

West Cheshire Children's Trust Executive

**Action Note of meeting held on Monday 24th March 2014
(Room G1, CWaC HQ Building, Chester)**

In attendance:

Stephen Moore (*Chair*)
 Sarah Blaylock – *CWaC Policy Manager*
 Lyn Brown – *CWaC Partnerships Officer (in support)*
 Sandra Campbell – *CWaC Head of Children & Families*
 Lorraine Crane – *CWaC Senior Manager, Children's Commissioning*
 Colin Jones – *Local Safeguarding Children's Board (LSCB) Manager*
 Lynn Keenaghan – *CWaC Consultant in Public Health*
 Alison Kelly – *Director of Nursing & Quality, Countess*
 Helen McCairn – *West Cheshire Clinical Commissioning Group*
 Gerald Meehan – *Strategic Director of Children & Young People's Services*
 Sue O'Dell – *GP / West Cheshire Clinical Commissioning Group*
 Ali Stathers-Tracey – *CWaC Head of Integrated Early Support*
 Zara Woodcock-McClure – *CWaC Senior Manager Integrated Early Support*

Visitors:

Helen Bromley – *CWaC Locum Public Health Consultant*
 Carl Marsh – *Programme Director, Connecting Care Across Cheshire, CMCSU*
 Lindsay Weaver – *Cheshire Young Carers*

Item No	Minute/Action	Who
1.	<p>Welcome, introductions and apologies The Chair welcomed all to the meeting and the following apologies were noted: <i>Supt, Nick Bailey, Gill Frame, Judith Griffith, Tracey Matthews, Cllr Pat Merrick, Mark Parkinson, Pauline Ruth, Cllr Mark Stocks</i></p>	
2.	<p>Notes of meeting held on 20th January / Review of Actions The minutes from the previous meeting held on 20th January were confirmed as a correct record with the following actions still outstanding/ updated:</p> <ul style="list-style-type: none"> ➤ Sandra Campbell to ensure child sexual exploitation is picked up at a sub-group she now chairs (<i>b/f and amended from 20/01/14</i>) ➤ Nick Bailey to share audit of Domestic Abuse (DA) referrals (<i>b/f from 4/10/13</i>) <p><u>Update:</u> This action related to the impending HMIC Inspection of Cheshire Police in relation to DA. Following inspection preparation, the review was deemed not to be necessary. Since then Cheshire Police have implemented a new referral process "Managing Vulnerable People" which requires a Vulnerable Persons Assessment, replacing the Children and Vulnerable Adult (CAVA) form, with a dedicated section relating to the Voice of the Child, which was the purpose of the proposed audit. Consequently, there is no necessity to audit the MVP process as</p>	Sandra Campbell



