



**Halton Children's Trust**  
**Minutes of Executive Group Meeting held on Tuesday 5<sup>th</sup> April 2011**  
**2.00pm, Municipal Building Widnes**

**Present:**

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
Jonathan Potter	Divisional Manager, Team Around the Family Widnes, HBC
Mark Grady	Children's Trust Principal Officer, HBC
Gareth Jones	Warrington & Halton Youth Offending Team
Catherine Johnson	Principal Performance Officer, HBC
Lorraine Crane	Divisional Manager, IYSS, HBC
Nigel Moorhouse	Operational Director, Children & Families Services, HBC
Jane Lunt	Operational Director, Child & Family Health, Halton & St Helens PCT
Michelle Bradshaw	Assistant Director, Child & Family Services, Halton & St Helens PCT
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Alan Graham	Account Officer for Partnerships, Marketing & Communications
Karen Hickey	Assistant Policy Officer, HBC (minutes)

**Apologies**

Diane Sproson	Area Manager, Connexions
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Emma Taylor	Divisional Manager, Team Around the Family Runcorn, HBC

**In Attendance**

Neil McSweeney	Lead Policy Officer, Research and Intelligence, HBC
Andrew Leadbetter	Policy Officer, Corporate & Organisational, HBC

Item		Action
1.0	<b>MATTERS ARISING</b>	
1.1	Item 2.2, WNF – additional funding of 20k from Safer Halton Partnership and 50k from Halton & St Helens PCT has now been allocated. Thanks were extended to colleagues in both the Safer Halton SSP and the PCT.	
1.2	Item 2.3, Engagement of young people – invitations to have been sent out to young people in relation to forming a Children's Trust young people's Shadow Board. The draft Participation and Engagement strategy will be presented to next Executive meeting, LC requested to view the final draft before submission.	<b>DS</b>
1.3	Item 4.2, Sentencing green paper – A draft response was circulated for comment to Executive group members for further comment. It was agreed that this was a good response	
1.4	Action item 3.2 - MG, LC and JG have now met. It was proposed that the Vulnerable Groups priority will report into the Joint Commissioning Group, and actions will be address via this priority. The proposal was agreed.	

<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p><b>DECISION MAKING</b></p> <p><b>Integrated IT Systems</b> Discussion has been held recently about issues around integration of IT processes between partners. Issues arising are around the different protocols and systems used by various partner organisations. GM suggested that IT leads from key organisations involved meet to discuss and take forward. From PCT, Neil Darvill from St Helens &amp; Knowsley NHS and Simon Riley from HBC to be invited to the next Executive meeting to discuss protocol and systems and how best to integrate them.</p> <p><b>Children’s Trust Representation for Halton Strategic Partnership Board</b> Halton Borough Council and Partners have agreed to continue with Halton Strategic Partnership, despite this no longer being a legislative requirement. GM is no longer able to attend these meetings to represent the Children’s Trust, and requested nominations to take over this role. AMc volunteered to represent the Trust, proposal to go to Children’s Trust Board</p> <p><b>Ofsted Inspection of Safeguarding and Looked After Children's Services</b> It was suggested that a joint action plan be created to address areas for improvement identified as part of the inspection. MG to clarify key actions and forward to NM for inclusion in draft action plan which has been developed for HSCB. Action plan to go to next CT Board and HSCB meetings  The next unannounced inspection is likely to take place before September, this will cover contact, referral and assessment. HSCB should report on this to the Children’s Trust and vice versa to monitor preparation progress.</p> <p><b>SEN Green Paper</b> The consultation paper is looking to identify pilot areas to trial a new pathway involving health, education and social care, and it was proposed that Halton become involved. The Executive Group agreed that this would be beneficial to development of services. Nominations for lead on this were Steve Nyakatawa or Jennifer John. Reporting mechanisms would be via the Joint Commissioning group. SN to work with the Joint Commissioning group, and to make contact with Karen Vanner and Ann Moore from Cheshire West and Chester. The Joint Commissioning group were asked to consider holding a consultation event to discuss proposals.</p>	<p><b>KH</b></p> <p><b>KH</b></p> <p><b>MG</b> <b>KH/Laura Brown</b></p> <p><b>SN</b> <b>AMc/JL/LC</b></p>
<p>3.0</p> <p>3.1</p>	<p><b>PRIORITIES</b></p> <p><b>Reporting Template for new priority groups</b> A revised reporting template has been developed to facilitate reporting between the Priority groups and the Children’s Trust Board and Executive. CJ will need to attend initial Priority group meetings in order to support implementation of new system.  Work has also been undertaken to revise the Children’s Trust report card in order to take into account progress monitoring of new priorities. New indicators have been identified for some areas, however many current</p>	

