

West Cheshire Children's Trust Executive

**Action Note of meeting held on Monday 16th November 2015
(Palatine Room, Chester Town Hall)**

In attendance:

Councillor Nicole Meardon – Cabinet Member for Children and Families (new Chair)
 Gerald Meehan – Strategic Director, Children and Families Service
 Mark Parkinson – CWaC Head of Education
 Emma Taylor – CWaC Head of Children's Social Care
 Helen Brackenbury – CWaC Interim Head of Integrated Early Support
 Councillor Margaret Parker – Shadow Cabinet Member for Children and Young People
 Alistair Jeffs – CWaC Head of Strategic Commissioning
 Paula Wedd – West Cheshire CCG, Director of Quality & Safeguarding
 Sarah Hall - Cheshire Police – Public Protection Directorate
 Tony Sharples – CWaC Public Health
 Alison Amesbury – CWaC Strategic Housing
 Angela Lewis – CWaC Commissioning Officer
 Peter Lloyd – CWaC Change Manager
 Zara Woodcock – CWaC Senior Manager Integrated Early Support
 Sarah Latham – CWaC Senior Early Support Access Team (ESAT) Officer
 Liz Harding - Chief Executive, Youth Focus NW
 Shreya Jauhari – CWaC Youth Senate
 Juliana Christianson – CWaC Youth Senate
 Isabel Noonan – CWaC Policy Manager
 Sarah Blaylock – CWaC Policy Manager

Item No	Minute/Action	Who
1.	<p>Welcome, introductions and apologies Gerald Meehan welcomed all to the meeting and stated that with immediate effect Councillor Nicole Meardon is to become the Chair of the Children's Trust Executive. The reason for this was so that the Executive aligned better with the Health and Wellbeing Board which is Chaired by the Leader of the Council. As the Children's Trust Executive reports to the Health and Wellbeing Board it was felt more appropriate that the Cabinet Member for Children and Families chaired this meeting.</p> <p>Apologies were noted: <i>Pauline Ruth, Supt. Nigel Wenham, Lorraine Crane, Nick Evans, Sian Jones, Dr Sue O'Dell, Fiona Field and Gill Frame.</i></p>	
2.	<p>Notes of meeting held on 14th September 2015 and Matters Arising / Review of Actions The minutes from the previous meeting held on 14th September were confirmed subject to the following amendments and outstanding actions:</p> <p>Item 2 Children's Trust Executive Health Membership Mapping of Health representation to Strategic Sub Groups has been undertaken. Paula Wedd stated that the Director of Nursing in Cheshire and Wirral Partnership (CWP) was on maternity leave and therefore Paula had been unable to progress discussions further. The question asked was should there be health providers or providers in general on</p>	

