



**Halton Children's Trust**  
**Minutes of Executive Group Meeting held on Tuesday 10<sup>th</sup> July 2012**  
**1.00pm, Marketing Suite, Municipal Building, Widnes**

Nigel Moorhouse	Operational Director, Children & Families Services, HBC (Chair)
Michelle Bradshaw	Assistant Director, Child & Family Services, Bridgewater CHT
Lorraine Crane	Divisional Manager, Integrated Youth Support Services, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Emma Taylor	Divisional Manager, Team Around the Family, HBC
Katharine Evans	Lead Engagement Officer, CYP Voluntary Sector Partnership
Michelle Vallance	Parent and Carer Engagement Coordinator
Diane Sproson	Area Manager, Connexions
Mark Grady	Children's Trust Principal Officer, HBC
Simon Clough	Divisional Manager, 14 – 19 Services
Hazel Coen	Divisional Manager, Performance and Improvement, HBC
Christine Whittaker	Interim Divisional Manager, Bridgewater CHT
Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Karen Hickey	Assistant Policy Officer, HBC (minutes)

**Apologies**

Gerald Meehan	Strategic Director of Children's Services, HBC
Ann McIntyre	Operational Director, Children's Organisation and Provision
Gareth Jones	Warrington & Halton Youth Offending Team
Denise Roberts	Head of Child and Family Commissioning, NHS
Catherine Johnson	Principal Performance & Improvement Officer, HBC

Item		Action
1.0	<b>MATTERS ARISING from 29.05.12</b>	
1.1	Lorraine Crane was in attendance – minutes to be updated	<b>KH</b>
1.2	Item 4.3 SCS: HC to discuss further with AMC to establish reporting requirements	<b>HC/AMC</b>
1.3	Item 4.4 CHIMAT: HC/CJ continuing work on data for this. Work is on-going with Public Health to look at performance information that can be used. Progress report to go to Children's Trust subgroups and Executive Group in late August / early September.	<b>CJ/HC</b>
1.4	After the Riots: Report to be presented to Executive Group in Autumn	<b>MG</b>
1.5	3.1 Commissioning update: LC is meeting with Paul Boyce and Sarah Cline next week to discuss integration	<b>LC</b>
1.6	3.2 EHAS update: MG has been informed that Paul McWade is the named representative for the group. MG contacted Paul McWade and is awaiting response	<b>MG</b>
1.7	4.8 Public Health Transition: A group is meeting on a regular basis to look	

	at the commissioning model	
2.	<b>SCRUTINY TOPICS</b>	
2.1	<p><b>NEET</b></p> <p>SC provided an overview of the scrutiny report. The desired outcome is to eliminate NEET to achieve full participation in implementing the Raising of the Participation Age (RPA) to academic age 17 in 2013 and to age 18 in 2015. Actions proposed in the report are:</p> <ul style="list-style-type: none"> <li>• Enabling and supporting all partners engaging with young people to share data on people aged up to academic age 18.</li> <li>• Employment Learning and Skills Division to conduct research into clients aged 25+ who have engaged with provision and have been NEET previously to explore reasons for becoming NEET and the trigger to engage with education or training.</li> <li>• Explore funding to support the purchase of resources for example Personal Protective Equipment and to enable travel to work prior to the first month's wage on an Apprenticeship.</li> <li>• Explore the viability of offering Alternative Provision as a compliment to maths and English GCSE for 14 to 16 year olds that leads into vocational or apprenticeship provision post-16.</li> <li>• Explore the resource implications of expanding the RONI Intervention pilot to a greater number of schools.</li> <li>• Track and centralise feedback on successful projects.</li> <li>• Ensure that good quality independent IAG is delivered following the change in duty.</li> </ul> <p>LC updated that information sharing agreements may be a challenge, and also the level of detail of the information to be shared. DS highlighted that information sharing between the college and careers service is good, however sharing with DWP has been more problematic. In addition the tracking of 'not knowns' has been difficult.</p> <p>SC proposed setting out the minimum criteria needed for data sharing, and asking for a formal request to be made on behalf of the Children's Trust to agencies that are not currently fully engaging in data sharing. LC will draft a letter which can be sent out to commissioned service providers.</p> <p>NM proposed a promotional campaign on this subject, to make frontline workers aware of the need to ask young people who are NEET their permission to share their data with agencies who can help. A strapline would be needed for this, SC will draft a proposal and take this to the Children's Trust Board for agreement in September.</p> <p>Regarding additional funding to support young people in taking up job offers, MG offered to approach External Funding Team to see if they can help. LC and SC will also discuss this issue further.</p> <p>MG proposed using the Help 4 Me website for service directory requirements. MG will speak to Shaun Smith to see if a specific area or tab for NEET support services can be created.</p> <p>Progress to be discussed at Executive meeting in November.</p>	<p><b>LC</b></p> <p><b>SC</b></p> <p><b>MG LC/SC</b></p> <p><b>MG</b></p> <p><b>SC</b></p>

