

West Cheshire Children's Trust Executive

Action Note of meeting held on Thursday 28th November 2013
(G2, CWaC HQ Building, Chester)

In attendance:

Stephen Moore (*Chair*)
 Alison Armstrong, *CWaC Senior Manager Partnerships & Development*
 Lyn Brown, *CWaC Partnerships Officer (in support)*
 Sandra Campbell – *CWaC Head of Children & Families*
 Lorraine Crane – *CWaC Senior Manager, Children's Commissioning*
 Lynn Keenaghan, *CWaC Consultant in Public Health*
 Alison Kelly, *Director of Nursing & Quality, NHS*
 Tracey Matthews – *Vale Royal CCG*
 Isabel Noonan – *CWaC Policy Manager*
 Dr Sue O'Dell – *GP*
 Mark Parkinson – *CWaC Head of Achievement & Wellbeing*
 Pauline Ruth – *VCFS Hub*
 Ali Stathers-Tracey – *CWaC Interim Head of Integrated Early Support*

Visitors:

Gavin Butler, *CWaC Adult Safeguarding Manager (AOB item)*
 Steve Smith, *CWaC Permanency, Planning and Recruitment Team Manager (AOB item)*

| Item No | Minute/Action | Who |
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| 1. | <p>Welcome, Introductions and Apologies Following the recent review and streamlining of the operating arrangements for the Children's Trust, attendees welcomed Stephen Moore's offer to continue to support the group as Chair. Administrative support will be provided by the CWaC Partnerships & Development team.</p> <p>The following apologies were noted: <i>Alison Amesbury, Supt. Nick Bailey, Kelly Castle, Caryn Cox, Liz Davenport, Alistair Jeffs, Fay Quinlan, Chris Marsh, Laura Marsh, Gerald Meehan, Catriona Sreenan and Audrey Williamson.</i></p> | |
| 2. | <p>Notes of meeting held on 4th October 2013 / Review of Actions The minutes from the previous meeting held on 4th October 2013 were confirmed as a correct record with the following actions still outstanding/updated:</p> <ul style="list-style-type: none"> ➤ Liz Davenport to talk with Kim Brooman (Participation Team) and invite Catriona Sreenan to the subgroup to present information on sexual exploitation *Sandra Campbell now chairing a new sub-group and will pick this action up ➤ Progress in relation to the multi-agency panel to be reported to the next meeting following a detailed conversation between Gerald Meehan and Caryn Cox *Lynn Keenaghan to follow this up and report back | <p>Sandra Campbell</p> <p>Lynn Keenaghan</p> |



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| | <ul style="list-style-type: none"> ➤ Nick Bailey to link with Catriona Sreenan to organise an audit of the referrals over the past month. This should be done within the next month and brought to the next meeting * Update received via e-mail from Nick Bailey – this action remains outstanding ➤ Nick Bailey to circulate notes from the inspection preparations and findings from the inspection * This action remains outstanding ➤ Sandra Campbell to provide Nick Bailey details of programmes that are available to children and perpetrators * Sandra offered to circulate relevant information from Gavin Butler to the group. ➤ Lorraine Crane to ensure that the ‘Voice of the Child’ is evidenced in all commissioned services and to make links with the CCG’s * This was done - an evidence file is being compiled. ➤ Ali to circulate the refreshed Early Support Strategy and summary document * Document almost finalised, apart from one element - NHS England requirement to produce an Early Years Strategy (ongoing piece of work to be completed) | <p>Nick Bailey / Catriona Sreenan</p> <p>Nick Bailey</p> <p>Sandra Campbell</p> <p>Ali Stathers- Tracey</p> |
| 3. | <p>Commissioning Updates Updates were received from Lorraine Crane (CWaC) and Tracey Matthews (VR CCG) in relation to commissioning activity.</p> | |
| 4. | <p>Performance Framework Updates A number of performance updates were received and the following actions were noted:-</p> <p>ACTION: <i>Discussions around appropriate ways to engage young people in the Children’s Trust</i></p> <p>ACTION: <i>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)</i></p> <p>TO NOTE: <i>The Chair formally recorded his thanks to Catriona Sreenan (leaving CWaC on 31st Dec) for her contribution to this group and for chairing the “Children Affected by Domestic Abuse” sub group</i></p> <p>ACTION: <i>Discussions required with the “Children Affected by Domestic Abuse” sub group on a replacement Chair</i></p> <p>ACTION: <i>The “Children Affected by Domestic Abuse Sub group” performance data to be shared with Gavin Butler and the areas marked in red to be considered in the production of the proposed Domestic Abuse Strategy document (see AOB)</i></p> | <p>Sandra Campbell / Mark Parkinson</p> <p>Kelly Castle</p> <p>ALL TO NOTE</p> <p>Alison Armstrong</p> <p>Lyn Brown / Gavin Butler</p> |



