



**MINUTES OF THE MEETING OF THE STAFFORDSHIRE
CHILDREN'S TRUST BOARD HELD ON THURSDAY 15th OCTOBER 2009
WHITE ROOM, COUNTY BUILDINGS, STAFFORD**

Members Present:

Charlotte Bailey	Staffordshire's Commissioner for Parents
Ken Black	Chair of Staffordshire Safeguarding Children Board
Andy Buttery	Head of Safer Communities, Staffordshire Fire and Rescue
Nina Dawes	Chief Executive, Lichfield District Council
Karen Dobson	Chair of Association of Staffordshire Principals
Roger Graham	Interim Lead Children and Maternity (North Staffs NHS)
Anna Halliday	Partnership Director, Staffordshire Learning Skills Council
Carol Jones	Chief Executive, Connexions
Nigel Manning	Superintendent, Staffordshire Police
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
Yvonne Sawbridge	Director of Quality & Performance, South Staffs PCT
Gill Stanford	Staffordshire Commissioner for Children
Peter Traves	Corporate Director of Children & Lifelong Learning
Joan Wilson	Childcare Partnership Manager, Jobcentre Plus

Advisors / Observers Present:

Martyn Baggaley*	Joint Commissioning Unit Manager
Cate Crawford	Children's Trust Support Officer (Minute Taker)
Sgt Lee Crowther	Staffordshire Police
Georgina Davies	Staffordshire Children's Trust Manager
Sharon Moore*	Assistant Director, Integrated Youth Support Service
Alison Spender*	Teenage Pregnancy Co-ordinator
Jonathon Vining*	Principal Economic Research Officer
Ian Wilkie	Head of Joint Finance, Staffordshire County Council

Apologies:

Dr Judith Bell	Director of Public Health, NHS North Staffordshire
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
Helen Hipkiss	Programme Consultant Children's Services, NHS West Midlands
Christopher Leach	Chair of Secondary Head Teachers' Forum
Rob Mitchell	Assistant Director for Partnerships and Community Development
Kevin Postones	Team Leader, Government Office West Midlands
Mike Prescott	Primary Head Teachers' Forum Representative
Eric Robinson	Corporate Director Social Care & Health
Helen Sutton	Head of Staffordshire Probation Delivery Unit, Staffordshire Probation Service

*** For a summary of actions arising from the meeting, please refer to page 6 ***

* Attended to present reports

1. BUSINESS MATTERS (County Councillor Ian Parry)

a) Introductions

County Councillor Ian Parry welcomed everyone to the meeting and the group introduced themselves.

b) Apologies

Noted as above.

c) Declarations of Interest

None made on this occasion.

d) Correspondence

Georgina Davies confirmed one piece of correspondence had been received from Charlotte Bailey, Commissioner for Parents, stating a successful application for funds was made to Children's Workforce Development Council Participation fund. The grant will be used to work with parents and young people to write, pilot and subsequently produce a resource guide and toolkit to support agencies effectively engage parents and carers.

e) Minutes of the last meeting (22.07.09)

The Minutes of the meeting held on 28th September 2009 were agreed to be an accurate record.

f) Matters and Actions arising

- Care Quality Commission (CQC) letter to the Primary Care Trusts, arising from recent Ofsted inspection, highlighted the health assessments of looked after children as a key arising action.
Decision: It was agreed that the Executive will assist to take this piece of work forward.
- Ken Black confirmed that he did not meet with Melanie Swanwick, but instead liaised with Sally Rowe, and his comments regarding the Ofsted Action Plan have been incorporated into today's draft copy.
- Ian Wilkie confirmed he is collecting the budget breakdown information as per request at previous meeting and will be circulating it to those who requested it in due course.
- All other actions were completed, and matters arising were on today's Agenda.

2. SUPPORTIVE ARRANGEMENTS FOR THE TRUST

a) Update from the Children's Trust Executive (Sally Rees)

An update was given following the Children's Trust Executive meeting on 29.09.09; the following main points were raised:

- The Joint Strategic Needs Assessment (JSNA) was raised in relation to the JSNA Lead not yet having contacted the Leads from four areas of work identified, for further information to be included in the JSNA.

Action: It was agreed that this issue would be taken forward by the Children's Trust Board and Executive Chairs. (County Councillor Ian Parry and Sally Rees)

- The Continuum of Need (previously the Threshold Model) was approved.
- Artemis – uptake encouraged; free licences end in April 2010.