	<p>the Executive? Gerald Meehan responded that the Children’s Trust Executive is a commissioning body and therefore it was felt that there should be no providers on the Executive; but that commissioners should keep providers informed, as appropriate.</p> <p>Fiona Field will now be representing NHS Vale Royal Clinical Commissioning Group (CCG) in place of Tracey Matthews. Tracey will remain on the Strategy Groups; however there is still a lack of representation on the Integrated Early Support Strategic Group.</p> <p>Item 2 Capture data for CWaC for the number of Police Protection Orders Sarah Hall stated that there are IT issues with retrieving this information and that the problem has yet to be resolved. Once the Police IT department has a solution the information will be shared.</p> <p>Item 3 Participation Strategy refresh Completed re-freshed strategy uploaded onto West Cheshire Children’s Trust website.</p> <p>Item 4 Governance issues of Children in Care (CiC) Sub Group The provision of administrative support to the CiC Sub Group is currently provided by the Local Safeguarding Children’s Board (LSCB) – Emma Taylor and Sian Jones to agree way forward. In the interim LSCB to continue to provide support.</p> <p>Item 5 Voice of Children and Young People Rebecca Clare and Kay McKenna were due to attend this meeting with young people to discuss passport work undertaken on self harm. This has been postponed to the January meeting.</p> <p>Item 6 Progress against Strategic Outcomes A briefing paper was produced for the Health and Wellbeing Board on progress against Strategic Outcomes and LSCB – presented on 21 October 2015.</p> <p>Item 7 SEND Framework Update The proposed SEND Framework is currently out for consultation. As soon as Framework is published Mark Parkinson will present to the Executive.</p> <p>Ian Stead is currently working with Kelly Castle looking at training in relation to Disability Hate Crime.</p> <p>The SEND Ofsted process was included in the Health and Wellbeing Board briefing note – presented on 21 October 2015.</p> <p>Item 9 Transformation Plan for Emotional Health and Wellbeing Plan distributed to the Executive – 23 October 2015</p> <p>Transformation Plan raised at Health and Wellbeing Board on 21 October 2015.</p> <p>Item 10 Commissioning Updates SEND Commissioning Action Plan to be presented at the January</p>	<p>Emma Taylor / Sian Jones</p> <p>Rebecca Clare / Kay McKenna</p> <p>Mark Parkinson</p> <p>Sam Murtagh</p>
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	<p>meeting.</p> <p>Public Health funding for short break commissioned services has been secured for next year.</p>	
<p>3.</p>	<p>TAF Briefing including;</p> <ul style="list-style-type: none"> • Actions from Serious Case Review (SCR) – Child A • Quality Assurance for Team Around the Family (TAF) <p>Zara Woodcock attended meeting to take the Executive through the paper on actions from the SCR and quality assurance for TAF.</p> <p>Three locality TAF advisors have been appointed to undertake training with a locality focus and themes based on findings from performance data and learning from Practice Learning Reviews and Serious Case Reviews. There will now be two levels of training; Basic training will be about getting the process right, producing SMART plans and ensuring that children are involved in the process. Advanced training will build on the basic training by providing more in-depth training on supervision, chairing meetings, how to engage with families and non- engagement, drift and thresholds. There will be mandatory training requirements for Integrated Early Support (IES) case work staff that will cover the following training;</p> <ul style="list-style-type: none"> • TAF Basic Awareness • Domestic Abuse, Stalking, Harassment and Honour Based Violence Risk Identification Checklist (DASH/RIC) • Domestic Abuse Level 1 and 2 • Working Together Level 3 • Child Sexual Exploitation • Consistent Recording • Risk Assessment and Analysis • SMART Planning • Managing Neglect • Personal Safety • Data Protection <p>Helen Brackenbury informed the Executive that training to date had been funded by the IES Partnership but that this is coming to the end of a four year agreement. Work will need to be undertaken to look at how this will be funded in the long term.</p> <p>Supervision training will most likely be developed as an on-line resource, working with Partners to develop; it is recognised that some partners will have robust supervision in place and others may need more support.</p> <p>Progress against Serious Case review Action Plan Regarding Child A</p> <p>Zara had highlighted within the paper progress made to date against the action plan including;</p> <p>1A – TAF Advisors are able to offer advice on the Resolution Policy 2B – There is a Quality Assurance tool available (link below) and the Practice Guidance Tool has been amended to incorporate a section on quality assurance.</p> <p>http://www.altogetherbetterwestcheshire.org.uk/?page_id=2388</p> <p>The updated guidance will be shared via TAF cluster groups in January 2016, through the IES communications officer and placed on the IES</p>	

