



**Staffordshire Children's Trust**  
Working together to improve the lives of children and young people

**MINUTES OF THE MEETING OF THE STAFFORDSHIRE  
CHILDREN'S TRUST BOARD HELD ON TUESDAY 20<sup>th</sup> JANUARY 2009  
IN ROOMS 9 & 10, CORPORATE RECEPTION, ST CHAD'S PLACE**

**Members Present:**

Charlotte Bailey	Staffordshire's Parents' Commissioner
Judith Bell	Director of Public Health
Dave Bengé	Staffordshire Third Sector Network Development Manager
Cllr Peter Beresford	<b>(Chair)</b> Cabinet Member Children and Young People
Chief Inspector Mick Boyle	Staffordshire Police
Karen Dobson	Chair of Association of Staffordshire Principals
Chief Inspector Ricardo Fields	Staffordshire Police
Anna Halliday	Partnership Director, Staffordshire
Carol Jones	Chief Executive, Connexions
Cllr Kathy Lamb	Chair of East Staffs District Trust Board
Christopher Leach	Chair of Secondary Head Teachers' Forum
Mike Prescott**	Primary Head Teachers' Forum Representative
Sally Rees	Deputy Corporate Director, Vulnerable Children
Chief Inspector Mark Riley	Staffordshire Police
Cheryl Sherratt	Head of Service Development, South Staffs PCT
Gill Stanford	Staffordshire Commissioner for Children
Peter Traves	Corporate Director of Children & Lifelong Learning
David Weatherley	Chief Executive Tamworth Borough Council

**Advisors / Observers Present:**

Martyn Baggaley*	Joint Commissioning Manager
Jim Brady*	Assistant Director, Lifelong Learning & Partnership
Keith Cackett	Deputy Corporate Director (Quality Assurance / Resources)
Cate Crawford	Children's Trust Support Officer (Minute Taker)
Georgina Davies	Children's Trust Manager
Robert Flinter	Director of Strategy and Performance, Social Care & Health

\* attended to present reports

\*\* Mike Prescott has confirmed he is no longer the Chair of the Primary Heads Forum; however the forum have agreed that he will continue to represent them at the Children's Trust Board.

**1. BUSINESS MATTERS**

**(a) Introductions and Welcomes**

Cllr Peter Beresford welcomed those present.

**(b) Apologies**

Nina Dawes – David Weatherley representing  
Barbara Dundas - Kevin Griffiths representing  
Chris Fearn

Ged Rowney  
Yvonne Sawbridge - Cheryl Sherratt representing  
Rose Vakis - Dave Bengé representing

**(c) Declarations of Interest**

There were no declarations of interest on this occasion.

**(d) Correspondence**

One item of correspondence had been received from David Weatherley Chief Executive Tamworth Borough Council. The letter highlighted his concerns around the trust and its links with Safeguarding. A response had been forwarded to David Weatherley, and this had been circulated to the Board via email.

**(e) Minutes of the last meeting (25.09.08)**

The Minutes were agreed as a true record

**(f) Matters Arising**

Gill Stanford confirmed that she has met with Heather Wadkin to discuss consultation and consent issues around the Data Sharing Protocol. The protocol is mainly putting governance around the needs to share demographic and generic data for service delivery. This data is not used to make decisions about individual cases. Consultation was undertaken nationally with children & young people prior to national guidelines being issued. It has therefore been agreed that as this is a statutory requirement, no further consultation is required, however awareness raising will occur.

**2. FEEDBACK FROM CHILDREN'S TRUST EXECUTIVE (Sally Rees)**

Sally Rees summarised the following work undertaken by the Children's Trust Executive since the last Board meeting:

- A review of the Executive Terms of Reference and its membership is due to commence
- The Local Area Agreement has a 'virtual team' to look at cross cutting Local Area Agreement priorities / themes. Georgina Davies attends to represent the Trust.
- A refresh of the Children and Young People's Plan (CYPP) is underway and a summary of the Joint Strategic Needs Assessment has been produced. Both are discussed later in this meeting.
- CYPP Quarter 2 exception reports were noted, NI 72 (early years foundation stage) and CP 4.1.1 Hear By Right were marked successes. Noted challenges are Teenage Pregnancy and NI 45 number of young offenders in education, employment or training, both are being addressed.

