



Halton Children's Trust
Minutes of Executive Group Meeting held on Tuesday 29th January 2013
1.00pm, Committee Room 1, Runcorn Town Hall

Gerald Meehan	Strategic Director of Children's Services, HBC (Chair)
Ann McIntyre	Operational Director, Children's Organisation and Provision
Tracey Coffey	Operational Director, Children and Family Services
Julia Rosser	Acting Consultant, Public Health
Dave Sweeney	Operational Director for Integrated Health Commissioning
Emma Taylor	Divisional Manager, Team Around the Family, HBC
Steve Nyakatawa	Operational Director, Learning and Achievement, HBC
Simon Clough	Divisional Manager, 14 – 19 Services
Michelle Bradshaw	Assistant Director, Child and Family Services, Bridgewater CHT
Michelle Forder	Halton Family Voice Engagement Coordinator
Mark Grady	Children's Trust Principal Officer, HBC
Ged Timson	Divisional Director, Child and Family Services, Bridgewater CHT
Lindsay Smith	Divisional Manager, Mental Health, HBC
Lorraine Crane	Divisional Manager, IYSS, Commissioning & Inspiring Families, HBC
Karen Hickey	Assistant Policy Officer for CYP, HBC (minutes)

Apologies

Paula St Aubyn	Divisional Manager, Safeguarding, Quality and Review, HBC
Jan Snoddon	Chief Nurse, Halton Clinical Commissioning Group
Hazel Coen	Divisional Manager, Performance and Improvement, HBC

In attendance:

John Gallagher	Principal Policy Officer, Corporate & Organisational, HBC
Carla McSherry	Community Development Worker
Bridgid Dineen	Community Development Worker

Item		Action	Deadline
1.	ACTIONS FROM MEETING 27.11.12		
1.1	1.2: Public Health linkages within the Children's Trust have been clarified and updated on the Trust structure	LS	Complete
1.2	1.4, Narrowing the gap at KS2: Library services have reduced resource which impacts on families on lower incomes, therefore limiting opportunities. GM will contact John Hatton about this to discuss possible options	GM	Outstanding
1.3	6.6: It is hoped that the vacancy for the Voluntary Sector Forum Engagement Officer can be incorporated into the Halton Family Voice Participation Officer post as an amendment to establishment. This is being progressed	LC	Ongoing
1.4	2, Health linkages to Children's Trust structure:	AMC/	Complete

	<ul style="list-style-type: none"> • Linkages have been clarified and updated, and circulated to Trust Executive. • Local authority representation on the CCG Board has been discussed 	DSw/JR JS/AMC	Complete
1.5	<p>4, Early Help Strategy:</p> <ul style="list-style-type: none"> • Partners have fed information into Early Help Strategy • Representation for parents has been provided on task and finish group • Task and finish group has met and health input has been provided for the action plan. Further information is also being added to Appendix 2 • Final draft of Early Help Strategy to be presented to Trust Executive on 12th March for ratification 	ALL MF MB/ET ET	Complete Complete Complete 05.03.13
1.6	<p>5.2, EHAS Update:</p> <ul style="list-style-type: none"> • Minutes to be amended to state upward trend in CAFS • ET and CJ to discuss evidencing trend of CAFs via performance measures 	KH ET/CJ	Complete Outstanding
1.7	5.3, Vulnerable Groups update: Latest data on September guarantee, NEET and activity services was circulated.	SC	Complete
1.8	6.1: Inspiring Families detailed presentation was provided at the meeting	LC	Complete
1.9	<p>6.3, ADHD/ASD Pathways:</p> <ul style="list-style-type: none"> • Term 'disorder' changed to 'condition' within document • A subgroup is looking at health linkages in more detail, led by Julie Karmy. Update to be provided at next Exec meeting 	JK JK	Complete 05.03.13
1.10	6.4, Provision of Defibrillators: JR to arrange for summary of guidance to be drafted and issued to all staff via Tony Dean, clarifying guidance on the most appropriate venues for defibrillators	JR	12.03.13
1.11	<p>7.1, Health outcomes for children in Halton:</p> <ul style="list-style-type: none"> • MB fed back key points for meeting on 12th December • MB contacted Tracey Holyhead regarding having issue discussed at the HSCB/CT joint event, but has not yet had response. MB will follow this up 	MB MB	Complete 12.03.13
2.	FEEDBACK ON PREVIOUS SCRUTINY TOPICS		
2.1	<p>CCG Committal to the Children's Trust A new joint working arrangement is to replace Section 75 procedures within Adult services, which will be a legal agreement. Children's Services will develop a separate joint commissioning arrangement that will work alongside the new Adult Services agreement, but will involve all Children's Trust members. Action: LC will discuss with JR and DS to take forward.</p>		

