

West Cheshire Children's Trust Executive

**Action Note of meeting held on Monday 18th January 2016
(Palatine Room, Chester Town Hall)**

In attendance:

- Gerald Meehan – Strategic Director, Children and Families (Chair)
- Mark Parkinson – CWaC Director of Education
- Emma Taylor – CWaC Director of Children's Social Care
- Helen Brackenbury – CWaC Interim Director of Integrated Early Support
- Councillor Margaret Parker – Shadow Cabinet Member for Children and Young People
- Paula Wedd – West Cheshire CCG, Director of Quality & Safeguarding
- Gill Frame – LSCB
- Sarah Hall - Cheshire Police – Public Protection Directorate
- Sue Preston – The Children's Society (Voluntary Rep)
- Sam Murtagh – Strategic Commissioning
- Tony Sharples – CWaC Public Health
- Terry Upton – CWaC Strategic Housing
- Isabel Noonan – CWaC Policy Manager
- Sarah Blaylock – CWaC Policy Manager
- Lesley Gledhill - Participation and Engagement Practitioner CWP
- Lauren – young person involved in West Cheshire 0-16 CAMHS PPI Group

Item No	Minute/Action	Who
1.	<p>Welcome, introductions and apologies Gerald Meehan welcomed all to the meeting and stated that unfortunately Councillor Meardon was unable to attend so he would Chair this meeting.</p> <p>Apologies were noted: Councillor Nicole Meardon, <i>Pauline Ruth, Supt. Nigel Wenham, Luke McDonnell, Lorraine Crane, Nick Evans, Sian Jones, Dr Sue O'Dell, Fiona Field and Alistair Jeffs</i></p>	
2.	<p>Notes of meeting held on 16th November 2015 and Matters Arising / Review of Actions The minutes from the previous meeting held on 16th November were confirmed subject to the following amendments and outstanding actions:</p> <p>Page 2 Capture data for CWaC for the number of Police Protection Orders Sarah Hall stated that the IT issues are on-going. Once the Police IT department has a solution the information will be shared.</p> <p>Page 2 SEND Framework Update The proposed SEND Framework consultation ended on 4 January 2016. As soon as Framework is published Mark Parkinson will present to the Executive.</p> <p>Page 4 Changing Childhoods – Changing the odds – changing the future – Anne Longfield's address to the Local Government Association's National Children and Adults Services conference. Helen Brackenbury and Alistair Jeffs have arranged a meeting for 26th January to start an Early Support Strategy Review.</p>	



	<p>Page 5 updating the JSNA Tony Sharples stated that the Children’s element of the JSNA would be re-freshed and discussions were on-going to shape the content. Helen Bromley is to attend the CWaC Children and Families Management Team on 10th February to discuss the JSNA to ensure that our Business Plans are reflective of the JSNA. He explained that the JSNA was a high level document and could not be expected to act as a performance management dashboard. As such it would not be updated every six months and there were other data sources available such as the Children’s Centre Dashboards which would be updated more regularly. He also mentioned that services could provide updates on their own areas as new information and/or intelligence became available.</p> <p>Page 6 Proposed Front Door The consultation on Contact and Referral Team (CART) and Early Access Team (ESAT) has concluded and HR are pulling together the responses, once completed a letter will be sent out to staff and a paper presented to Children’s Trust Executive and the LSCB. ACTION: Proposed Front door paper to be presented to Children’s Trust Executive on 21 March 2016</p>	<p>Emma Taylor/ Helen Brackenbury</p>
<p>3.</p>	<p>Voice of Children and Young People – Examples/evidence against Strategic Outcome 1 – Emotional Health and Wellbeing – promote and improve the emotional health and wellbeing of children, young people and their families.</p> <ul style="list-style-type: none"> • Self harm pathway ‘Passport’ <p>Members welcomed Lesley Gledhill - Participation and Engagement Practitioner CWP and Lauren – a young person involved in West Cheshire 0-16 CAMHS PPI Group. Lauren explained to members how children and young people had been involved in developing the self harm pathway passport. The passport takes the form of a leaflet that children and young people can complete putting down their preferences of how they wish to be treated and respected when in A&E, this includes what they don’t want to be asked as it is upsetting and avoids them having to repeat themselves several times to different professionals. They are looking into the potential to put the passport onto individual’s electronic notes and care notes.</p> <p>It was stated that it will be important that professionals know that this exists especially with Doctors as they rotate in A&E every 6 months. It was also recognised that the co-production of information between Health Service professionals and young people will highlight the information that matters to individual young people.</p> <p>The passports are to be launched 1st March 2016 by Dead Cat Dreaming Graphics to the voluntary and public sectors. Lesley Gledhill to confirm location of launch. Action: Lesley Gledhill to confirm location of launch</p> <p>It was mentioned that Children in Care have a Health Passport and it would be useful to share this with Ian Roberts so that it could be discussed at the Children in Care Sub Group. Action: Lesley Gledhill to contact Ian Roberts with regard to attending the CIC Sub Group</p>	<p>Lesley Gledhill</p> <p>Lesley Gledhill</p>

