, and also to clarify the Children's Trust's position	<b>JL</b>
4.4	JG to draft letter to partners on behalf of GM requesting commitment from partners to training volunteers for multi-agency induction	<b>JG</b>