Action: Children' Trust Board members to encourage their staff to take up training whilst the opportunity is there. (All)

- Early Years Foundation stage profile results were discussed and it was agreed by the Executive that they would like to see this as part of the JSNA in future.
- It was discussed and agreed that no funds were available to fund a specialist Domestic Violence worker for children, however it was agreed that support for children and young people can be carried out via non specialist workers and this was therefore being looked into further.
- The aspirations of parental engagement were agreed, and further consideration is to be given to the model of engagement that can be provided.

b) Update from the Staffordshire Safeguarding Children Board (Ken Black)

- Ken Black confirmed that his induction is well underway and he has been building relationships with partner organisations, reviewing how the Board and its sub groups are run i.e. number of attendees and more performance data etc, alongside development of the website to enable members to take responsibility for their own learning / training and so reduce meeting Agenda's.
- The new Staffordshire Safeguarding Children Board Manager, Louise Bath, is due to start on the 2nd November 2009.
- Ken is keen to avoid any work duplications with the Trust.
- Task to finish groups have been set up to look in more depth at 'non mobile children being presented at Accident and Emergencies with injuries' and 'children subject to domestic violence'.

c) Business Update (Georgina Davies)

A paper was tabled at the meeting, illustrating the key Trust business, over the last 12 months and ongoing, this included: Children's Young People's Plan 2010, Joint Strategic Needs Assessment, Joint Commissioning, relationships with schools and other partner organisations, integrated working, communications, Workforce Development and Performance Management.

Decision: The Board agreed to:

- The proposed half day workshop with their communications Lead (and the letter of invite to include their details).
- Sharing the business update with the Staffordshire Safeguarding Children's Board and regular updates to the Board.

3. RISK TAKING BEHAVIOUR (Sharon Moore and Nigel Manning)

- Risk Taking Behaviour is on the Agenda due to it being agreed at the last Children's Trust Board that it is a key strategic objective for the Children and Young People's Plan 2010, and to ensure clarity and cohesion between partners.
- Sharon Moore, the planning lead on this multi agency Agenda, then gave a presentation to the Board (circulated with Minutes), which detailed the following:
 - The Board then had an open discussion on their organisation's experience of risk taking behaviour, the impact it has on their service and community, and what they are doing / going to do about it.
 - It was discussed that partners all have different issues and tackle them in various ways, but it was agreed that there are many peripheral services provided (in addition to core services) to support this Agenda, however it is often difficult to secure their funding.

Action: Create a plan that will look at improving investments in peripheral / bespoke services, as a partnership. Yvonne Sawbridge to liaise with Ken Black, and to take forward with Joint Commissioning Unit.

- It was agreed that young people have not been asked what they regard as risk taking behaviour and what can be put in place to prevent it.

Action: Gill Stanford to work with Youth Offending Service and Youth Offending Institutions to consult with young people around risk taking behaviour, and peer mentoring opportunities provided by agencies which have shown to have a positive influence.

- The JSNA is demonstrating a rapid increase in some areas of risk taking behaviour (e.g. teenage pregnancy in Stafford) but the figures are still below target so not being flagged up. However a better understanding of why this is happening is needed.

Action: Targeted Youth Support Groups to take this forward once the JSNA is published, and to bring blockages / issues to the Board. (Sharon Moore)

- Ken Black shared some basic anonymous information around a Learning Case Review, to demonstrate and share his experience of professionals sharing information when they have a close relationship with the person in question.

4. 2010 WORKPLAN (Georgina Davies)

A draft work plan was tabled at the meeting, giving details of suggested future structured Agendas.

Proposal: One of each of the strategic objectives to be raised at a meeting, followed by the suggested standing items. This will therefore mean an additional meeting i.e. 5 per annum.

Decision: Agreed - extra meeting to take place in early July

Action: Implement as above (Georgina Davies)

Comments:

- An opportunity to discuss the economic well-being of young people would be welcomed, and January is the most appropriate time, however due to safeguarding being a critical issue, it was agreed it should be raised at the April meeting.
- It was discussed that the first strategic objective 'improve everyone's understanding of their roles and responsibilities in keeping children safe and healthy' may not be best placed solely with the Staffordshire Safeguarding Children Board.

Action: Executive to take this forward and bring to next meeting.

Action: Clarification of the Children's Trust Executive responsibilities to be discussed at next meeting.

5. FINANCE UPDATE (Ian Wilkie)

- Papers circulated at previous meetings demonstrating current and predicted spend. A request of a further breakdown of the individual budgets is being prepared for the District Councils.

Action: Nina Dawes to circulate budget breakdown to other Districts Councils for comment.

- Efficiency gains between the Children's Trust Board and Staffordshire Safeguarding Children Board will be discussed over the forthcoming weeks outside of this meeting.

6. EFFECT OF THE ECONOMIC DOWNTURN ON STAFFORDSHIRE (Jonathon Vining)

- A presentation was given to the Board, (circulated with Minutes)

Comments:

- It was agreed that the document circulated with the Agenda is a very useful paper, and will be analysed alongside the JSNA by the Executive.
- District housing and benefit take up will enrich the data.

Action: Connexions Job seekers Allowance data for 16-18 year olds to be forwarded to Jonathan Vining. (Carol Jones)

Action: Partners to consider volunteering opportunities, particularly for young people, within own organisation.

