

Meeting Minutes



Meeting Of:	Thurrock Children's Trust Board At Gable Hall School, Stanford le Hope	Date:	19 January 2010	Next Meeting:
Present:	<p>Jo Olsson (Chair), Director of Children, Education & Families (CEF) Mark Ansell, Public Health Representative Jean Imray, Head of Health and Social Care Yewande Kannike, Third Sector Development Lead, Thurrock CVS Cllr MacPherson, Lead Member for Children's Services Jay Mercer, Head of Children, Youth & Families, CEF Mel Porter, Non Executive Director, South West Essex PCT Philippa Fitch, Learning and Skills Council representative Lorraine Surrey, Children's Trust Programme Board Manager, CEF Amy Weir, LSCB Independent Chair Barbara King, Member of TASS/TASC (Representing Secondary and Special Schools Head Teachers) Sharon Cousins, South Essex College, representing Sue Coole Eric Smith, Essex Probation, representing Alex Bamber Nick Stacey, Strategic Leader Joint Commissioning Chris Stephenson, Corporate Performance Improvement Manager, Thurrock Council Paul Lloyd, Commissioning Support Programme Richard Baxter, Essex Police, representing Paul Moor</p>	Date:	16 March 2010	
		Time:	3pm – 5pm	
		Venue:	The Culver Centre (<i>please note change of venue</i>)	
Apologies:	<p>Alex Bamber, Probation Services Representative Sue Coole, Director of Student and Community Services, South East Essex College Mike Kelly, Open Door, representing NGO Group Stewart McArthur, Associate Director Commissioning & Quality Children, Young People, Maternity & Women's Services, NHS South West Essex Paul Moor, Chief Inspector Essex Police Alison Ross, Assistant Principal, Palmer's College Christine Tinkler, Head of Schools and Learning, CEF Andrew Bunyan, Children's Services Advisor Essex, Southend & Thurrock, GO-East Colin Stewart, Head of Business Infrastructure, Children Education and Families</p> <p><u>No apologies received:</u> Jonathan Shields, Current Chair TPHA (Representing Primary Schools Head Teachers) Barbara Stuttle, Executive Nurse, South West Essex Primary Care Trust</p>			
Copies for Information:	Megan Mitchell, Partnership Manager, NHS South West Essex			

Subject	Summary, Decision And Action	Action By	Action Date	
1	<p>Action Log from the last meeting</p>	<p>Action log reviewed and updated (see pages 6-7). There was discussion about the Police and PCSOs completing CAFs, following the update from RB on Paul Moor's view on this. BK explained that in other authorities there is good information flow between the police and schools. RB confirmed that Police officers are trained in CAF and do complete them albeit in limited numbers in Thurrock. There was discussion about the limited number of CAFs from health practitioners, as the majority of CAFs are being completed by schools.</p> <p>Action: Convene a meeting with Stewart McArthur, Tracy Smith and Richard Baxter to clarify and agree expectations on numbers of CAFs to be completed by PCT and Police per year. Provide proposed targets to Children's Trust Board for approval in March 2010</p> <p>There was discussion around Total Place and Family Intervention Projects (FIPs). ES confirmed that Essex Probation's preferred mechanism for sharing information and resources is Think Family.</p> <p>Action: Liaise with LS to agree a timetable for reporting on Thurrock's FIP to the Children's Trust</p> <p>Action: Send LS information on Think Family for circulation to the Board</p>	<p>Nick Stacey</p> <p>Jay Mercer</p> <p>Nick Stacey</p>	<p>End of February</p> <p>End of March</p> <p>End of Jan</p>
2	<p>Local Strategic Partnership</p>	<p>CS gave an update on the recent Local Strategic Partnership (LSP) review and the development of the Sustainable Communities Strategy (SCS). CS is providing interim management to the LSP Team under Interim Director Richard Waterhouse. The revised LSP structure has been launched and Programme Boards have been requested to review their structures and terms of reference. CS highlighted the importance of integrating the SCS within agency and partnership business plans. JO summarised proposals for a revised structure for Children's Trust – a large Board which meets twice a year to assess need and set priorities, and an Executive level which meets more frequently to deliver the business plan.</p> <p>Action: Draft a review document and terms of reference for the new Children's Trust Board and Executive and circulate to the Board for comment before submission to the LSP</p>	<p>Jo Olsson and Lorraine Surrey</p>	<p>End of Jan</p>
3	<p>Children and Young People's Plan (CYPP)</p>	<p>JO reported that Brian Wilkinson has been commissioned to prepare the CYPP, and he is meeting with colleagues in each partner agency. A draft will be circulated to the Board soon, which will give a strong sense of the direction of travel. The CYPP will be a series of documents, including the Joint Strategic Needs Assessment (JSNA), demography mapping, and an outcomes framework. The deprivation profile of Thurrock suggests that Thurrock should be in the second quartile against all performance indicators, but this is not currently the case. The outcomes framework will map the journey from today through the next 3 years. The main focus of the CYPP will be improved outcomes for all, narrowing the gap and protection for those that need it. The CYPP will signed off by the Board in March 2010.</p>		

