



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 MONDAY 28TH SEPTEMBER 2009
ROOMS 9 & 10, CORPORATE RECEPTION, ST CHAD'S PLACE**

Members Present:

Charlotte Bailey	Staffordshire's Commissioner for Parents
Dr Judith Bell	Director of Public Health, NHS North Staffordshire
Ken Black	Chair of Staffordshire Safeguarding Children Board
Andy Buttery	Head of Safer Communities, Staffordshire Fire and Rescue
Karen Dobson	Chair of Association of Staffordshire Principals
Anna Halliday	Partnership Director, Staffordshire Learning Skills Council
Helen Hipkiss	Programme Consultant Children's Services, NHS West Midlands
Carol Jones	Chief Executive, Connexions
Christopher Leach	Chair of Secondary Head Teachers' Forum
Nigel Manning	Superintendent, Staffordshire Police
Rob Mitchell	Assistant Director for Partnerships and Community Development
Cllr Mary Oates	Chair of Tamworth District Trust Board
County Cllr Ian Parry	(Chair) Lead Member for Children and Young People
Sally Rees	Chair of Staffordshire Children's Trust Executive
Cheryl Sherratt	Head of Service Development, South Staffs PCT
Gill Stanford	Staffordshire Commissioner for Children
Helen Sutton	Head of Staffordshire Probation Delivery Unit, Staffordshire Probation Service
Peter Traves	Corporate Director of Children & Lifelong Learning
Joan Wilson	Jobcentre Plus

Advisors / Observers Present:

Cate Crawford	Children's Trust Support Officer (Minute Taker)
Georgina Davies	Staffordshire Children's Trust Manager
Mark Hewitt	Representing Robert Flinter, County Manager Business Management, Social Care and Health
Kevin Postones	Team Leader, Government Office West Midlands
Melanie Swanwick*	Assistant Director for Direct Services
Ian Wilkie	Head of Joint Finance, Staffordshire County Council

Apologies:

Keith Cackett	Deputy Corporate Director (Quality Assurance / Resources)
Nina Dawes	Chief Executive, Lichfield District Council
Barbara Dundas	Head of Early Years and Childcare, Government Office West Midlands
Jean Evans	Assistant Director of Law & Governance
Robert Flinter	Director of Strategy and Performance, Social Care & Health
Barry Halls	Staffordshire Council Voluntary Youth Service (SKVYS) Co-ordinator
Mike Prescott	Primary Head Teachers' Forum Representative
Eric Robinson	Corporate Director Social Care & Health
Ged Rowney	Director of Children and Young People's Services, Stoke-on-Trent City Council
Yvonne Sawbridge	Director of Quality & Performance, South Staffs PCT (Cheryl Sherratt representing)
Rose Vakis	Director Staffordshire & Stoke Consortium Infrastructure Organisations (SCIO) (Barry Halls representing)

***** [For a summary of actions arising from the meeting, please refer to page 5](#) *****

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* Attended to present reports

1. BUSINESS MATTERS (County Councillor Ian Parry)

a) Introductions

The group introduced themselves. Ken Black (Staffordshire Safeguarding Children Board, Independent Chair), Helen Hipkiss (representing NHS West Midlands), Heather Sutton (representing Staffordshire Probation Service), Andy Buttery (representing Staffordshire Fire and Rescue Service) and Joan Wilson (representing JobCentre Plus) were all welcomed, to this their first meeting.

b) Apologies

Noted as above.

c) Declarations of Interest

None made on this occasion.

d) Correspondence

Georgina Davies raised two items of correspondence:

- Staffordshire Strategic Partnership have completed a mapping exercise and have established 3 wards (Penkside, Anglesey and Glascoate) plus an area of Cannock (tbc) that require priority work. It is anticipated these areas will tie in with areas of focus / need through other Trust projects and needs assessments.
- A letter promoting the Staffordshire Safeguarding Children Board (SSCB) E-Safety month was circulated with the Agenda.

e) Minutes of the last meeting (22.07.09)

The Minutes circulated with the Agenda were agreed to be an accurate record.

f) Matters arising

There were no matters arising and all actions were completed with confirmation that Nina Dawes is keen to have all information (included in JSNA) broken down to a district level to enable good performance management. Nigel Manning is yet to liaise with Sally Rees around alcohol data.

