

# CHILDREN'S TRUST MANAGEMENT GROUP MINUTES

Wednesday 16 April 2008

## PRESENT:

### Management Group

Sharon Menghini, Director of Children's Services, Herefordshire Council (Chair)  
Frances Howie, Associate Director of Health Improvement, Herefordshire Primary Care Trust (Vice Chair)  
Shaun McLurg, Head of Safeguarding and Assessment Services, Herefordshire Council  
Jane Crysell, Chief Executive, Connexions, Herefordshire & Worcestershire  
Keith Barham, Head of Worcestershire and Herefordshire Youth Offending Service  
John Sheppard, Headteacher Wyebridge Sports College  
Dr Ian Tait, GP, Herefordshire Primary Care Trust

## IN ATTENDANCE:

Chris Baird, Head of Planning, Performance and Development, Herefordshire Council  
Julie Teague, PA to Children's Trust Office, Herefordshire Council (minute taker)  
Hilary Hall, Performance and Improvement Manager (items 5 and 6)  
Adrian Turton, Herefordshire Community Safety and Drugs Partnership (item 7)  
Kaye Berry, Connexions (representing Jane Rose – item 8)  
Richard Watson, Children's Fund Programme Manager, Herefordshire Council (item 9)  
Dave Scott, Principal Education Psychologist, Herefordshire Council (item 10)  
Derek Forknall, Contactpoint Project Manager, Herefordshire Council (item 10)

## Action

*Frances Howie Chaired the meeting until Sharon Menghini arrived.*

## 1 APOLOGIES

Jill Hiscox, Scheme Manager, Homestart, Voluntary Sector  
Philippa Granthier, Business Manager, Children's Trust, Herefordshire Council

## 2 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Minutes were noted as accurate.

### Children And Mental Health Services (CAMHS)

Shaun McLurg wanted the group to be aware that he had not attended some meetings due to meeting times being changed at very short notice and therefore had other diary commitments. Shaun was surprised that the issue of representation was raised as Dennis Longmore regularly attended.

### Citizen's Panel

In Philippa Granthier's absence Chris Baird explained to the group that it is a representative group, although they are not classed as parents but as having children living with them under 15yrs of age. If the Children's Trust wanted to use the Citizens Panel in the future this could be specifically asked.

### Action:-

**Hilary Hall to inform Gill Swaithe that the Management Group would like to make use of the Citizens Panel in the future.**

HH

### Area Based Grant

In Philippa Granthier's absence Chris Baird explained to the group that the Children's Trust Board agreed to honour commitments for this financial year, but were not happy about supporting a change management fund; they

wanted a letter to go out to services in April highlighting the process for this year.

**Action:-**

**Philippa Granthier to mention within the framework a clear timeline and to build in capacity for change regarding a revised budget. Framework to be agreed by email.** PG

*Sharon Menghini arrived at meeting*

### **Valuing People's Board**

**Action:-**

**Philippa Granthier is chasing a response from Herefordshire Partnership.** PG

## **3 ITEMS FOR ANY OTHER BUSINESS**

None

## **4 UPDATE ON THE CHILDREN AND YOUNG PEOPLE'S PLAN 2008/11**

On behalf of Philippa Granthier, Chris Baird informed the group the update was approved by Cabinet to go to Council and Scrutiny next week. The Shadow Board are working on their version.

Chris Baird thanked those from the group who were involved with the Members Briefing on the Children and Young People's Plan. There was further work to do and Members felt that there was not enough time allocated but on the whole it had been a success.

The group discussed getting a celebrity maybe somebody locally who young people could relate to, to attend the launch.

**Action:-**

**Philippa Granthier to send out time, date and launch of the Children and Young People's Plan with the minutes.** PG

**Action:-**

**John Sheppard to send celebrity agency details to Philippa Granthier for consideration of hiring somebody to attend the Children and Young People's Plan launch.** JS

### **2008/09 DELIVERY PLAN**

(The draft plan was circulated before the meeting, the latest Be Healthy version was circulated at the meeting)

Chris Baird advised the group to send challenging comments to Philippa Granthier by 30 April 2008 and flag particular areas to be discussed at the next meeting for an hour debate.

**Action:-**

**Philippa Granthier to put 08/09 delivery plan as agenda item at the next meeting for a one hour debate.** PG

**Action:-**

**Management Group to send comments by 30 April to Philippa Granthier. Also to highlight any areas they want to focus on at the next meeting by 16 May 2008. All to focus on outcomes and ensure delivery plan activities have this approach.** ALL

Jane Crysell found it hard to make any one individual to take responsibility and especially if they were not part of her organisation.

Sharon Menghini thought that the Outcome Leads should be asking 'what difference are we making to see some action and therefore achieving outcomes'. The Outcome Leads should be accountable to the DCS, who is accountable to the Children's Trust Management Group; any issues should

be raised with the individual's line manager and then the Management Group. The Children's Trust and its processes are still being embedded and will continue to evolve.

There was some discussion around the outcome groups having clout and how to ensure that individuals and their agencies are responding to the work that needs undertaking. One way would be to include in all job descriptions the requirement to support delivery of the Children and Young People's Plan. Ian Tait felt that in principle outcome leads are empowered to invite relevant people to join the group but there is an issue where individuals do not respond.