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	<p>JO stressed that the vision and priorities in the CYPP must appear in every single agency plan.</p> <p>Action: Re-circulate the link to the JSNA</p>	<p>Lorraine Surrey</p>	<p>End of Jan</p>
<p>4</p>	<p>Commissioning</p> <p><u>a) Commissioning Support Plan</u> A revised Commissioning Support plan had been circulated, with an added action relating to development and support of the current Children's Trust Management Executive/Joint Commissioning Group. PL tabled two workshop proposals (half day or full day). The revised plan was approved, on the understanding that the Plan reflects the Children's Trust new structure not the current structure. The development workshop would therefore be for the new Executive Board and the Joint Commissioning Group. Action: Review the two workshop proposals tabled by Paul Lloyd and let LS know their preference by 28 January</p> <p>Jl highlighted that after she leaves in March, Thurrock will need to identify a new Commissioning Champion. Action: Consider suggestions for the Commissioning Champion for discussion at the next meeting</p> <p>b) New joint agency commissioning arrangements in Essex were noted.</p>	<p>All</p> <p>All</p>	<p>28 January</p> <p>March 2010</p>
<p>5</p>	<p>One Children's Workforce Tool</p> <p>LS reported that work has begun on the self assessment and evaluation of progress on delivery of the existing Workforce Development Strategy. This is on track for completion end of January. The revised strategy will include taking forward induction, safeguarding training and the development of the voluntary sector workforce. An outline communications approach for raising awareness of the Children's Trust has been drafted and will be implemented following publication of the CYPP. An in-depth review of integrated working was completed by 40 practitioners from all agencies. Key points from this will be reported to the Integrated Processes workstream group. The workforce survey will be re-run in November 2010. Proposals for future delivery of school workforce training on safeguarding and child protection have been drafted and will be sent to schools at the end of January. The detailed One Children's Workforce Tool Action Plan was approved by the Board.</p>		
<p>6</p>	<p>14-19 Strategy</p> <p>JM explained that the Board had previously signed off the 14-19 Education Plan as it has overall responsibility for the 14-19 Strategic Partnership. The Board were asked to confirm support for the Council's 14-19 Capital Programme for Diploma and specialist learning facilities detailed in the paper.</p> <p>MP asked why the investments are not taking place in the areas of most deprivation in Thurrock. JM explained that even though bases are not in areas of inequality, this does not mean that young people from deprived areas would not access them. MA asked whether</p>		

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	<p>there would be any scope for collaboration between the Yes Café and the recently opened Café 4 U which the PCT has part funded. JM confirmed that this would be possible.</p> <p>BK explained that a lot of strong feelings had been expressed at the 14-19 Strategic Partnership regarding these proposals and thanked JM and JO for giving a fair reflection of the debate that went on. The Board confirmed support for the proposals outlined in the paper (BK declared an interest and did not vote).</p>		
7	<p>Local Safeguarding Children Board</p> <p><u>a) LCSB Annual Report</u> AW expressed thanks to David Watts (LSCB Manager) and Julie Cole (NSPCC) for preparing the annual report. AW drew the Board's attention to the challenges faced by the Board and confirmed that going forward the Board will need to review its priorities. AW reported that the issue of e-safety has been resolved and will be picked up by the Stay Safe Group (scrutinised by the LSCB). The Annual Report was endorsed by the Children's Trust Board.</p> <p><u>b) LSCB Business Plan</u> AW explained that the LSCB Business Plan will be re-visited and priorities re-assessed for this year. The Board agreed with this approach.</p> <p><u>c) Report proposing responsibilities for preparation of Children's Trust reports to LSCB</u> AW explained that this will need to be reviewed in the light of the updated LSCB Business Plan.</p> <p><u>d) Recent discussions regarding the relationship between LSCB and Children's Trust</u> JO and AW reported that although good progress has been made in Thurrock to move towards a delivery/scrutiny split, there are some residual functions remaining within the LSCB which need to move to Children's Trust. Also it will be important to ensure that resources are being used to best effect. A workshop will take place on 23 February where the respective roles, responsibilities and governance arrangements will be reviewed with a view to refocusing the LSCB and developing a Trust with a stronger leadership role in relation to delivery of safeguarding, monitored by the LSCB. ES asked where the responsibility for Serious Case Reviews would lie, and JO confirmed that this would remain with the LSCB.</p> <p><u>e) Other safeguarding matters</u> AW reminded the Board that new "Working Together to Safeguard Children" guidance is out for consultation until the end of March. Board members should review this before the</p>		