*At this point Kathy Lamb joined the meeting*

- Narrowing The Gap is being worked on by the Executive and is discussed later in this meeting.

*At this point Chief Inspector Ricky Fields joined the meeting*

- An Integrated Service Delivery Project Manager, Catherine Powell, has been appointed, and consultation is now underway. This is due to finish at the end of March 2009. The consultation can be found at <http://www.staffordshirechildrenstrust.org.uk/Consulting+You.htm>
- Further workstreams are: Adolescent Health Strategy (task to finish) Children and Young People Participation Group, Parenting Strategy Group.

*At this point Chief Inspector Mick Boyle joined the meeting.*

Comment: The impact of the economic down turn and its long term affects; feel that those who are not in education, employment or training (NEET) are the most likely to be affected.

Response: This will be picked up by the Executive through their Narrowing The Gap work; it is feared that the gap will widen.

It was confirmed that the Learning Skills Council are also putting into place the necessary support required.

### **3. FEEDBACK FROM THE STAFFORDSHIRE SAFEGUARDING CHILDREN'S BOARD (Sally Rees)**

Key pieces of information given were:

- The newly appointed Independent Chair has resigned due to an offer of a full time post. The Vice Chair is unable to take on the role as Chair. Sally Rees will therefore resume as Chair.
- Adult Social Care are now represented at the Staffordshire Safeguarding Children's Board
- The next Staffordshire Safeguarding Children's Board meeting is in February 2009, a key focus will be the outcome and key issues due to 'baby P'.
- Feedback on the last serious case review from Ofsted is that it was inadequate.
- Further ongoing work: Information Sharing Protocol; restraint in secure settings; review of all 400 cases of children subject to a Child Protection Plan - misuse of drugs and alcohol has been found to be a key factor.
- Adult Social Care are now represented at the Staffordshire Safeguarding Children's Board

### **4. JOINT STRATEGIC NEEDS ASSESSMENT (Dr Judith Bell)**

A working sub group has met to look at the Children's Joint Strategic Needs Assessment process of data collation and its subsequent use.

Due to the Children's and Young People's Plan being refreshed in 2009 a new Joint Strategic Needs Assessment has not been produced, however a five page summary of the larger document has been written. The summary includes the adverse indicators which have been highlighted in the report circulated with the Agenda. Users will need to refer back to the larger document to view geographical variations:

A workshop is being held on 27 February, 2009 to look into what else should be included, how the Joint Strategic Needs Assessment is used and what improvements could be made. The feedback from this workshop will feed into the new 2010 Joint Strategic Needs Assessment. The summary has been brought here today for the Board to take note of its contents.

Comment: Concern over the red indicator '2.5' Stay Safe, the Board do not believe this should be red as Staffordshire is green

Comment: Concern around not in education, employment or training data i.e. that one geographical area has been highlighted, when in fact there is more than one.

Action: Dr Judith Bell to investigate above comments further.

### **5. JOINT COMMISSIONING PROJECT UPDATE (Martyn Baggaley)**

Martyn Baggaley introduced himself as the newly appointed (December 2008) Joint Commissioning Manager.

Martyn confirmed that Joint Strategic Needs Assessment will be used to establish commissioning intentions.

The report circulated with the Agenda contains a list of tasks to be completed; one of the first being the creation of an overarching Joint Commissioning Strategy (by updating the existing

strategy). The strategy will cover commissioning at a County and a District Level, and will be agreed by the Tri-partite reference group (Staffordshire County Council, North and South Staffordshire Primary Care Trust). They have proposed linkages with the adults Joint Commissioning Unit to ensure the wider commissioning picture and process is understood. The work of Beacon authorities will be drawn up as good practice (Devon, Gloucestershire and Nottinghamshire). The Joint Commissioning workstream will be reconvened in March 2009 to devise a work plan.

