

**HEREFORDSHIRE CHILDREN'S TRUST**  
Management Group Meeting  
Minutes

Tuesday 23 March 2010  
Room 3 Blackfriars  
2.00pm – 5.00pm

**PRESENT:**

Kim Drake (KD) Chair, Children's Trust Stay Safe Outcome Group (Chairing meeting on behalf of Chris Baird)  
Jade Brooks (JB) Service Improvement Manager, Integrated Commissioning  
Philip Round (PR) Chair, Economic Well-Being Outcome Group  
Sarah Aitken (SA) Chair Be Healthy Outcome Group  
Denise Strutt (DS) Chair, Enjoy and Achieve Outcome Group  
Keith Barham (KB), Chair, Positive Contribution Outcome Group  
Julie Powell (JP) Chair, Herefordshire Schools Forum

**IN ATTENDANCE:**

Philippa Granthier (PG), Head of Children's Trust Development  
Val Cavanagh (VC) PA Children's Trust

**ACTION    WHEN  
BY**

1.    **APOLOGIES:**  
Chris Baird (CB) Chair, Assistant Director Planning Performance and Development
  
2.    **DECLARATION OF INTEREST**  
None
  
3.    **MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING**  
It was agreed that the minutes dated 8 February 2010 were a true and accurate record.

Matters Arising  
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Item 5 (minutes dated 8 February 2010) 10/11 Planning including ABG

Action:

Outcome Group Chairs to widen discussion regarding ABG allocation, its use and impact to include what other resources are available and what the additional resources/funding can be used for.

Management Group to challenge ABG underspends. Next year there will be no bidding process a priority list will be generated for the allocation of any potential underspends.

**Action:**  
**Agenda item for all outcome groups for May meeting – priority list for any potential underspends**      **VC**      **May '10**

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Looking at Progress of “No Wrong Door” initiative

JP provided the group with an up date after meeting with Kathy O’Mahony (KOM) Assistant Director Community Services on 17 March 2010.

Item 6 (minutes dated 8 February 2010) Quarter 3 Performance

Actions:

KD and PG to review Stay Safe Action Plan and agree way forward to report regularly to the management group.

KD confirmed that the new Herefordshire Safeguarding Children’s Board Business Plan had been signed off at the last Herefordshire Safeguarding Children’s Board and that the Action Plan is to be presented to the Management Group on 22 April 2010.      **KD**      **27/04/10**

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Item 7 (minutes dated 8 February 2010)

CAA Health Checklist from Outcome Groups

Reporting mechanisms between the Herefordshire Safeguarding Children’s Board and the Management Group + Outcome Groups to raise key issues to be generated.

**Action:**  
**VC to set up reporting template for April 27 meeting.**      **VC**      **27/04/10**

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Item 9 (minutes dated 8 February 2010)

Any Other Business – Supporting People Provision for Vulnerable Young People

Action – for follow up

CB to follow up Supporting People Provision for Vulnerable Young People with Wendy Fabro, Integrated Commissioning.

**4. 10/11 PLANNING  
MANAGEMENT GROUP DELIVERY PLAN**

(papers previously circulated)

The new 5 key priorities are linked to the Outcome Groups and will be linked to their delivery plans for the next year.

Priority Area 1: Provide a quality infrastructure to support effective service delivery across partner agencies

Implementation of the “No Wrong Door” service re-design

**Action:**  
**PG to check milestones with KOM**      **PG / KOM**      **April '10**

Shadow Board to be re-launched 30 April 2010  
 Allocation of ABG funding (£10K) for next year to enable the Shadow Board to work on identified priority.  
 Membership of the Shadow Board was discussed and it was suggested that representation form the PRU's and Looked After Children Council.

**Action:**

**Herefordshire Safeguarding Board Business Plan to be presented at the next meeting 27 April 2010.**

**VC**

**27/04/10**

Children's Trust Information Officer is currently analysing feedback from recent Children's Trust and HSCB survey.

It was agreed that an evaluation of the Leominster TYS project will need to be carried out.

Children with Disabilities strategy progress to be monitored and reviewed by the Be Healthy Outcome Group.

Think Family project sits with Positive Contribution Outcome Group, Management Group to have overview of project.

It was agreed that a representative from Adult services needs to be on the Think Family Group.

It was confirmed that the first Children's Trust quarterly newsletter would go out in mid April. The aim of the newsletter is to raise the awareness of the Children's Trust. The newsletter is be available electronically and in print format.

**Area Based Grant**

(papers previously circulated)

It was confirmed that indicative decisions have been made on some of the submitted bids.

The group discussed the range of bids submitted and requested that clear criteria needs to be generated in order to process the bids submitted.

It was suggested that funding which is linked to salaries should be agreed for 6 months and that team leaders are notified that there would be a possibility that the funding may not be available after the 6 month period.

It was agreed to hold a special Management Group meeting to discuss the allocation of ABG Funding in detail.

