

Minutes

Children and Young People's Directorate Management Group

22 June 2010

2.00pm – 5.00pm

Whitecross School

Chair: Chris Baird (CB) Assistant Director Planning, Performance and Development
Minute taker: Val Cavanagh (VC) PA Children's Trust
Present: Jade Brooks (JB) Service Improvement Manager, Integrated Commissioning
Philip Round (PR) Chair, Economic Well-Being 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
Attendees: Philippa Granthier (PG) Head of Children's Trust Development
Apologies: Kim Drake (KD) Vice Chair, Be Healthy Outcome Group
Sarah Aitken (SA), Chair, Be Healthy Outcome Group

Agenda item: **Declaration of Interest** **Presenter:** **CB**
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Discussion:

Agenda item: **Minutes from the previous meeting** **Presenter:** **CB**
3 **and matters arising**

Discussion:

25 May 2010 Minutes

Amendments:

Page 2: ABG

Extended Rights to Free Transport – funding should read £20,000K

CAF– funding should read £13,000K

Minutes agreed as a true record subject to the amendments above.

7 June 2010 Minutes

Agreed as a true and accurate record.

Matters Arising

Page 1:

Matter Arising (minutes dated 27 April 2010)

Executive Summary of Working Together to be sent out with minutes – outstanding action for KD/VC

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Item 4: Shadow Board Report (minutes dated 7 June 2010)

Agreed Action: Primary and Workbase representation on the Shadow Board to be discussed.

PG to follow this up.

Item 5: Report Cards form each Outcome Group

Positive Contribution

KB confirmed that the first time entrants to the youth just system ages 10-17 (NI 111) data was previously supplied by the DSCF. It has been confirmed that the Department for Education will not be supplying this data so at present it is not know where the data will come from.

KB confirmed that figure relating to the Rate of proven re-offending by young offender (NI 19) is not a percentage but a ratio. CB agreed to liaise with Hilary Hall (HH) to ensure that the data is correctly recorded and represented on the report cards.

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Item 5: Report Cards form each Outcome Group

Action Items:

CB to liaise with KB over attendance and effectiveness of Positive Contribution Outcome Group

KB confirmed that the Participation and Engagement Strategy should be ready for the September meeting.

It was agreed for the Participation and Engagement Strategy – (the practical way forward and how it will be put into practice) to be an Agenda Item at the September meeting.

PR and JP to meet to discuss Primary School Headteacher representation on the Economic Well-being Outcome Group.

It was agreed that JP would liaise with Primary Headteachers regarding representation on the EWB outcome group for a trial period commencing in September. Representation to be reviewed to ensure it is effective for both the group and the Primary Headteachers.

Obesity update to come to next Management Group Meeting

The group discussed the need to have clarification of progress made, future plans and what is currently being undertaken. It was confirmed that this was on the Be Healthy Outcome Group agenda for discussion and feedback to the Management Group.

Action items	Person responsible	Deadline
• Executive Summary of Working Together to be sent out with minutes	KD/VC	19/07/10
• Primary and Work base representation on the Shadow Board.	PG	19/07/10
• CB to liaise with HH to ensure that the data relating to the rate of proven re-offending by young offenders (NI 19) is recorded accurately and consistently	CB/HH	19/07/10
• Participation and Engagement Strategy delivered by September	KB	21/09/10
• VC to put strategy on September agenda.	VC	
• JP to liaise with Primary School Headteachers to nominate a representative on the EWB outcome group as a trail basis commencing in September.	JP	19/07/10
• Obesity to be on next Management Group agenda.	JB/VC	19/07/10

Agenda item: **Workforce Development Strategy**
4 (papers previously circulated)

Presenter: **SG**

Discussion:

PG delivered this item on behalf of SG

PG gave an introduction to the background of the Workforce Strategy. It is a requirement for all Children's Trust to have a Workforce Strategy. The strategy was previously presented to the Management Group 10 weeks ago and an 8 week consultation process followed. Very few formal responses were received. Feedback mainly related to ensuring clarity and relevance for all levels of staff. Amendments have been made to the strategy in line with the feedback received.

8 priorities have been identified as:

1. Embed workforce planning in all service developments and according to workforce data the best strategies to attract, recruit and retain our workforce.
2. Deliver consistent high quality induction across the workforce using the children's workforce induction programme. (Artemis wherever appropriate, our online induction programme)
3. Produce and roll out a training strategy and programme for 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.