Sharon Menghini informed the Group that she is chasing up the housing representative who should be attending one of the Outcome Groups. However, a review of the membership will be undertaken annually.

**Action:-**

**Philippa Granthier to put terms of reference on agenda for the July meeting. PG**

**5 ANNUAL PERFORMANCE ASSESSMENT (APA) 2008**

(Papers sent with agenda)

Hilary informed the group that the APA Self-Assessment had to be submitted by 26<sup>th</sup> June 08, but wanted to concentrate on Service Management at this meeting.

Templates had been submitted to outcome leads to identify the strengths and areas needed to improve on. Hillary will know early June if there is to be a visit by inspectors.

The first draft of the Self Assessment will be ready by the 9 May 2008 which would be submitted to the Management Group on 20 May 2008; the timescales are tight.

**Action:-**

**Hillary Hall to add the strengths and improvements needed in relation to the key judgements in the Service Management self assessment as discussed at the meeting. HH**

**6 STRATEGIC APPROACH TO CONSULTATION WITH CHILDREN AND YOUNG PEOPLE**

(report circulated with agenda)

Hillary Hall wanted the Management Group to endorse a strategic approach to consultation with children and young people in Herefordshire in order to minimise consultation overload and provide a comprehensive and statistically reliable set of views. The proposal is to run one overarching consultation survey of all children and young people on a two year frequency starting in October to replace all the existing surveys excluding the TellUs Survey. This would include smaller individual surveys run by departments.

The group agreed that some flexibility was required as some areas are contracted to have individual surveys and that Hillary should be the central point for proposed surveys which would also enable her to build up a database of evidence.

The group endorsed the proposal.

**Action:-**

**JT to send John Sheppard the Tell Us Survey again. JT**

## **7 YOUNG PEOPLE SUBSTANCE MISUSE AND TREATMENT PLAN 2008/09 AND NEEDS ASSESSMENT**

(report and plan circulated with agenda)

Adrian Turton introduced himself and explained that agenda items 8 & 9 were linked and that Kaye Berry was standing in for Jane Rose on Item 9. Adrian gave an introduction to the plan and recommended that the Management Group endorse this and agree that the Commissioning Officer presents to the Management Group every six months with a progress report.

The Group discussed the plan and felt that the Children's Trust needed to take ownership of it. There was concern raised about the inclusion of alcohol abuse and looked after children. Also raised was how this plan would make a difference and the data that will be used to support this. The plan appeared to be isolated from CT stakeholders and this needed to be addressed.

### **Actions:-**

**Adrian Turton to contact Hilary Hall regarding performance management linkage and to clarify points in the plan. The plan needs to identify outcomes that actions will achieve.** AT

**Adrian Turton to liaise with Philippa Granthier and Chris Baird regarding Children's Trust structure and how this plan's activity will form part of the Children's Trust work. Adrian to report back to the next meeting in May.** AT/PG

## **8 SERVICE DEVELOPMENT PROPOSALS – HCSDP**

(report and paper circulated with agenda)

Kaye Berry gave the background to the document and recommended that the Management Group support the integration of young person's substance misuse within Herefordshire and endorse the HCSDP to continue with its work.

Ian Tait and Frances Howie had concerns that this was the first time that they had seen this paper; their view was that this work should be commissioned by the Children's Trust.

Kaye informed the group that a review of services had been carried out at a stakeholder event last year; a list of attendees should be attached to the document.

Keith Barham welcomed the idea of a more co-ordinated approach which was key to having a manager in post.

There was concern as to the funding for this and that all sources should be included within the document.

### **Action:-**

**Jane Rose to re-draft paper as a Business Case and bring back to the next meeting on 20 May 2008.** JR/PG

## **9 PARENTING SUPPORT**

(report attached with agenda)

Richard Watson explained that this document is a requirement by DCSF with a deadline of end July 08. Richard explained the background to the document.

Sue Peasgood, within the Children and Young People's Directorate, will be picking up this work from Richard. Sue will also look at how to include and streamline the Family Support strategy.

Sharon Menghini was satisfied that as long as a draft document is circulated

before consultation this would satisfy the DCSF with the deadline date.

**Action:-**

**Sue Peasgood to attend the next meeting with an outline of what needs doing and who needs to be engaged to develop a strategy that also addresses family support.** SP/PG

**Action:-**

**Richard Watson to feedback to GOWM that Sue Peasgood is the contact on Parenting Support.** RW

## 10 UPDATES

### CAF

Dave explained that the report was presented at HSCB on Monday.

There were a few issues:-

- how does this fit in with the current child concern model
- making sure parents fully understand CAF
- what happens if parents don't want to engage

Dave is working on this to take back to the HSCB Executive.

Shaun McLurg made the group aware that the HSCB had a further issue of training. Level one safeguarding training should come before CAF training; this covers safeguarding training on a single agency basis. Level two covers multi-agency training.

The training is oversubscribed and voluntary and independent agencies have difficulty in obtaining it.