	<p>website. The next communication with staff will cover issues from the action plan to raise awareness with staff. It was felt that the quality assurance framework was robust and to ensure that it is embedded the TAF Advisers will take responsibility initially for the QA of TAFs with the organisation who is leading on the TAF. There is no statutory duty for Partner Agencies to use the Quality Audit Forms but we can 'recommend' the use of them and promote at cluster group meetings and provide peer support. Paula Wedd stated that for health provider contract we can insert the use of the quality audit forms as a contractual requirement and if any concerns arise with regard to QA of TAFs IES need to raise with Paula. From December 2015 IES will present case audit findings to the LSCB Audit and Case Review Sub Group on a six monthly basis. Also TAF cases are audited within the LSCB quarterly audits (approximately 3 per quarter).</p> <p>Action: Zara Woodcock to report back on progress in six months time (16 May 2016).</p> <p>2C – TAF practice guidance has Hints and Tips which covers the issue of disruptive/distracting/disengaging parents. This will also be covered in the Advanced Training. 3B – 101 staff have attended Motivational Interviewing Training. On-going training needs are identified through TAF/case audits and appraisals. 6A – IES commissioned services are clearly identified in the IES process map and clear referral pathways are in place. A senior manager in IES has responsibility for this.</p>	<p>Zara Woodcock</p>
<p>4.</p>	<p>Changing Childhoods – Changing the Odds – Changing the future – Anne Longfield’s address to the Local Government Association’s (LGA) National Children and Adult Services Conference</p> <p>Councillor Meardon presented a paper on the approach to reducing poverty and inequalities, in particular in the early years. Key actions identified for the Children’s Trust include creating a Strategy that ensures the best outcomes for children and young people from conception to 19. The Executive and the Local Authority are committed to Integrated Early Support and it is important that there is strategic oversight of all services particularly when services are re-commissioned.</p> <p>Helen Brackenbury stated that there is already an Early Support Strategy and this could be the starting point to review and re-fresh ensuring that ties are made with Education and Health.</p> <p>Action: Helen Brackenbury and Alistair Jeffs to arrange a working group to start Early Support Strategy review.</p>	<p>Helen Brackenbury / Alistair Jeffs</p>
<p>5.</p>	<p>Progress against Strategic Outcomes</p> <ul style="list-style-type: none"> • Strategic Outcome 1 – Emotional Health and Wellbeing – promote and improve the emotional health and wellbeing of children, young people and their families <p>Alistair Jeffs reported that this key priority is an area of concern and progress is being made against the Action Plan, as follows: - The Emotional Health and Wellbeing Board has been established with a clear direction of travel. It is well attended and making good progress.</p>	

	<p>- Work is needs led and the strengthening of data around emotional health and wellbeing is underway through the JSNA.</p> <p>- There is a strong partnership working relationship to ensure services are co-ordinated and joined up as possible.</p> <p>- Work on developing pathways which provide information to children, young people and professionals on how to access the right support at the right time is progressing well.</p> <p>- the Transformation Plan has been successful in securing funding for children and young people.</p> <p>- Young people are very interested in this area of work.</p> <p>Gerald reported that he and Emma Taylor are having very positive dialogues with Cheshire Wirral Partnership and Camhs Service.</p> <p>Emma Taylor asked about the timeframe for the work on pathways. Alistair Jeffs responded that some work has taken six months to complete and it is important to make sure the information is cascaded to all teams. He agreed to follow this up with John Bucknall, the Lead for this piece of work.</p> <p>Action: Alistair Jeffs to speak to John Bucknall for progress on developing pathways.</p> <p>Emma Taylor enquired about the timeframe for updating the JSNA as there appears to be no definitive dates for updating. Mark Parkinson pointed out that children’s performance data changes on an annual basis and should be reflected in an updated JSNA. Tony Sharples explained that the update was done on a rolling programme and refreshed at certain points. Alistair Jeffs asked if a briefing could be circulated when updates had been completed.</p> <p>Action: Tony Sharples to take points back to Helen Picken-Jones, the officer responsible for updating the JSNA.</p> <p>Action: Discuss updating JSNA at Children and Families Management Team</p>	<p>Alistair Jeffs/John Bucknall</p> <p>Tony Sharples</p> <p>Isabel/Sarah to arrange</p>
<p>6.</p>	<p>Commissioning Updates</p> <ul style="list-style-type: none"> • Young People’s Service Update <p>Angela Lewis provided the Executive with an update on progress made to date on the Young People’s Service. The borough is moving towards an infrastructure Service deploying 4 qualified youth workers on a locality basis; whilst continuing to support young people through partnerships with voluntary/private organisations, schools and communities using funding from the Young People’s Grant Programme of £126,000.</p> <p>In addition a Service is being commissioned to deliver Young people’s Early Intervention/Targeted Outreach provision funded by £250,000 from Public Health and Policy Option Savings. The provider will offer a range of positive activities and targeted interventions for young people through street based outreach teams and through some centre based clubs. It is anticipated that the contract will be awarded by the end of the year ready for start date of 1 April 2016.</p> <p>Nicole Meardon explained that youth workers based in locality teams will</p>	