A Workforce Strategy Action Plan has been developed to support the implementation of the strategy. Group members discussed the plan and the breakdown of the costs involved for its implementation. A refreshed Workforce Strategy Steering Group is being set up and has membership of 3rd tier Managers and equivalent across partners.

Group members discussed the recommendations and:

- Approved the Strategy
- Required more details and work on the action plan including finances and how actions will be delivered. This needs to be set out by the Workforce Strategy Steering Group to make the most of existing resources and to look for different ways of delivery in the light of further budget reductions over the period.
- All management group members to advocate Workforce Strategy. Champion needs to be at Board Level.
- JB as a member of the Workforce Steering Group to feedback to Management Group on progress and any issues arising

Other Agreed Actions:

- Training for schools needs to be included in action plan.

- Group members discussed Artemis and requested temporary login's.
- Workforce Strategy update to be a agenda item on a quarterly basis.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> • To set up temporary Artemis log-ins for all Management Group members and to give quick overview demonstration at management group meeting 	SG	Immediate Action + future management group meeting
<ul style="list-style-type: none"> • Wording of Priority 4 in the Action Plan differs from the Strategy – this needs to be amended 	SG	Immediate Action
<ul style="list-style-type: none"> • Action plan needs to be revised by the Steering Group to agree effective, focused work 	SG	Sept 2010
<ul style="list-style-type: none"> • Finance needs clarification, breakdown of current funding is required and action plan will have to adjust to fit within budget constraints 	SG	Sept 2010 onwards

Agenda item: Area Based Grant
5 (Papers previously circulated) **Presenter:** PG

Discussion:

PG confirmed that at the Management group meeting on 7 June, Philippa Lyford from the Herefordshire Partnership had outlined the HP request for all ABG funding that has not been committed to be stopped immediately. This information has gone out to all lead officers including notification not to fill any vacancy without prior approval of the Children's Trust.

PG confirmed that a position statement had been submitted to the HP outlining where funding had not been committed. Funding not committed totaled £98K, the majority of which comes from Teenage Pregnancy as a one off.

The Children's Trust will be advised of further reductions within next few weeks. Herefordshire Partnership are awaiting the Budget announcements.

Group members discussed the reduction in available funding and requested that PG revisited the exercise in relation to ABG and adjust the scoring / weighting to reflect statutory services. PG to forward this information to group members.

Group members agreed that they would need to be aware of any redundancy costs if applicable when reducing current ABG funding allocations. PG agreed to confirm these details.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> • PG to revise scoring/weighting exercise in relation to statutory services and ABG allocation and forward information to group members via email 	PG	July '10
<ul style="list-style-type: none"> • PG to confirm redundancy costs applicable to any reduction in current ABG funding allocations 	PG	July '10

Agenda item: 10/11 Delivery Plans
6 **Presenter:** Jb / CB

Discussion:

Wrong paperwork had been circulated so item was deferred to next meeting.

Agenda item: Child Poverty **Presenter: CB**

Discussion: (Paper previously circulated)

CB confirmed that it is an expectation of the Child Poverty Act 2010 that Herefordshire Community Strategy takes into account child poverty and takes actions to address it.

The Act required the Secretary of State to meet four UK wide income poverty targets by the financial year 2020:

- Relative low income target
- Combined low income and material
- Absolute low income target
- Persistent poverty target

A Needs Assessment is required to be completed by September 2010 and a Strategy to be endorsed and completed by April 2011.

CB confirmed that the Children’s Trust are to lead Child Poverty on behalf of the Herefordshire Partnership. A new group will be developed to take this forward and CB will be chairing the group. CB will bring updates to the Economic Well being group on progress made.

Agenda item: Any Other Business **Presenter:**

Discussion:

Date of Next Meeting

Members agreed to move the date of the next meeting from 20 July 2010 to 19 July 2010. The meeting will take place at Whitecross School.

Jade Brooks offered her apologies for the July meeting.

JB requested for Children with Disabilities to be on September Agenda

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> • VC to confirm via email change of date and venue • VC to put Children with Disabilities on Sept Agenda 	VC	Immediate Action

Meeting finished at 15.50pm

Tuesday 19 July 2010	2.00 – 5.00	Whitecross School
Tuesday 21 September 2010	2.00 – 5.00	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