	<p>this is monitored and recorded as part of normal business.</p> <p>➤ Nick Bailey to circulate notes from the inspection preparations and findings from the inspection (b/f from 4/10/13)</p> <p><u>Update:</u> The Cheshire Police inspection report has not yet been formally received (only in draft). Nationally the HMIC have presented the findings in relation to DA and Cheshire Police were recognised nationally as having the highest referral of domestic incidents to CPS, something which was highlighted as good practice.</p> <p>ACTION: Nick to share the inspection report with the CT Exec once it has been formally received by Cheshire Police.</p> <p>➤ Discussions around appropriate ways to engage young people in the Children’s Trust (b/f from 28/11/13)</p> <p><u>Update:</u> Via Sue O’Dell, Fay Quinlan reported that she had addressed the Youth Senate on 21st Feb to request their support in scrutinising the performance of the West Cheshire Children & Young People’s Health Strategy Group in 13/14 (performance will be measured against success in delivering the SW delivery plan). The Senate agreed to undertake this role and requested a copy of the recent CCG Governing Body Starting Well programme update report to scrutinise, followed by a presentation from Sue O’Dell and Fay Quinlan at a future date (April senate date is not suitable so an alternative is currently being sought).</p> <p><u>Update:</u> Via email, Mark Parkinson reported that they had made use of the Champions around the SEN reforms and at the multi-agency SEN conference on 26th February, children and young people with SEN opened the conference and put forward a range of ideas and have been involved in the development workstreams. Whilst Mark felt that attendance at the CT Exec by a <u>group</u> of children and young people on a regular basis may not be the best way forward, he suggested one or two Members of the Youth Parliament (MYP) as standing members would be better.</p> <p>ACTION: Lyn Brown to approach Ron Davies regarding inviting MYPs to the CT Exec</p> <p>➤ Revive action from CT Board meeting in Nov 2012: “What could be done to improve teaching professionals’ understanding of mental health issues and how sufferers can be supported?” (Raised as part of One Million Takeover Day)</p> <p>Mark Parkinson to liaise with Sarah Clein (Health and school dimension) and also follow up with the young people who attended a previous CT Board meeting to recognise and feedback on their contribution (b/f from 28/11/13)</p>	<p>Nick Bailey</p> <p>Lyn Brown</p>
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	<p><u>Update:</u> Via email, Mark Parkinson reported that this was being taken forward by Daphne Jones / Lynn Keenaghan and Strategic Commissioning.</p> <p>➤ Gavin Butler to produce an “interim resource directory” as part of the Domestic Abuse Strategy which would be useful for practitioners (b/f from 28/11/13)</p> <p><u>Update:</u> The Strategy, Pathway and Resource Directory is currently being developed and should be finalised by the end of April.</p> <p>ACTION: Directory to be circulated to CT Executive once finalised and available</p> <p>Gavin Butler</p> <p>➤ Clarity to be sought on governance arrangements for the DA strategy in the future (b/f from 28/11/13)</p> <p><u>Update:</u> The general consensus for governance arrangements is via the Health & Wellbeing Board, though this will need formal agreement at Management Team level by April.</p> <p>ACTION: Update to be reported to next meeting once decision agreed</p> <p>Gavin Butler</p> <p>➤ Under ‘Starting Well’ a draft delivery plan for 2014-16 has been produced – Fay Quinlan to circulate to the CT Exec (b/f from 20/01/14)</p> <p><u>Update:</u> Via Sue O’Dell, Fay reported that the draft plan forms part of the CCGs two year commissioning plan which is still with NHS England for comments/approval. As it may be subject to amendment, it will be shared when agreed. The headline priorities for 2014/16 have already been shared with partners.</p> <p>ACTION: CCG Commissioning Plan to be shared when agreed by NHS England</p> <p>Fay Quinlan</p> <p>➤ AST to liaise with Lesley Singleton (WC CCG) and Tracey Matthews (VR CCG) with a view to sharing experience of IES and unmet needs coming through on live cases (level 4 child protection cases). Agenda item for future meeting – to be picked up with the two CCGs, Health Authority and HWB Board (b/f from 20/01/14)</p> <p><u>Update:</u> AST reported a lot of ongoing work, but suggested this action be re-assigned to Sandra Campbell and Lorraine Crane.</p> <p>Sandra Campbell / Lorraine Crane</p> <p>➤ Mark Parkinson to compile a performance report for the next meeting re. the SEN Partnership Board – set of actions needed which should be reported to CT Exec (b/f from 20/01/14)</p> <p>Mark Parkinson</p> <p>This action remains outstanding.</p>	<p>Lynn Keenaghan</p> <p>Gavin Butler</p> <p>Gavin Butler</p> <p>Fay Quinlan</p> <p>Sandra Campbell / Lorraine Crane</p> <p>Mark Parkinson</p>
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	<p>➤ IES Strategy - Fay Quinlan to feed in any comments / provide Health endorsement after 30th January (b/f from 20/01/14)</p> <p><u>Update:</u> Fay arranged for Caroline Baines (NHS England) to present the most recent version of the Strategy to WC CCG and YPs Health Strategy Group on 30/01/14. The group requested the inclusion of/approved the full version of the original section developed and submitted to AST, rather than the condensed version that appears in the strategy at present. This only adds a few paras and two appendices but makes the section more meaningful. Caroline is responding to the comments/updating the section and will provide AST with the final version.</p> <p>➤ Thematic Audit of homeless 16 and 17 year olds - Recommendation 2 (reference to joint protocol) was felt ambiguous and needed a clearer statement. Sandra Campbell to action, in conjunction with housing colleagues (b/f from 20/01/14)</p> <p><u>Update:</u> Sarah Blaylock reported that Judith Griffith was working on an updated statement.</p> <p>ACTION: Sarah to report back to the next meeting of the CT Executive</p> <p>➤ Thematic Audit of Homeless 16 and 17 year olds – Neil Massingham/Catriona Sreenan to clarify young people’s involvement in the audit to add value (b/f from 20/01/14)</p> <p>No update received – this action remains outstanding.</p> <p>➤ Children who sexually harm - Recommendations to be owned and monitored by LSCB but may task them out to others including CT Exec to deliver (b/f from 20/01/14)</p> <p><u>Update:</u> The LSCB met on 27th January and the following actions were agreed:</p> <ul style="list-style-type: none"> ⇒ Gather data from Integrated Early Support on sexually harmful behaviour at case levels 2 and 3. ⇒ Two actions relating to recording/assessments were assigned to Children’s Social Care (see report for detail). ⇒ The LSCB Learning and Development group will look at gaps in training programme. ⇒ The LSCB Performance Management and Quality Assurance group will scrutinise data. ⇒ The LSCB will seek an update in 6 months’ time from the named individuals for all actions. 	<p>Fay Quinlan</p> <p>Sarah Blaylock</p> <p>Neil Massingham / Catriona Sreenan</p>
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	<p>On the basis of the above LSCB actions, the Children’s Trust Exec is reassured that relevant actions have been raised at the LSCB and that relevant agencies and individuals are aware of their responsibilities. It is also noted from Gill Frame (via e-mail 20/02/14) that LSCB will be seeking updates from named individuals for actions after 6 months.</p> <p>ACTION: <i>Children’s Trust Exec to receive the 6 month update from the LSCB for information</i></p> <p>ACTION: <i>SEN team to have some training on this (b/f from 20/01/14)</i> No update received – this action remains outstanding</p>	<p>Gill Frame</p> <p>Mark Parkinson</p>
3.	<p>Commissioning Updates Updates were received from Lindsay Weaver (Cheshire Young Carers) and Lynn Keenaghan (<i>CWaC Public Health</i>) in relation to commissioning activity. There were no resulting actions.</p>	
4.	<p>Performance Framework Updates A number of performance updates were received and the following actions were noted:-</p> <p>ACTION: <i>Under the “Children in Care & Care Leavers” sub-group/priority, the priority lead is to be Sandra Campbell (remove Liz Davenport)</i></p> <p>ACTION: <i>Jean Miller to be sent the work programme item currently showing as a red indicator: “Review the effective adoption service in line with national policy review”</i></p> <p>ACTION: <i>Under the “Child Health Strategy Group” sub-group/priority, both Sue O’Dell and Tracey Matthews (VR CCG) to be the priority leads and Tracey added to the circulation for performance updates, particularly in relation to breast feeding</i></p>	<p>Kelly Castle</p> <p>Sarah Blaylock / Lyn Brown</p> <p>Kelly Castle</p>
5.	<p>Any Other Business</p> <ul style="list-style-type: none"> ➤ Integrated Early Support – general update received from Ali Stathers-Tracey ➤ Pioneer Bid – update received from Carl Marsh (CMCSU) and the following actions noted: <p>ACTION: <i>Carl Marsh to meet with Gerald Meehan, Sandra Campbell and Ali Stathers-Tracey in advance of the next Health & Wellbeing Board. Any other queries to be directed to</i></p>	<p>Gerald Meehan / Sandra Campbell / Ali Stathers-Tracey</p>