	<p>indicators will remain. Indicators will also link into Sustainable Community Strategy indicators. In order to collect data from partners key accountable persons will need to be identified within each organisation</p> <p>GM proposed that qualitative measures be included in the new system. One method of doing this would be via quarterly case audits of CAF. An additional option would be to monitor case study evidence, as this is collected via the Integrated Working Support Team (IWST). This would need to be done as a parallel report, possibly with focus on a key priority for each quarter. Four areas of focus would be:</p> <ul style="list-style-type: none"> <li>○ Drug and alcohol services</li> <li>○ Outcomes for children involved in TAF and IWST</li> <li>○ Disabled children’s services</li> <li>○ Children in custody</li> </ul> <p><b>3.2 Priority Updates</b>  <b>Joint Commissioning</b>  Representatives from the group have met with Steve Cox and Ian Schofield to discuss GP commissioning arrangements. The outcome was positive about future joint working. GM did presentation on 24<sup>th</sup> March to GP practices, to provide information on the Children’s Trust. Further joint working was suggested with social care, this will be done via Team Around the Family. A task and finish group will be set up to look at the transition over to GP led commissioning as a whole. AM and JL will represent the Trust on this group. The next meeting will take place in May, and the group will be responsible for guiding and overseeing commissioning arrangements across all patient groups.</p> <p><b>3.3 Early Intervention</b>  The next Executive meeting will receive a report from IWST Strategic group. Commitment so far has been on an individual basis. Consistent pathways around the IWST are needed. MG.JP and ET have met to discuss membership. Senior membership is needed from adult services. JP to approach Paul McWade to discuss this. Meeting dates are booked for rest of year, and the next one will take place on the 3<sup>rd</sup> May.</p> <p><b>3.4 Vulnerable Children</b>  Action plans to drive up achievement levels are already in place and ongoing, and attainment levels have increased significantly for the borough and expected to continue on this basis. There has been a slight fall in NEET but not as good as anticipated. Post 16 out of borough learners will now be included within the Halton cohort, which will improve figures.</p> <p><b>3.5</b> The next step for all Priority groups will be to produce business plans, and to review membership of groups to ensure it is appropriate. MG to work with each of the groups on this.</p>	<p style="text-align: center;"><b>JP</b></p> <p style="text-align: center;"><b>MG/Priority Groups</b></p>
4.0	<b>INFORMATION ITEMS</b>	
4.1	<p><b>Children &amp; Young People’s Plan Draft</b>  MG highlighted key developments within the draft document. The final draft to go to Children’s Trust Board on the 28<sup>th</sup> April, then to the HBC Executive Board and Full Council meetings for sign-off. New promises will</p>	

	<p>be identified within the Plan. MG to meet with priority leads to identify these. Other areas to be covered within the Plan are:</p> <ul style="list-style-type: none"> <li>○ Substance Use Treatment Plan</li> <li>○ Youth Justice Strategy</li> <li>○ Health and Wellbeing Board</li> </ul>	<b>MG</b>
4.2	<p><b>Health and Wellbeing Board</b> Halton is currently in the process of developing a shadow Health and Wellbeing Board. The Shadow Health and Wellbeing Board will be responsible for guiding and overseeing the implementation of the ambitions outlined in the Health White Paper as well as providing the strategic direction for the Health priority in Halton. GM will represent the Children’s Trust on this Board, to highlight issues for children and young people and raise their profile in general.</p>	
4.3	<p><b>Children’s Trust Young People’s Annual Survey 2011</b> Neil McSweeney presented a project brief proposing a survey on behalf of the Children’s Trust to replace data collated from the Tellus survey which has now been decommissioned. The questionnaire could be designed according to specification from the Trust, and in addition schools would have leeway to have a page where they could ask individual questions relevant to their own school. This would encourage ‘buy in’ from schools.</p> <p>The group welcomed this proposal, as measures can be made more relevant to local issues. However it was raised that schools would be resilient as they are already taking part in surveys. The first step would be to discuss this with schools and see if there is any existing consultation that could be tied in with. LC to meet with Neil McSweeney to take this forward. Julia Rosser also offered for Public Health to support coordination of the exercise. AMc to approach schools first in order to identify any existing consultation, and willingness to take part in new survey</p>	<b>LC</b>  <b>AMc</b>
4.4	<p><b>Child and Family Poverty Strategy</b> Andrew Leadbetter presented the draft strategy to the group. Feedback is still being incorporated into it, and an action plan is still to be developed. The group were asked for input into the strategy. AMc suggested that a mapping process is needed to identify what support is available for children and families. Also the Children and Young People’s Plan will need to be reflected within the Strategy. Points to include are the removal of initiatives such as Aim Higher, the replacement process for EMA, and the increase in university tuition fees which will all impact on poverty for children and young people.</p>	
4.5	<p><b>Health White Paper</b> The paper was presented to the group for information. The general consensus is that commissioning arrangements for children and young people will become fragmented. Final results will be reported to the Executive Group.</p>	
4.6	<p><b>Sustainable Community Strategy Delivery Plan</b> The final draft has now been approved, and delivery plans are being developed which will be live documents. Children’s Trust information will need to feed into these, MG to meet with Priority leads to discuss further.</p>	<b>MG</b>