<p>2.2</p>	<p><b>Early Help Integration Model</b></p> <p>ET provided an overview of the scrutiny report. Proposed outcomes to be achieved are:</p> <ul style="list-style-type: none"> <li>• Greater integration within IWST, the gateway to early help advice, support and services, via increased co-location of partners in IWST</li> <li>• Contribution from adult services- thus ensuring a true ‘think family’ approach to early help</li> <li>• Collective ownership by Trust to increase capacity within IWST ‘front door’</li> <li>• Greater knowledge and expertise within IWST to deal with range of issues identified within families</li> <li>• Quicker response to identified need within families as a result of multi-agency consultations and assessments</li> <li>• Reduced need for more specialist services</li> </ul> <p>SN proposed that CSWs currently working within Education Support Services could be involved. PSA also proposed that the Safeguarding in Education officer could be involved. HC proposed involvement of the Domestic Abuse Coordinator, ET to contact Angela McNamara. Other people to be involved are Primary CAMHS, Mental Health and Drug and Alcohol Services</p> <p>HC updated that within Adults performance reporting, links to needs of children within the family (eg young carers) are not currently recorded on their system. HC has spoken to Lindsay Smith about this but not further action has been taken as yet.</p> <p>MB proposed a scoping exercise for each agency, to establish what level they would need to be involved with IWST.</p> <p>The group supported that the IWST core team should expand to include suggested additional staff. ET will develop a core statement to reflect this.</p> <p>Actions to be reviewed at September Executive Group meeting</p>	<p>ET</p> <p>ET</p> <p>ET</p>
<p>2.3</p>	<p><b>CAVA Protocol</b></p> <p>ET provided an overview of the scrutiny report. Proposed outcomes to be achieved are:</p> <ul style="list-style-type: none"> <li>• A collective approach to dealing with CAVAs, one that avoids duplication and ensure most efficient use of partners’ time and resources</li> <li>• Consistent approach in dealing with these CAVAs</li> <li>• Families get the offer of support- the right support ant the right time based on their identified needs</li> <li>• Appropriate use of partners’ time when dealing with CAVAs- this is due to the fact that CAVAs are sent through to several agencies at once, thus creating work for everyone, much of which is duplicated because of this approach</li> </ul> <p>MB updated that they would like to be involved in this approach as Bridgewater receive a large number of CAVAs. ET proposed that the work being done around the Early Help Integration model could incorporate CAVAs, so that a multi agency response can be developed.</p>	