**Action:**

**Additional ABG meeting to be held on Friday 23 April 2010 at Whitecross School 09.00 – 12.00am. Members to forward questions relating to bids to PG in readiness for the meeting.**

**ALL**

**31/03/10**

**Actions:**

**PG & JB to prepare more analysis on bids against criteria.**

**PG/JB**

**March '10**

It was agreed that an additional meeting day in May should be arranged in order to prepare for next year.

## 5. **QUARTER 3 DELIVERY PLAN**

(paper previously circulated)

Priority Area 1: Provide a quality infrastructure to support effective service delivery across partner agencies

Implementation of the "No Wrong Door" service re-design

Agreement regarding geographic structure and implementation plan required. Rag rating to be updated.

### Artemis

It was confirmed that all new starters are to complete the Artemis programme as part of their induction. This is currently not the standard practice within the PCT.

### Shadow Board

CB to visit the Shadow Board in May.

Scope solution including services going to cyp, using existing transport – change rag rating to Red

Option to the CT Management Group – change rag rating to Red

### Information Sharing

Protocol refreshed and agreed across the CT and HSCB including identification of named lead IS officers. Deadline changed to March 10 Rag Rating changed to Amber/Red

Launch of training programme – Deadline changed to May – April 2010

### Parenting Strategy

First draft being re-written and is due to be presented to Management Group in May 2010.

Priority Area 2: Quality assure services based on effective performance management and active involvement of service users

Exception reporting to be reviewed on a quarterly basis.

Approve and implement the Communications / participation Framework and action plan.

Childrens Trust Communication Strategy – on agenda

Participation Strategy – draft strategy to be completed May 2010.

Priority Area 3: Target and pool resources providing cost-effective services

It was agreed that a clearer process needs to be put in place for allocation of funding

## 6. **WORKFORCE DEVELOPMENT STRATEGY**

(papers previously circulated)

Consultation process to take place April / May 2010 and all feedback to be sent to SG for analysis. Outcome from consultation to be presented to Management Group.

8 Priorities for 2010 – 2011 have been identified in the Action Plan:

1. Embed workforce planning in all service developments and use effective strategies to attract, recruit and retain our workforce.
2. Deliver high quality induction across the workforce, including the use of Artemis wherever appropriate.(our online induction programme)
3. Produce and roll out a training strategy and programme for safeguarding through the Herefordshire Safeguarding Children Board
4. Support continuing professional development and a career structure in all sectors
5. In order to support our locality teams and remodelling of services, develop integrated working practices and training that is accessible to all
6. Provide leadership and management development for all levels in all sectors
7. Ensure quality of training and development provision and introduce evaluation mechanisms, including sharing training opportunities across agencies
8. Develop systems for recognition of the achievements of the workforce and improving a “one children’s workforce” culture including feedback from Children and Young People themselves

Serious Review covering training currently being delivered by Action for Children.

## **7. COMMISSIONING FRAMEWORK**

(paper previously circulated)

The draft Commissioning Framework has been generated using Teenage Pregnancy as a trial.

The commissioning framework needs to be completed and approved by end of April 2010.

Joint Children’s Commissioning Group to look at Section 75 and will feedback to Management Group.

### **Actions:**

**All members to look at the draft document and forward any comments to JB before Easter.**

**ALL**

**31/03/10**

**Commissioning process to be agreed at the next meeting.**

**8. TERMS OF REFERENCE**

(papers previously circulated)

The Management Group Terms of Reference have been amended to include environmental comments.

Kim Drake was nominated as the Vice Chair of the group.

Nomination was made by PR and seconded by KB.

Outcome Group Terms of Reference Terms of Reference were agreed and are to be reviewed next year.

**9. COMMUNICATIONS STRATEGY**

(paper previously circulated)

The Communication and Marketing strategy aims to promote the role of the Children's Trust and to increase staff awareness.

The Children's Trust is to become a statutory legislative body as from April 2010.

Children's Trust quarterly newsletter to be published mid April. The group discussed the most effective way of disseminating the newsletter.

**Action:**

**Bobbie Hadley, Communications Officer to attend the next Management Group meeting.**

**VC**

**27/04/10**

**10. TEENAGE PREGNANCY STRATEGY**

(paper previously circulated)

The second draft of the strategy is to be presented to the Children's Trust Board for final approval.

Members accepted the model. Strategy to be revisited following the ABG Management Group meeting.

**11. ANY OTHER BUSINESS**

Children's Trust new guidance has been published.

**Action:**

**PG to produce a brief of new guidance.**

**PG**

**27/04/10**

**Meeting finished at 5.10pm.**

**DATES OF FUTURE MEETINGS**

Tuesday 25 May 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 22 June 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 20 July 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 21 September 2010	2.30 - 5.30	Room 3 Blackfriars
Tuesday 2 November 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 29 November 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 25 January 2011	2.00 - 5.00	Room 3 Blackfriars
Tuesday 28 February 2011	2.00 - 5.00	Room 3 Blackfriars
Tuesday 22 March 2011	2.00 - 5.00	Room 3 Blackfriars