Aiming High and the Adolescent Health Strategy work are two key pieces of work that will also be an influence.

Martyn is not seeking to overhaul existing processes, but develop and refine them; then widen Joint Commissioning to other areas where Joint Commissioning will make a difference.

Question: How does this relate to the 3<sup>rd</sup> Sector and Compact?

Answer: The 3<sup>rd</sup> Sector is currently working with adults' to develop the Joint Commissioning strategy; Dave Benge will therefore be meeting with Martyn to keep him updated.

Proposal: The Children's Trust Board are asked to support the vision and approach outlined in the report (circulated with Agenda) to ensure the Unit develops in a well planned, timely and cost effective manner.

Decision: Agreed

## 6. CHILDREN AND YOUNG PEOPLE'S PLAN REFRESH 2009 (Georgina Davies)

A copy of the Children and Young People's Plan 2009 consultation questionnaire, and process had been circulated with the Agenda, with Draft version 3 of the Children and Young People's Plan Refresh 2009.

These were brought to the board for final comments and sign off prior to the start of the 3 month consultation period, due to commence 22<sup>nd</sup> January 2009.

Since the circulation of Draft version 3, further work has been completed and a Draft version 3.1 is now available (This has since been published on the secure area of the website)

<http://www.staffordshirechildrenstrust.org.uk/countytrustboard/Meetings/>

Georgina Davies then gave a presentation to the Board summarising the following:

- Changes to version 3 are foreword from the Children's Trust Board (page 4). This has been updated and will include comments from Children's Communication, Adolescent Health (page 17), World Class Commissioning (page 42), Children's Workforce Development (page 43)
- No new indicators added
- More positive outcome focussed priorities
- Proposal that 2010 Plan will have even fewer indicators and be more outcome focussed; it will still include all Local Area Agreement indicators.
- An annual report will be produced after Quarter 4 performance reports are published.

Comment: Concern about gaps in the 'action' section (particularly around Local Area Agreement of performance indicator tables)

Response: Georgina Davies confirmed various routes have been taken to gather these actions; some are more difficult to collect as they are not coming from a delivery partnership.

Action: Local Area Agreement Delivery Plan Key milestones are to be included prior to consultation (Georgina Davies)

Proposals:

- The Board are asked to approve the draft Children and Young People's 2009 Refresh;
- Promote it within the appropriate forums within their own organisations
- Promote the consultation process
- Agree to final sign off by the Board at 30<sup>th</sup> April 2009 Children's Trust Board meeting.

Decision:

Agreed, a proviso was made that the Board has further opportunity to make changes to Draft version 3.1 prior to its circulation for consultation.

Action: Board to forward any changes to Draft version 3.1

<http://www.staffordshirechildrenstrust.org.uk/countytrustboard/Meetings/>

to Georgina Davies [georgina.davies@staffordshire.gov.uk](mailto:georgina.davies@staffordshire.gov.uk) or call 01785 277116 by 3pm Friday 6<sup>th</sup> February 2009.

In respect of the LAA Delivery Plan it was confirmed that the role of the Children's Trust Board is to look at delivery planning (at the appropriate level) to ensure it is robust and gaps are addressed. Initially this will be taken to the Executive, and then progressed onto the Board if decisions or influence are required to resolve issues / problems.

## 7. NARROWING THE GAP (Keith Cackett)

Keith Cackett explained a brief update had been circulated with the Agenda. Since the last Children's Trust Board meeting in September 2008 further scoping work had been undertaken, and the initial draft template are being taken to the Children's Trust Executive on the 22<sup>nd</sup> January 2009. As a result of this week, further work may be brought to the Children's Trust Board.