Dave gave an example that anecdotally approximately half of the SENCO's appeared not to have undergone level one Safeguarding training. To meet this concern Dave has arranged for single agency training before the CAF training takes place.

Chris Baird asked how HSCB is tackling this problem. There was some discussion on the role of the Safeguarding Board and the expectation that other agencies would carry out level 1 training themselves, and that managers and head teachers have a responsibility to ensure staff are appropriately trained. There was a level of concern about the current lack of clarity, including the use of different terminology (level 1 training and child protection training). The Safeguarding Board was requested to follow up the issue.

**Action:-**

**Dave Scott and Shaun McLurg to discuss the way forward with CAFTAC training, to ensure appropriate child protection training is in place.** DS / SMcL

**Action:-**

**HSCB to audit Child Protection Training / level one Safeguarding training, including how expectations for training and staff are communicated across all agencies and stakeholders, and report back to a future meeting** SMcL

Dave Scott made the group aware of a concern he has to deliver training using a multi-agency group. The stakeholders have not committed personnel to the group or in some cases have withdrawn; these include Connexions, PCT and West Mercia Police.

Jane Crysall and Frances Howie explained the issue for organisations around resources and the time commitment for staff.

Dave Scott expressed a concern that he has a team largely of Council members which he felt sent the wrong impression of CAF; it is a partnership

process. Dave recommended that the Management Group set up a steering group.

The use of the area based grant to support the roll-out of CAF was discussed.

**Actions:-**

**Chris Baird, Philippa Granthier and Shaun McLurg to look at CAF funding in relation to using the area based grant.** CB/PG/SMcL

**Dave Scott to bring CAF actions to next meeting on 20 May 2008.** DS/PG

**John Sheppard to send his pilot feedback to Dave Scott.** JS

**CONTACTPOINT**

Derek Forknall provided an update on the current position of the ContactPoint implementation and made recommendation on what is required to ensure the implementation is progressed. Derek suggested the information of a steering group to oversee the implementation of ContactPoint and suggested to have a joint steering group with CAF.

**Action:-**

**Derek Forknall, Dave Scott and Chris Baird to establish CAF and ContactPoint Steering group and inform Management Group who they want as members. Management Group to ensure membership is provided.** DF/DS/CB

**Action:-**

**Derek Forknall to bring an update including a financial report to the meeting on 18 June 2008.** DF/PG

**CHILDREN WITH DISABILITES**

Sharon Menghini informed the group that this strategy had been slow to progress and had long term issues. A meeting between identified lead officers to discuss the strategy had been held, with the outcome that Sharon Menghini would be writing to Paul Edwards with a plea to redesign and commission disability services with clear consultation with the Management Group.

**WORKFORCE REFORM**

**Actions:**

**Chris Baird to establish a working group in advance of the Workforce Strategy Manager appointment and to notify the Management Group of required members.** CB

**The Group to ensure the Working Group is actively supported by their staff.** ALL

**11 PCT LOCAL DELIVERY PLAN**

(the plan was circulated before the meeting; the covering report was circulated at the meeting)

Frances Howie presented the report to the group and drew attention to the year one development plan document which had significant investment in services for young people.

France Howie highlighted the public consultation events which would be useful to see if this could be linked into Hillary's consultation as discussed earlier.

**Action:-**

**Sharon Menghini to write formerly back to the PCT that the Children's Trust would like earlier involvement in years 2 and 3 of the 5 year plan at the right level and that all future planning should involve the** SM

**Children's Trust.**

**Action:-**

**Frances Howie to find out for Shaun McLurg whether the LDP bid for FH the additional Health Visitor for LAC was approved.**

**12 CONSULTATION ON STATUTORY GUIDANCE FOR CHILDREN'S TRUST**

One agreed response from the Children's Trust should be submitted.

**Action:-**

**Philippa Granthier to circulate a pro-forma by email and collate PG responses.**

**ANY OTHER BUSINESS**

None.

**DATE AND TIMES OF FUTURE MEETINGS**

20 <sup>th</sup> May 2008	12.00 – 2.00	Room 7c, Blackfriars
18 <sup>th</sup> June 2008	3.00 – 5.00	Room 7c, Blackfriars
8 <sup>th</sup> July 2008	12.00 – 2.00	WRVS, room 5 CANCEL
25 <sup>th</sup> July 2008	3.00 – 5.00	Blackfriars, room 3
24 <sup>th</sup> Sept 2008	2.00 – 4.00	Blackfriars, room 3
24 <sup>th</sup> Oct 2008	2.00 – 4.00	Blackfriars, room 3
26 <sup>th</sup> Nov 2008	1.00 – 3.00	Blackfriars, room 3
17 <sup>th</sup> Dec 2008	2.00 – 4.00	Blackfriars, room 3
23 <sup>rd</sup> Jan 2009	1.00 – 3.00	Blackfriars, room 3
25 <sup>th</sup> Feb 2009	2.00 – 4.00	Blackfriars, room 3
24 <sup>th</sup> March 2009	2.00 – 4.00	Blackfriars, room 3
24 <sup>th</sup> April 2009	1.00 – 3.00	Blackfriars, room 3