4.7	<p><b>CAF Audit Report</b></p> <p>This Audit of the Common Assessment Framework is the first to be undertaken on behalf of the Think Family Forum, and will in future be undertaken on a quarterly basis in future. The Auditing Group agreed that all the CAF's audited were appropriate, and where there was evidence that the CAF had recommended a 'step up' to Children's Social Care involvement, this too had been appropriate. Current CAF training will be modified to include additional module on assessment. Also the quality of current training provided is to be assessed. An action plan has arisen, which will be reported on at next meeting.</p>	
4.8	<p><b>Halton and St Helens Children and Young peoples Mental Health and Emotional Wellbeing strategy and Integrated Workforce Plan</b></p> <p>This strategy went to the Children's Trust Board in October 2010 and they requested a 6 monthly progress update. A key development is a review of the tier 3 specification provided by 5 Boroughs Partnership, to identify strengths and weaknesses. Some work is also being done around tier 4 around review of commissioning.</p>	
5.0	<p><b>AOB</b></p> <p>5.1 <b>Marketing update</b></p> <p>AG requested ideas and guidance as to what marketing activities Trust will want to undertake over the next year. One suggestion was the proposed Children and Young People's survey, plus further promoting the Children's Trust for example via a PR strategy. The new Children and Young People's Plan will need to be promoted, including the brand "Halton Children's Trust – Halton's partnership for children". In addition a summary version of the CYPP will need to be produced, so that the Plan can be easily understood. Partners to forward information on any planned Trust related activities to AG by the end of the month, and a report will be produced for the next Executive meeting.</p> <p><b>Date and Time of Next Meeting</b> Tuesday 17<sup>th</sup> May 2011, 2.00pm Conference Room 2, Municipal Building Widnes</p>	<b>ALL</b>

**Outstanding Actions to date:**

Item	Action Required	Who by	When by
1.2	Engagement of young people – Diane Sproson to email final draft of Participation strategy to Lorraine Crane prior to submission to next Executive meeting	DS	10/05/11
2.3	Ofsted Inspection - MG to clarify key actions and forward to NM for inclusion in draft action plan	MG	
2.4	<p>SEN Green Paper:</p> <ul style="list-style-type: none"> <li>○ SN to work with Joint Commissioning group, and contact Karen Vanner and Ann Moore from Cheshire West</li> <li>○ The Joint Commissioning group were asked to consider holding a consultation event to discuss proposals</li> </ul>	<p>SN</p> <p>AMc/JL/LC</p>	

3.3	Early Intervention - Senior membership is needed from adult services. JP to approach Paul McWade to discuss this	JP	
3.5	Trust Priorities - MG to work with priority leads to develop business plans for each.	MG/Priority Leads	
4.1	CYPP draft - MG to meet with priority leads to identify new promises	MG/Priority Leads	
4.3	Young people's annual survey: <ul style="list-style-type: none"> <li>○ LC to meet with Neil McSweeney to take forward survey proposals.</li> <li>○ AMc to approach schools first in order to identify any existing consultation, and willingness to take part in new survey</li> </ul>	LC AMc	
4.6	SCS delivery plan - Children's Trust information will need to feed into this, MG to meet with Priority leads to discuss further	MG	