	<p>Action: Lesley and Lauren to come back to the Children’s Trust Executive in 6 months’ time (July 2016) to provide feedback on how well the passports are working.</p>	<p>Lesley Gledhill</p>
<p>4.</p>	<p>Progress against Strategic Outcomes</p> <ul style="list-style-type: none"> • Strategic Outcome 4 – Prevention – Intervening in a joined up way at the earliest possible stage to prevent problems escalating with children, young people and their families. <p>Helen Brackenbury took members through progress made to date against Strategic Outcome 4 – Prevention.</p> <p>The Continuum of Need is being re-freshed and led by Helen Brackenbury, Emma Taylor and Sian Jones. 3 multi-agency workshops will take place and feedback is to be shared on a development day.</p> <p>Referrals supported by evidence based assessment tools – training has taken place to support practitioners to utilise a range of evidence based assessment tools, there was good attendance at the training event. Unfortunately this has not resulted in an increase in referrals supported by the tools. This will continue to be monitored and an update provided to a future Trust meeting on the progress and impact on referrals. Sarah Hall had attended the training and stated that training would be more beneficial if held in team meetings as would encourage a more practical ‘hands on’ approach.</p> <p>Action: An update to be provided on progress of the impact on referrals.</p> <p>Implementation and quality assurance of evidence based assessment tools – once we have received our Ofsted judgement an action plan will be put in place to take this forward</p> <p>We require full stakeholder commitment to the use of TAF by all staff working with families who have level 2 and 3 needs as their method of assessment – reports have been received by the Children’s Trust and also LSCB to raise awareness across the Partnership. Last year 1,347 TAFs were initiated, there has been a slower uptake this year, by the end of September 622 had been initiated. It is likely that the target of a 10% increase on last year’s figure may not be met.</p> <p>Health needs are always considered as part of the assessment process and the importance of having health professionals based in ESAT is paramount to this. It enables us to ensure that we have the most appropriate person to undertake relevant parts of the assessment. Paula Wedd mentioned work being undertaken to develop Self Care skills and the need to recognise that these children and young people are the adults of the future.</p> <p>eTAF Partner Access – members asked to look at the eTAF Partner Access document that is to be sent out with the minutes and to ask any questions at the next meeting</p>	<p>Helen Brackenbury</p>

	<p>service needs to be commissioned. Initial work has begun to review the current service specification with a view to re-tender the service from August 2016 when the current contract is due to finish.</p> <p><u>Child Development Service</u> – This is a priority area for the local authority. During 0-5 Review it was identified that there was good service provision but there was some disparity in service provision; there was also a need to make service provision sustainable. An options paper will be completed in March 2016.</p> <p><u>SEND Commissioning Strategy</u> – plans to produce this by March 2016 which will formally sign each partner up to the SEND Joint Commissioning Action Plan. Mark Parkinson stated that the SEND Joint Commissioning Plan must meet needs; this may involve the re-commissioning of services.</p> <p>Relevant Performance Management Frameworks (PMFs) need to be presented to the appropriate management meeting for review and discussion.</p> <p><u>Short Breaks Commissioned Services</u> -</p> <p>The current contracts in place for Short breaks were implemented in April 2014 on a 1 year contract plus a 1 year extension, plus an option of a further 1 year extension basis following a procurement exercise. Performance Management Frameworks (PMFs) are embedded into the services provided. Improvements in outcomes as well as numbers of hours provided are now tracked. The contracts are on target to deliver 76,500 hours of short breaks during this financial year (until 31/3/16).</p> <p>Helen Brackenbury stated that there is an opportunity to look at who else is commissioning similar services; and suggested that as a Children’s Trust a piece of work is undertaken to map out any cross over of services. Sam Murtagh pointed out that some cross over mapping has started.</p> <p>Action: Any cross over in service provision to be raised with Alistair Jeffs</p>	<p>Sam Murtagh</p>
<p>6.</p>	<p>LSCB Challenge</p> <ul style="list-style-type: none"> • 2014-2015 Annual Report For information • Serious Case reviews – update Gill Frame provided members with a verbal update. 	
<p>7.</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Letter to Chairs of Health and Wellbeing Boards re: The importance of children and young people’s active engagement with services. For information • Sue Preston referred to a number of Children’s Society documents relating to the voice of children and young people. ACTION: Bring documents to next meeting under Voice of Children and Young People item. Also send to Participation Team. 	<p>Sarah Blaylock/ Isabel Noonan</p>
<p>8.</p>	<p>Date of next meeting:</p> <p>Date: Monday 21st March 2016 Time: 3.15pm to 5.15pm Venue: Palatine Room, Chester Town Hall</p>	