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| | <p>ACTION: <i>The red sections in the “Narrowing the Gap” performance table to be updated so the blank columns read “see above”</i></p> <p>ACTION: <i>Investigate the sections assigned to ‘Public Health’ in the “Child Health Strategy Group” performance update - status currently unknown</i></p> <p>ACTION: <i>Re. the amber action “Review the children with disabilities processes....” Sandra Campbell suggested Sue O’Dell contact Terry Jones (Senior Manager for Children with Disabilities)</i></p> <p>ACTION: <i>The “Workforce Strategy Group” and “Participation Strategy Group” performance tables be removed as they no longer exist</i></p> <p>ACTION: <i>The “Families Together” and “Early Support Strategy Group” performance tables be merged, under the lead of Alison Stathers-Tracey</i></p> | <p>Mark Parkinson</p> <p>Lynn Keenaghan</p> <p>Sue O’Dell</p> <p>Kelly Castle</p> <p>Kelly Castle</p> |
| 5. | <p>Any Other Business</p> <ul style="list-style-type: none"> <p>West Cheshire Domestic Abuse Strategy 2014-16 Gavin Butler outlined the current lack of a single document which sets out the strategic direction on commissioning, policy development and inspection preparation re. Domestic Abuse. Gavin sought support for the development of a strategy by April 2014 – the intention was to have a small document with more detailed information appended which could be added to over time.</p> <p>AGREED: <i>The Trust supported the development of this strategy document</i></p> <p>ACTION: <i>The IRIS programme (VR CCG) was missing and needed adding to the document</i></p> <p>ACTION: <i>Pauline Ruth to share with Gavin the contact details of her equivalent in the North West</i></p> <p>ACTION: <i>Gavin to produce an “interim resource directory” which would be useful for practitioners</i></p> <p>ACTION: <i>All to consider the report and presentation and feed in any comments/offers of support to Gavin</i> (e-mail: gavin.butler@cheshirewestandchester.gov.uk)</p> <p>ACTION: <i>Contact Gavin if aware of any specific Groups or organisational management teams he should be consulting/liasing with</i></p> <p>ACTION: <i>Clarity to be sought on governance arrangements for the DA strategy in the future</i></p> <p>ACTION: <i>Gavin to attend the Trust in January 2014 with progress report and an interim strategy document</i></p> | <p>ALL TO NOTE</p> <p>Gavin Butler</p> <p>Pauline Ruth</p> <p>Gavin Butler</p> <p>ALL</p> <p>ALL</p> <p>Gavin Butler</p> <p>Gavin Butler / Lyn Brown</p> |



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| | <ul style="list-style-type: none"> • Joint Protocol (LSCB/CT/HWB) This was agreed and, subject to final proof-reading and adding the Chair’s signature, was signed-off and would be circulated appropriately. • Fostering and Adoption Recruitment Campaign Steve Smith attended to raise Trust members’ awareness of the campaign and outline major changes including re-branding, recent activity/achievements and successes around community awareness-raising. Any further promotional opportunities amongst partners to be raised with Steve: (e-mail: steve.smith2@cheshirewestandchester.gov.uk) | <p>ALL TO NOTE / Lyn Brown to circulate</p> <p>ALL TO NOTE</p> |
| 6. | <p>Programme of 2014 meeting dates The following bi-monthly dates are proposed for 2014 (all meetings 3.00 – 5.00pm, venues to be confirmed):</p> <p>Monday 20th January – Palatine Room, Chester Town Hall Monday 24th March Monday 19th May Monday 14th July Monday 8th September Monday 17th November</p> | <p>ALL TO NOTE</p> |

Lyn Brown
Nov-13