	ET, MB, PSA and Domestic abuse services to meet to discuss further. Update to be brought to October Executive meeting.	<b>ET/ MB/ PSA/ DA services</b>
3.	<b>PRIORITIES</b>	
3.1	<p><b>Improve outcomes for children and young people through effective joint commissioning</b></p> <p>A report has been produced following a mapping exercise of the Early Help programmes recommended within the Allen report. Further work is taking place around identifying commissioning options for these services, and a further report will come to a future Executive Group meeting. Substance misuse treatment systems are to be looked at as there has been a slight increase in cocaine use in the area. The Help4Me site has now been updated. Commissioning structures within health were discussed at the last meeting, and there are currently some concerns regarding commissioning for children and young people.</p>	
3.2	<p><b>Improve outcomes for children and young people through embedding integrated processes to deliver early help and support.</b></p> <p>Updates were provided within the action plan circulated with the agenda.</p>	
3.3	<p><b>Improve outcomes for our most vulnerable children and young people by targeting services effectively</b></p> <p>The peer challenge process is being done in local authority clusters and they have looked at Key Stage 2 and schools who are narrowing the gap. This work will inform future schools strategy documents.</p>	
4.0	<b>INFORMATION ITEMS</b>	
4.1	<p><b>Troubled Families Update</b></p> <p>A Strategy Board, Operational Group and Business Planning Group are now in place. The criteria for Troubled Families have been defined by central government. Families to be prioritised within the first year are based on those with a higher proportion of school absence. There are currently issues with data, as a third of families are not on benefits according to current data and so this is currently being re-examined. An alternative name for the initiative is being sought, which reflects a more positive approach. Suggestions to be forwarded to LC</p>	<b>ALL</b>
4.2	<p><b>Early Help Mapping Exercise</b></p> <p>The report outlines progress to date on the assessment of anticipated costs related to the implementation of the recommended Early Help programmes. Where possible costs per family have been provided, and where there are variable factors, indicative costs have been given.</p>	
4.3	<p><b>Teenage Pregnancy</b></p> <p>Quarter 1 for 2011 showed a 60% reduction. This quarter was the most improved in the last 10 years. Targeted provision on the streets has been increased. There are now 4 schools delivering the Teens and Toddlers programme. Public Health Clinic opening times are being reviewed with the aim of being more accessible.</p>	
4.4	<p><b>Audit of CAF</b></p> <p>The report was presented to the group for information. All the CAFs were</p>	

	<p>considered to be appropriate to Halton's Levels of Need Framework, with good evidence of SMART targets embedded within each of the CAFs audited alongside Lead Professionals adopting 'Think Family' working practices. The audit group felt that overall the quality of CAF assessments and content of supporting documentation has dramatically improved over the previous two years and felt that the children's workforce has higher expectations in terms of what professionals and families can experience from the CAF process.</p> <p><b>Audit of Practice</b></p> <p>The report was presented to the group for information. There continues to be evidence of good quality practice, particularly evidenced in the conversations with staff who clearly know the children with whom they are working, are clear about their purpose of involvement. They were able to articulate either the positive outcomes being achieved for children or those being worked towards and were clear about contingency planning if outcomes cannot be achieved. In terms of the child's journey, there was evidence of timely decision making and the cases moving appropriately up and down the continuum of need.</p>	
4.5		
5.0	<p><b>Date and Time of Next Meeting</b> Tuesday 4<sup>th</sup> September, 1.00pm, Civic Suite, Runcorn Town Hall</p> <p><b>Forward Plan:</b></p>	

**Outstanding Actions to date:**

1.1	LC to be added to minutes of last meeting	completed
1.2	Item 4.3 SCS: HC to discuss further with AMC to establish reporting requirements	HC/AMC
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1.4	After the Riots: Report to be presented to Executive Group in October	MG
1.5	3.1 Commissioning update: LC is meeting with Paul Boyce and Sarah Cline next week to discuss integration	LC
1.6	<b>3.2 MG to contact Paul McWade again re Adult Services representative</b>	MG
2.1	<p><b>NEET:</b> Formal request to be made on behalf of the Children's Trust to agencies that are not currently fully engaging in data sharing. LC will draft a letter which can be sent out to commissioned service providers</p> <p>NM proposed a promotional campaign to make frontline workers aware of the need to ask young people who are NEET their permission to share their data with agencies who can help. SC will draft a proposal and take this to the Children's Trust Board for agreement in September.</p>	<p>LC</p> <p>SC</p>

	<p>Regarding additional funding to support young people in taking up job offers, MG offered to approach External Funding Team to see if they can help. LC and SC will also discuss this issue further.</p> <p>MG proposed using the Help 4 Me website for service directory requirements. MG will speak to Shaun Smith to see if a specific area or tab for NEET support services can be created.</p> <p>Progress to be discussed at Executive meeting in November.</p>	<p>MG</p> <p>MG</p> <p>SC</p>
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4.1	<p><b>Troubled Families:</b> An alternative name for the initiative is being sought, which reflects a more positive approach. Suggestions to be forwarded to LC</p>	<p>ALL</p>