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	meeting on 23 February. Action: Circulate the web link to the Working Together to Safeguard Children consultation	Lorraine Surrey	End of January
8	Consultation on statutory guidance on cooperation arrangements LS had prepared a collated response to the DCSF consultation on behalf of the Board, and thanked Board members for their contribution. The collated response was agreed. Action: Submit Children's Trust Board response to DCSF consultation on statutory guidance and cooperation arrangements	Lorraine Surrey	End of January
9	Feedback/Issues from Non Government Organisation Group (NGO) YK reported that the Safeguarding online forum had been launched following the successful safeguarding event last year. However, now that the LSCB Business Manager and LADO roles are vacant this makes the upkeep and viability of the website difficult. Action: Consider how the safeguarding online forum can be supported and report back to next meeting YK reported that there is a major need for child protection training in the voluntary sector. A number of people have had the training but there is now a waiting list of 50.	Amy Weir	March 2010
10	Minutes of the last meeting The minutes of the last meeting were approved.		
11	Any other business JO explained that Thurrock has a red flag for community cohesion but we may not be successfully telling the community cohesion story in relation to schools and colleges, as there are positive messages. It will be important to scope a piece of work on this and ensure that it is captured in the CYPP. It was agreed that as JI and YK are meeting soon, they would scope the work on behalf of the Board and report back next time. Action: Scope a piece of work on community cohesion and report back to the next meeting It was agreed that the meeting on 16 March would be the last in the Board's current format. Action: Ensure 2010/11 meeting dates for new Board and Executive are set	Jean Imray and Yewande Kannike Lorraine Surrey	March 2010 March 2010

SUMMARY OF ACTIONS 17 November 2009

(updated January 2010)

	Action	Who	By when	Progress Update January 2010
1	Ensure that the Raising Attainment Group reviews current arrangements for primary to secondary transition and makes proposals to schools for change and improvement, including the identification of best practice	CT	Progress to be reported to Children's Trust Board January 2010	COMPLETE. Information has been gathered from cluster chairs. The Raising Attainment Group will recommend that all clusters consider the move to a week transfer towards the end of July, and also that all clusters consider introducing the model for vulnerable pupils seen in the Chafford Hundred schools
2	Work together to provide consultation opportunities for pupils from schools which are planned for replacement or major rebuilding programmes. This should include visits to schools within the borough, like the Gateway, and also other iconic new buildings in other areas to talk to other pupils and get their views.	CS and CT	Progress to be reported to Children's Trust Board January 2010	COMPLETE. Working with both current academy and proposed 3 rd academy to include in plans for design Also including in BSF submission to DCSF and in revised communication and consultation plan
3	Ensure the Communication, Participation and Engagement Group identifies opportunities for young people to engage in meaningful votes.	CS	Progress to be reported to Children's Trust Board January 2010	COMPLETE. Been added as key action to Participation Strategy and plan for this year and beyond and revised strategy published on web
4	Ensure the Communication, Participation and Engagement Group uses a readers' panel to consult on all key Children's Trust publications' language and design prior to printing targeted public information for public access and use.	CS	Progress to be reported to Children's Trust Board January 2010	COMPLETE. Contacted lead on Youth Cabinet to set up small generic group of young people to act as Readers Panel. Opportunities and need to use panel will be identified in revised plan for CPEG sub-group
5	Discuss Children's Trust/Community Involvement Board themed events with Andrew Baldwin to ensure any events fit with commissioning cycle consultation processes	JI	January 2010	COMPLETE. Nick Stacey is progressing this
6	Present a detailed One Workforce Tool Action Plan and progress report to Children's	CS	January 2010	COMPLETE. On agenda for January

	Action	Who	By when	Progress Update January 2010
	Trust Board in January 2010			meeting
7	Take the lead on challenging the various workstream groups to work together in an effective way to get the group of pupils likely to leave Year 11 with no qualifications to engage, and report back to the Children's Trust Board	CT	Progress to be reported to Children's Trust Board March 2010	CARRY FORWARD. Report back in March 2010
8	Ensure YK is invited to future Management Executive/Joint Commissioning Group meetings	LS	End of November 2009	COMPLETE.
9	Report back to the Board at the next meeting on the Essex Police view on Police and PCSOs completing CAFs	PM	19 January 2010	COMPLETE. RB reported that Paul Moor's view is that PCSO should not be CAF trained as they are not sworn officers.
10	Check whether the assessment against NI51 can be updated at any time, and in advance of the next formal review, and report back to the next meeting	Jl	19 January 2010	COMPLETE. We can self assess internally at any time but the submission is annual via the Children's (CAMHS) Mapping website
11	Add a definition of staff to the Children's Trust Communications Strategy (based on the list from the One Children's Workforce Tool)	CS	Mid December 2009	COMPLETE
12	Map the relationship and resourcing between Children's Trust and Local Safeguarding Board and report back to the next meeting	JO/AW	19 January 2010	COMPLETE. On agenda for January meeting
13	Circulate details of the Children's Trust guidance consultation, with deadlines for submission of responses to LS	LS	End November 2009	COMPLETE.
14	Provide LS with contact details of the South West Essex Children's Trust Board manager	SMA	End December 2009	COMPLETE. Contact made.
15	Progress Housing Challenge Fund bid and provide an update to the Board at its January meeting	JM	19 January 2009	COMPLETE. Housing Challenge Fund bid was submitted and outcome is awaited