	<p>enable a local response to local issues. They will sit within the Community Safety Team within the Integrated Early Support Service. Shreya Jauhari asked how the needs of local areas are being assessed. Angela Lewis explained that this was gathered from a number of areas such as schools, data, knowledge of local area and what young people say they would like and need.</p> <p>Communication with voluntary groups has taken place and is on-going. Once the provider has been appointed workshops will be organised.</p> <ul style="list-style-type: none"> • Commissioning Framework Review <p>Distributed to Executive Members for information and sign off Approved.</p>	
7.	<p>Complex Dependency Programme</p> <p>Peter Lloyd, CWaC Change Manager referred to the regional programme that has a vision to establish a multi-agency approach to tackling complex dependency across Warrington, CWaC, Halton and Cheshire East, focussing on prevention. The developing approach for CWaC is focussing on Adults (no dependent children) with complex and multiple needs by building on the current Integrated Early support (IES) Model. A budget of £500,000 is available and a pilot is due to commence in December 2015. A number of criteria could identify a complex individual. It is anticipated that up to 150 cases will be identified. Margaret Parker was pleased to see Forces Veterans and Attempted Suicide amongst the criteria as attempted suicides is high amongst young men. Helen Brackenbury confirmed that a large number of the cohort will be men aged between 19 and 45.</p> <p>Paula Wedd guarded against the criteria being seen as a definitive list and that it should be seen as examples so as not to exclude vulnerable people who might not fit the criteria.</p> <p>Juliana Christianson asked how individuals who are estranged from their family are helped. Helen Brackenbury explained that generally such individuals would come through the Integrated Early Support Service pathway. A triage would be undertaken to establish family background and support offered to get back in touch with family, if this was appropriate.</p>	
8.	<p>Proposed Front Door</p> <p>Helen Brackenbury explained that she and Emma Taylor have been working with Senior Managers reviewing the processes of the CART and ESAT Teams to see how cases come into the Children and Families Service. The aim is to have a single triage system so as to mitigate risk and ensure needs are addressed and families progressed through the right system. Staff have been briefed, a period of consultation entered into and dates set to talk to partners. The LSCB has endorsed the approach.</p> <p>Action: Review paper to be circulated with minutes.</p>	Isabel/Sarah
9.	<p>Items for next Health and Wellbeing Board</p> <ul style="list-style-type: none"> • Progress against Strategic Outcome 1 – Emotional Health and 	

	<p>Wellbeing – promote and improve the emotional health and wellbeing of children, young people and their families.</p> <ul style="list-style-type: none"> • Changing Childhoods – Changing the odds – Changing the future; Anne Longfield (Children’s Commissioner for England) address to the LGA National Children and Adult Services Conference. 	
10.	<p>Any Other Business: Launch of West Cheshire Way through the Vanguard Programme Paula Wedd referred to the launch of the ‘West Cheshire Way’ following a successful bid for funding to allow the development of a Model which aims to deliver a sustainable future together. The Model has three aims:</p> <ul style="list-style-type: none"> • Prevention and early detection • Supportive self-care – living with long term conditions • Acute to Community shift – try to prevent people using high tech, high cost services too early in journey. 	
11.	<p>Date of next meeting: Date: Monday 18th January 2016 Time: 3.15pm to 5.15pm Venue: Palatine Room, Chester Town Hall</p>	