2.2	<p>Progress to be reported back to next Executive meeting.</p> <p>Data on NEET, September Guarantee and Activity Services</p> <ul style="list-style-type: none"> The September Guarantee group met regularly in 2012 to ensure successful to post-16 transitions for year 11 pupils. Figures were the highest yet with almost 98% securing an offer of further learning or training. The Group met in January 2013 to start monitoring the new cohort The NEET Data Management Group continues to meet regularly to facilitate data sharing, which was a key area for improvement as specified within the NEET action plan. NEET performance at November 2012 was 9.0%. Halton are one of a number of Local Authorities engaging with The National Foundation for Education Research (NFER) to develop a national toolkit for schools in identifying young people at risk of becoming NEET. The Activity Survey is the annual analysis of first-destinations of young people who complete Year 11 at Halton schools. The headlines results from the 2012 survey will be available by the end of January 2013 	LC	12.03.13
3.1	<p>3. PRIORITY UPDATES</p> <p>3.1 <i>Improve outcomes for children and young people through effective joint commissioning</i></p> <ul style="list-style-type: none"> A new performance management framework is being developed, with a more robust and wide ranging focus. Action: A report on commissioning progress will be presented at the next Children's Trust Board. The Children's Trust Equality and Diversity group has developed a new system for recording racist incidents. Schools will be involved in the new system and also Children's Centres, which will improve recording of incidents and give a more accurate picture of incidents taking place <p>3.2 <i>Improve outcomes for children and young people through embedding integrated processes to deliver early intervention</i></p> <ul style="list-style-type: none"> Phase 2 of the integration of Health visiting teams into Children's Centres is underway, and a meeting is taking place in February to discuss health staff moving into Kingsway Children's Centre. Development of the Early Help Strategy is underway and an action plan is being developed. In terms of GPs Protected Learning Time (PLT), mechanisms are being developed that will allow Children's services to update on an agreed specified areas of work that will help GPs understand new process issues. An update to the quality performance board from the Children's trust is to be produced in March. Action: GM requested that a quarterly update on the 	LC/AMC	21.03.13

3.3	<p>Quality Outcomes Framework (QOF) be produced.</p> <p><i>Improve outcomes for our most vulnerable children and young people by targeting services effectively</i></p> <ul style="list-style-type: none"> • A peer challenge between schools has taken place relating to narrowing the gap between vulnerable and non-vulnerable pupils. Schools were asked to rate themselves and the exercise showed that pupils on free school meals were not doing as well. Work will take place to solve this. • Progress of pupils in receipt of Pupil Premium is to be tracked within schools. 	MG	
5.	<p>INFORMATION ITEMS</p> <p>5.1 Inspiring Families update LC presented an overview of progress to date with the Inspiring Families Programme. The aim is to instigate service reform to enable progress to continue beyond the 3 year lifespan of the programme. In Halton this will be done via the Intensive Family Work scheme within Team Around the Family services. Ownership of the programme sits with Halton Strategic Partnership. A database has been created to enable information sharing between agencies. Partners from Police, Youth Offending, Halton Housing Trust and Learning & Achievement have been seconded onto the team.</p> <p>5.2 Community Development Worker (Health) Progress Report Carla McSherry and Bridgid Dineen summarised progress to date achieved from implementation of the 2 Health focussed community development worker posts. Work focusses on bridging together services with a child and family focus. A Health Professionals pack has been produced to provide information to GPs and other health workers on services available. Funding for posts has been extended to 2014.</p> <p>5.3 Safeguarding Peer Reviews and Ofsted Inspections 2013/14 The Children's Improvement Board for England are a preventative body that assists local authorities to challenge one another in order to measure compliance with Ofsted inspection requirements. Halton are scheduled for a peer review on the 11th November 2013. The exercise will be treated as a practice for Ofsted inspection and will highlight any areas of concern. Action: MG to request Colin Hilton's presentation from Carole Bryant. Review to be introduced at next Inspection Planning meeting, with a view to arranging a half day session for preparation.</p> <p>5.4 Improving Workforce Development Capacity</p>	MG	06.02.13

	<p>Gaps in training provision across the Children's Trust workforce have been identified, and HSCB have presented this as a challenge to the Children's Trust Executive. A number of options were proposed to address this issue, including the possibility of funding a dedicated post for staff development. TC requested more detailed information on the gaps identified, e.g. reasons as to why some agencies were having difficulty in ensuring staff are trained.</p> <p>Actions: JG to work with commissioners to provide more detailed report on training gaps. LC to speak to Julie Karmy about this.</p> <p>GM suggested that a training service could be commissioned, however funding would be an issue. AMC stressed the importance of agencies ensuring that they send representation to Children's Trust Workforce Development meetings.</p>	<p>John Gallagher LC</p>	<p>12.03.13</p>
<p>5.5</p>	<p>Children's Trust Recruitment and Retention Charter A charter has been drafted which underpins the Workforce Development Strategy. Agencies were asked to cascade this within their organisations. Progress will be measured via the Children and Young People's Plan review.</p>		
<p>5.6</p>	<p>SCS Performance Indicators Item deferred to next meeting</p>		
<p>5.7</p>	<p>Levels Of Need Progress Report Consultation on the new framework is now complete. Wording will be finalised at the working group meeting on the 1st February. New designs for the Levels of Need model will be circulated. LS highlighted that the Adult/Children's Joint Working Protocol will need to be reviewed once the new framework is implemented. This will take place once the restructure within HBC Policy and Strategy is complete.</p>		
	<p>Date and time of next meeting: Tuesday 12th March, 1.00pm – 3.00pm, Civic Suite, Runcorn Town Hall</p>		