	<p style="text-align: right;">Carl at: Carl.Marsh@cmcsu.nhs.uk</p> <p>➤ LIFT Project – a full progress report was circulated for information and Pauline Ruth submitted a one page summary (attached below).</p> <p> LIFT summary.pdf</p> <p>➤ ISNA – latest position outlined by Helen Bromley and the following actions noted:</p> <p>ACTION: <i>Helen Bromley to be sent/signposted to any relevant data for inclusion in the ISNA and in particular, the following sent by 7th April:</i></p> <ul style="list-style-type: none"> • Complex family data / vulnerability index • LSCB Business Plan • Children in Care data <p>• Joint Health & Wellbeing / Sustainable Community Strategy – latest position with document development received from Helen Bromley and the following actions noted:</p> <p>ACTION: <i>Any comments to be forwarded to Helen urgently by 28th March in advance of the draft document going out for wider public consultation after 1st April</i> helen.bromley@cheshirewestandchester.gov.uk</p> <p>• Children’s Trust Webpages – updates/amendments to reflect recent organisational changes were discussed and will be made to the webpages shortly.</p> <p>ACTION: <i>Lyn Brown to make the suggested amendments to the Children’s Trust webpages</i></p>	<p>ALL TO NOTE</p> <p>ALL</p> <p>Ali Stathers-Tracey / Sonia Bassey</p> <p>Colin Jones / Neil Massingham</p> <p>Emma Meekin (Access to Resources Team)</p> <p>ALL</p> <p>Lyn Brown</p>
<p>6.</p>	<p>Date of next meeting</p> <p>⇒ Monday 19th May, 3.00 – 5.00pm, Chester Town Hall (Palatine Room)</p> <p>This meeting will look to review and refresh the work of the Children’s Trust Executive following recent organisational changes. The review will include:-</p> <ul style="list-style-type: none"> - <i>How best to understand the needs of children & young people in the borough;</i> - <i>re-visiting the Children’s Trust priorities;</i> 	<p>ALL TO NOTE</p>

OUR PARTNERSHIP FOR CHILDREN

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| | <ul style="list-style-type: none">- <i>making best use of Commissioned services; and</i>- <i>looking at the evaluation of performance.</i> | |
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Lyn Brown
Mar-14