## 8. MACHINERY OF GOVERNMENT (Anna Halliday)

Anna Halliday explained the papers were circulated with the Agenda as a means of ensuring the Children's Trust Board is fully aware of the planned changes to the statutory framework for the planning and funding of 16-19 education and training.

Significant changes include:

- The transfer of funding (via the Children, Skills and Learning Bill to be enacted and operational in 2010) from Learning Skills Council's to local authorities. The Learning Skills Council's will effectively be dissolved.
- The Children, Skills and Learning Bill will also strengthen Children's Trust by piloting them on a statutory footing, extending the duty to cooperate, and place a duty on the Children's Trust Board to prepare, publish and monitor a Children and Young People's Plan.
- Other Key changes will be around sixth form college's, 16-18 transport, young offenders and apprenticeships
- The Learning Skills Council have produced a 'Local Area Statement of Need' (Appendix 2 of report) which identifies the key priorities for Staffordshire.

In the summary the transfer of responsibilities from Learning Skills Council's to local authorities is huge. The Learning Skills Council's are proposing two key phases to the transfer period; a tracking year (2008/09) and a transition year (2009/2010). In Staffordshire this is operating via the 14-19 Steering Group and Strategic Partnership. Staffordshire and Stoke are working together to submit regional grouping proposals.

Proposal: Seek to inform the Board of the key priorities in Appendix 2 (please note these have already been consulted on) and advise the Board that their role will subsequently change as a result of the Children, Skills and Learning Bill.

Decision: The Board noted this advice

## 9. ACTION PLAN - BASED ON STATUTORY GUIDANCE (Georgina Davies)

Deferred to next meeting

## 10. CHILDREN'S TRUST LINKS WITH LOCAL STRATEGIC PARTNERSHIP (Peter Traves)

Deferred to next meeting

### 11. MECHANISM OF FEEDBACK FROM EXECUTIVE AND WORKSTREAMS (Georgina Davies)

Deferred to next meeting

### 12. INFORMATION SHARING PROTOCOL UPDATE (Georgina Davies)

Raised under Matters arising 1.f

*At this point Keith Cackett gave his apologies and left the meeting.*

### 13. APA AND CAA (Peter Traves)

Peter Traves confirmed that in the 2008 Annual Performance Assessment Staffordshire was rated an overall '3-good' an improvement on the previous year's '2-adequate'.

The breakdown of grades given were:

- Being Healthy - 3
- Staying Safe - 3
- Enjoying and achieving - 3
- Making a positive contribution - 4
- Achieving economic well-being - 3
- Capacity to improve, including the management of services for children and young people - 4

(4: outstanding/excellent; 3: good; 2: adequate; 1: inadequate)

A significant improvement has been made over the last four years, and Peter Traves believes that working as a Trust has enabled this improvement.

Peter Traves then went onto give a presentation about the new Comprehensive Area Assessment

(available at: <http://www.staffordshirechildrenstrust.org.uk/countytrustboard/Meetings/>).

The main points covered were:

- The Comprehensive Area Assessment will commence on 1<sup>st</sup> April 2009. It will replace the Comprehensive Performance Assessment, Joint Area Review, Annual Performance Assessment and social services star ratings.
- There are two main elements to the proposed new framework:
  - I. Area Assessment (ungraded)
  - II. Organisational assessment (graded)
- Comparison with other similar authorities will affect ratings
- The new three yearly inspections for services for Looked After Children and for services for looked after children and for safeguarding (from 1<sup>st</sup> April 2009) will also feed into the Comprehensive Area Assessment.
- The Local Authority will only be graded 'good' if education and safeguarding are graded 'good'.
- Final guidance is due out in February 2009.
- There will be implications for the 2010 Children and Young People's Plan.

Peter stated that it is 3 years since Staffordshire underwent a Joint Area Review, and so we may be one of the first to undergo a Comprehensive Area Assessment.

Action: Safeguarding is a role for everyone to partake therefore consideration of the two way feedback between Staffordshire Safeguarding Children's Board and Children's Trust Board need to be considered. (All)

There is a challenge for schools due to the Comprehensive Area Assessment and its focus on Narrowing The Gap in geographical areas, there is therefore a need to ensure schools in these areas are supported; a shift in autonomy may be needed.