2. CHILDREN & YOUNG PEOPLE'S PLAN 2010 (Georgina Davies)

A presentation on the way forward for 2010 was given by Georgina Davies. The main points were:

- Setting out the main aim / objective of the Board, the requirements of the Children & Young People's Plan (CYPP) and the recommendations following the Laming Report and recent Ofsted Inspection and draft needs assessment.
- The Executive met and agreed the ways of working that should influence all partners of the Trust working ethos.
- The definition of the long term strategic objectives and shorter term priority outcomes was shared.

Proposal: Board to note and adopt the new Staffordshire Children's Trust vision: *Children and young people and their families experience Staffordshire as a great place in which to live, play, learn and achieve and they will be supported to be healthy and safe from harm.*

Decision: Agreed

Georgina explained the rationale behind the five suggested strategic objectives proposed by the Executive, their priority outcomes and the key actions to be taken. The following was agreed:

- Improve everyone's understanding of their roles and responsibility in keeping children safe and healthy.
- Re-focus investment in services focused on early intervention and prevention.

- Provide integrated services that are accessible, equitable and effective.
- Reduce inequalities in health, wellbeing and attainment.
- Reduce adverse risk taking behavior by young people.

The Board then discussed the proposed strategic objectives and made the following recommendation:

- 'Re-focus' (not 'Increase') investment in services...intervention and prevention' and an additional key action 'efficient working' to reflect the current economic climate.

Action: Update table of 2010 strategic objectives (Georgina Davies)

It was discussed that individual working groups would be responsible for monitoring each of the objectives; this would therefore lead to stream lining of the Children's Trust Executive Workstreams. The working groups suggested were:

- Improve everyone's understanding... safe and healthy (SSCB)
- Re-focus investment... intervention and prevention (Joint Commissioning)
- Provide integrated services... and attainment (Integrated Service Delivery)
- Reduce inequalities, in health, well-being and attainment (Tackling Inequalities Group)
- Reduce adverse risk taking behaviour by young people (Integrated Youth Support Service).

NB It was acknowledged that Workforce Development would cut across all objectives.

Action: Outcome of suggestions to be presented to Executive and planning leads identified. (Georgina Davies)

3. INTEGRATED SERVICE DELIVERY (Sally Rees)

The strategy was circulated with the Agenda; this sets out how we aim to achieve Integrated Service Delivery (ISD) in Staffordshire via multi agency teams (MAT's). An initial pilot of eight teams (one per district) is due to commence in autumn; this will then grow to approx 20 teams by building on existing projects.

Discussion / Comments:

- Common Assessment Frameworks (CAFs) are designed to be completed at an early stage for a particular child; ISD is around the re-design of services to provide support for many children, ISD will not replace CAF, but will also help support the process.
- MAT's locations will be chosen using various factors (number of CAF's, other existing data, existing / available resources and venue availability).
- Capacity of workload around CAF's was discussed and is still being found to be an issue especially in respect of admin time in schools (who initiates the majority of CAF's). It was noted however that since the introduction of CAF the referral and communications process has improved.

Action: Liaise with schools representatives outside this meeting to ensure their views are fed back to ISA Working Group. (Georgina Davies)

- ISD aim is to increase informal communication amongst professionals and so increase efficiency savings and further reduce duplications.
- The management of the MAT's is still under review and in discussion stage with the ISD Project Board.

Proposal: Agree to the strategy and to the ISD Project Board continuing with its implementation.

Decision: Agreed

4. OFSTED INSPECTION FEEDBACK (Melanie Swanwick)

- A requirement of the Ofsted Inspection is that an action plan arising from the inspection recommendations is submitted within 70 days of the final report. The draft 'Areas for Improvement Action Plan' tabled at the meeting details the proposed actions and subsequent Leads.

- A further unannounced Ofsted Inspection will take place later this year.
- The Lead Inspector (Martyn Ayres) is giving more feedback to Staffordshire on 21 October 2009, to which the Board are invited to attend.
- The first draft letter from CQC has been received by the PCT's following the Ofsted Inspection.

Action: Care Quality Commission (CQC) letter to be raised at future CTB meeting.

- Key element of the Inspection findings were that partnership work is good and there is a clear commitment to safeguarding by everyone. However co-ordinated joint action needs to be developed further.

Action: Ken Black to meet with Melanie Swanwick outside meeting to discuss actions / implications in more depth.

5. FINANCE UPDATE (Ian Wilkie)

- Paper tabled at the meeting sets out the current financial position regarding the Children's Trust Board admin and other initiatives and alerting partners to a potential increase in contributions in 2010 - 2011 (see App 1).
- Some figures shown in Appendix 1 are still draft e.g. Joint Commissioning Unit only currently demonstrates the managers wage and initial cost as the unit is still to be set up.
- Learning Skills Council (LSC) funds will terminate once LSC dissolves and moves over to Staffordshire County Council in 2010.