7. PAPERS FOR APPROVAL**a) Ofsted Inspection Action Plan** (Sally Rees)

Copy of final draft Action Plan tabled at the meeting, and due to be published on 13th November, due to timings final sign off will be done by the Chair, County Councillor Ian Parry.

Decision: Agreed in principal

Action: Final comments to Melanie Swanwick (melanie.swanwick@staffordshire.gov.uk) (All)

b) Annual Report (Georgina Davies)

Decision: Annual Report was received and accepted by the Board.

c) Teenage Pregnancy Action Plan

Brief report and Action Plan was circulated with the Agenda. The key seven strategic aims (on page 7) were summarised.

Decision: Teenage Pregnancy Action Plan was received and accepted by the Board.

d) Workforce Development

Self audit - an extensive consultation was undertaken to establish Staffordshire's position in relation to a One Children's Workforce, from this 6 key objectives have been established, these have been approved by the Executive.

Comment: The long term objectives and extent of integration would be welcomed by the Staffordshire Safeguarding Children Board.

Action: Raise at the Integrated Service Delivery Project Board (Sally Rees)

Decision: The six key objectives were accepted by the Board.

e) Joint Commissioning

Papers were circulated with the Agenda containing recommendations arising from the Joint Commissioning Workshop earlier in the month. A smaller Joint Commissioning Group is to meet to look at initial structures in more detail.

Decision: The recommendations contained within the report were accepted by the Board.

Action: Staffordshire County Council and Primary Care Trust Boards representatives to present the recommendations to own organisations governance boards for comment / approval.

8. JOINT STRATEGIC NEEDS ASSESSMENT (Roger Graham)

The Joint Strategic Needs Assessment is due to be finalised in mid November and will be distributed via the Children's Trust Team.

9. LOOKING AHEAD (County Councillor Ian Parry)**Date of next meeting**

Date: Monday 25th January 2010

Time: 1:00pm - 3:00pm

Venue: Oak Room, County Buildings

Future Agenda items

- Responsibilities of the Executive
- Clarification of what each priority outcome means / covers.

10. ANY OTHER BUSINESS (All)

None raised

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

*** ACTIONS ARISING FROM MEETING ***

Date / Item no.	Action	Allocated to	Completed
15.10.09 (2)	Take forward the need for the JSNA Lead to contact the Lead for each of the 4 key pieces of work for the Trust for further data requirements in the JSNA	County Councillor Ian Parry and Sally Rees	Carry Forward
15.10.09 (2)	Children' Trust Board members to encourage their staff to take up training whilst opportunity there. Artemis - free licences end in April 2010.	All	✓
15.10.09 (3)	JCU to create a plan that will look at improving investments in peripheral / bespoke services, as a partnership.	Yvonne Sawbridge	Carry Forward
15.10.09 (3)	Work with YOS and YOI to consult with young people around risk taking behaviour, and peer mentoring opportunities provided by agencies which have shown to have a positive influence on reducing risk taking behaviour.	Gill Stanford	Carry Forward
15.10.09 (3)	Targeted Youth Support Groups to look at JSNA in detail and gain understanding of the influencing factors of why risk taking behaviour is on the increase in certain areas and to bring blockages / issues to the Board.	Sharon Moore	Carry Forward
15.10.09 (4)	5 Children's Trust Board meetings to be arranged for 2010.	Children's Trust Team	✓
15.10.09 (4)	Clarification of the Children's Trust Executive responsibilities to be discussed at next meeting.	All	Carry Forward
15.10.09 (6)	Connexions Job Seekers Allowance data for 16-18 year olds to be forwarded to Jonathan Vining.	Carol Jones	✓
15.10.09 (6)	Partners to consider volunteering opportunities, particularly for young people, within own organisation	All	✓
15.10.09 (7a)	Ofsted Inspection Action Plan - Final comments to Melanie Swanwick melanie.swanwick@staffordshire.gov.uk	All	✓
15.10.09 (7d)	The long term objectives and extent of integration in relation to Workforce Development to be raised at the ISD and the findings to be presented to the SSCB.	Sally Rees	✓
15.10.09 (7e)	Staffordshire County Council and Primary Care Trust Boards representatives to present the recommendations to own organisations governance boards for comment / approval.	JC Workshop Judith Bell, Yvonne Sawbridge and Sally Rees	✓
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 from 15.10.09
28.09.09 (4)	CQC letter following Ofsted inspection to be raised at future CTB meeting	South & Nth Staff PCTs	Discussed at Exec 21.10.09
28.09.09 (4)	Further breakdown of budget funding to be provided to those who requested it	Ian Wilkie	Carry forward from 15.10.09

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Membership of the Children's Trust Board

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 (Head Teachers' Forum Representative)
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	Jean Evans, Assistant Director, Law & Governance, Advisor Robert Flinter, Director of Strategy and Performance, Advisor Ian Wilkie, Central Services Finance Manager, Advisor Eric Robinson, Corporate Director, Social Care & Health, Advisor