#### 14. DATE OF NEXT MEETING

- a) An extraordinary meeting of the Trust Board is to take place, the focus of the meeting will be to

##### **Note Change of date**

The meeting will be:

Date: Friday 17<sup>th</sup> April 2009

Time: 1:00pm till 4:00pm

Venue: White Room, County Buildings, Stafford

##### **The next scheduled Board meeting is:**

Date: Thursday 30<sup>th</sup> April 2009

Time: 2:00pm till 4:00pm

Venue: Oak Room, County Buildings, Stafford

\* Please note change of venue for the 30.04.09 \*

- b) Future Agenda items:

- Action Plan - based on Statutory Guidance Update
- Children's Trust links to Local Strategic Partnership
- Mechanism feedback from Executive and Workstreams

#### 7. ANY OTHER BUSINESS

(Matters which arise under this heading will be deferred for discussion at the next meeting unless there is a clear and urgent need to deal with the matter without delay as determined by a majority of those members present at the meeting)

None revised

#### **Meeting concluded at 4:00pm**

Sections of the meeting were filmed, with the Children's Trust Board Members' permission. The film will be used to make a DVD around the Children and Young People Plan and the Trust.

**Members of Children's Trust Board:**

<b>Members</b>	
<b>Representing</b>	<b>Name</b>
<b>Staffordshire County Council</b>	<b>Councillor Peter Beresford, Chair</b> <b>Lead Cabinet Member Children and Young People</b>
Director of Children's Services	Peter Traves, Corporate Director Children & Lifelong Learning, Staffordshire County Council
Connexions Staffordshire	Carol Jones, Chief Executive
District/Borough Councils	Nina Dawes, Chief Executive, Lichfield District Council
Primary Care Trust (PCT) National Health Service (NHS)	Yvonne Sawbridge, Director of Quality & Performance, South Staffordshire Primary Care Trust Judith Bell, Director of Public Health, NHS North Staffordshire
Staffordshire Consortium of Infrastructure Organisations	Rose Vakis, Director Staffordshire & Stoke Consortium Infrastructure Organisations
Staffordshire Police	Adrian Roberts, Chief Inspector (North Staffs), Ricky Fields, Chief Inspector (Trent Valley) Mark Riley, Chief Inspector (Chase)
Children & Young People	Gill Stanford, Staffordshire's Children's Commissioner
Learning Skills Council	Anna Halliday, Partnership Director, Staffordshire
Staffordshire Safeguarding Children Board	Sally Rees, Deputy Corporate Director, Vulnerable Children
Head Teachers' Forum	Christopher Leach (Chair of Secondary Head Teachers' Forum) Mike Prescott (Primary Head Teachers' Forum Representative)
Association of Staffordshire Principals	Karen Dobson (Chair of Association of Staffordshire Principals)
<b>Advisers / Observers</b>	
Government Office West Midlands (GOWM)	Barbara Dundas, Head of Early Years and Childcare, Advisor
Stoke on Trent Children's Trust Board	Ged Rowney, Director of Children and Young People's Services, Stoke-on-Trent City Council, Advisor
Staffordshire Children's Trust	Georgina Davies, Children's Trust Manager, Advisor Cate Crawford, Children's Trust Support Officer (Minute Taker) Michelle Davies, Children's Trust Clerical Assistant (Minute Taker)
Staffordshire County Council	Keith Cackett, Deputy Corporate Director (Quality Assurance / Resources), Advisor Jean Evans, Assistant Director, Law &

	Governance, Advisor Robert Flinter, Director of Strategy and Performance, Advisor Simon Ablewhite, Central Services Finance Manager, Advisor Eric Robinson, Corporate Director, Social Care & Health, Advisor
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[For a summary of Action Points arising from this meeting, please click here or turn to last page of Minutes](#)