Proposal: The Board are asked to consider if they are happy with the apportioned contributions (NB some projects are task to finish e.g. integrated processes).

Decision: Some members (District Councils) requested a breakdown of what the funding is used for and the risks of not providing funding.

Action: Further breakdown of funding to be provided to those who requested (Ian Wilkie)

Action: Children's Trust Board and Staffordshire Safeguarding Children Board budgets to be looked at in conjunction, in future years, due to possible overlapping activities.

6. ANNUAL REPORT (Georgina Davies)

The draft Annual Report 2008-09 was circulated with the Agenda. The report is a review of the CYPP and is due to be submitted to Government Office West Midlands. It details: influencing factors; progress to date; suggested areas of development; and reflects the strategic objectives agreed earlier in the meeting.

Action: Comments to Georgina Davies (georgina.davies@staffordshire.gov.uk) by 09.10.09 in readiness off sign off at 15.10.09 Children's Trust Board meeting. (All)

7. LOOKING AHEAD (County Councillor Ian Parry)

a) Date of next meeting

Date: Thursday 15th October 2009

Time: 2:00pm - 4:00pm

Venue: Oak Room, County Buildings

b) Future Agenda items

- Finance.
- Annual report for sign off.
- Ofsted Inspection Action Plan for sign off (include update on CQC letter to PCT's).
- 2010 Work plan.

8. ANY OTHER BUSINESS (All)

None raised

*** Meeting concluded at 3:30pm***

*** ACTIONS ARISING FROM MEETING ***

Date / Item no.	Action	Allocated to	Completed
28.09.09 (3)	Update table of 2010 strategic objectives following Children's Trust Board comments	Georgina Davies	✓
28.09.09 (3)	Outcome of Board's comments and suggestions to the 2010 strategic objectives to be presented to Executive.	Georgina Davies	✓ on 29.09.09
28.09.09 (3)	Liaise with schools representatives outside this meeting to ensure their views regarding capacity to complete CAFs are fed back to ISA Working Group.	Georgina Davies	Carry forward
28.09.09 (4)	CQC letter following Ofsted inspection to be raised at future CTB meeting	Sth & Nth Staff Pcts	To be taken forward by Executive
28.09.09 (4)	Ken Black to meet with Melanie Swanwick outside meeting to discuss actions / implications contained within the Ofsted Inspection Action Plan in more depth.	Ken Black	Comments now included into current draft
28.09.09 (4)	Further breakdown of budget funding to be provided to those who requested it	Ian Wilkie	Carry forward
28.09.09 (4)	Children's Trust Board and Staffordshire Safeguarding Children Board budgets to be looked at in conjunction, in future years, due to possible overlapping activities.	Ian Wilkie	Carry forward
28.09.09 (4)	Comments on Annual Report to Georgina Davies (georgina.davies@staffordshire.gov.uk) by 09.10.09 in readiness off sign off at 15.10.09 Children's Trust Board meeting.	All	✓

[To return to start of minutes click here.](#)

Members of Children's Trust Board:

Members	
Representing	Name
Staffordshire County Council	County Councillor Ian Parry, Chair Deputy Leader, Staffordshire County Council Cabinet Lead Member, Children and Young People
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	Nigel Manning, Superintendent Partnerships
Staffordshire Fire and Rescue	Andy Buttery, Head of Safer Communities
Children & Young People	Gill Stanford, Staffordshire's Children's Commissioner
Learning Skills Council	Anna Halliday, Partnership Director, Staffordshire
Staffordshire Safeguarding Children Board	Ken Black, Independent Chair
Staffordshire Children's Trust Executive	Sally Rees, Deputy Corporate Director, Children and Families Services
Head Teachers' Forum	Christopher Leach (Chair of Secondary Head Teachers' Forum) Mike Prescott (Chair of Primary Head Teachers' Forum)
Association of Staffordshire Principals	Karen Dobson (Chair of Association of Staffordshire Principals)
Staffordshire Probation Service	Heather Sutton, Head of Staffordshire Probation Delivery Unit
NHS West Midlands	Helen Hipkiss, Programme Consultant Children's Services
Jobcentre Plus	Joan Wilson, Childcare Partnership Manager, Staffordshire District
Advisers / Observers	
Government Office West Midlands (GOWM)	Kevin Postones, Team Leader, 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 (Education and Cultural Services), 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