

**MINUTES OF THE
CHILDREN AND YOUNG PEOPLE'S TRUST BOARD MEETING
HELD ON 20th May 2009, MEZZ ROOM 2, COUNTY HALL.**

Present: Chris Williams (BCC) - Chairman, Sue Imbriano (BCC), Ed Mallam (BCC), Chris Munday (BCC), Andrew Toynton (Bucks LSC), Carol Mason (Voluntary Sector), Yvonne Taylor (OBMHT), David Lunn (Bucks PCT), Jane Bramwell (CDC), Chris Petford – representing Ed Macalister-Smith (Bucks PCT), Karen Mitchell – representing Pauline Odulinski (Aylesbury College), Bob Harrison – representing Katherine Horler (Connexions), Melanie Turner (BCC) – Notes.

Apologies: Sally Loring (Bucks Hospitals Trust), Cllr. Gill Walker (CDC), Ed MacAlister-Smith (Bucks PCT), Cllr. Hillary Evans (SBDC), Vivien Salisbury (Voluntary Sector), Cllr. Pauline Wilkinson (BCC), Cllr. Penni Thorne (AVDC), Alan Goodrum (CDC), Gill Clipson (Amersham & Wycombe College), Paul Tinnion (TVP), Katherine Horler (Connexions), Cllr. Lin Hazell (BCC), Cllr. Marion Clayton (BCC), Dean Taylor (BCC), Pauline Odulinkski (Aylesbury College).

Guests: Gordon Vincent (BCC).

1. Welcome and Apologies

CW welcomed everyone to the meeting and apologies were noted.

2. Minutes and Matters Arising

The minutes were agreed as a true record with one matter arising:

Page 4, Item 9, Recommendations (iii) – GV announced a CWDC 'One Workforce' presentation was taking place on Friday 12th June.

Further details of this event will be sent to Trust Board members.

Action: GV/EM

3. Declarations of Interest

None.

4. Workforce Strategy (Gordon Vincent)

At the 28th April 2009 Trust Board meeting the Trust Board agreed in principle to the establishment of a Strategic Leadership Team. GV brought back this recommendation supported by the consultation findings.

GV reported a 20 day secondment opportunity for staff from partner organisations is being proposed in the course of a year. Those seconded will be offered an area to lead on i.e. District Councils develop play workforce and might want to contribute to quality of this work across partners. GV noted that this is a large programme but is a real opportunity to undertake something purposeful with outcomes which will also contribute to the personal development of those staff who are involved.

A letter has been sent to every partner on the Trust Board but GV and LG have only received three offers to date all of which are within Children's Services and none from partner agencies.

SI stressed the importance of this area to the development of the Trust.

CMason asked how widely understood the Workforce Strategy is? *Response* – this is hard to measure at the moment but the ‘One Workforce’ toolkit will enable more effective monitoring of this.

CMason felt we needed to have some high profile publicity to promote the Workforce Strategy.

JB reported Chiltern District Council will be looking to contribute to work they are measured against. *Response* – this work will contribute to the CAA, LAA and delivery of the CYPP.

CW felt there could be a reluctance to volunteer due to the 20 day commitment and suggested organisations are targeted for particular projects which have a clear start and finish to them.

The Trust Board agreed this would be an effective approach.

GV agreed to circulate some project based opportunities for consideration by all partners.

Action: GV

GV left the meeting.

5. Feedback from the Trust Delivery Group (Sue Imbriano)

SI gave a verbal update regarding the meeting of the Trust Delivery Group held on 6th May 2009.

Agenda Item 2 – Minutes and Matters Arising, Lord Laming’s Report Following events at Haringey.

CW made reference to the Laming’s Report and asked when the Trust will be considering this? SI commented she had met with the Safeguarding Board yesterday and would bring this back as an agenda item at the next Board meeting.

Action: SI

EM to add this to the agenda.

Action: EM

SI noted that the Government have yet to cost their recommendations.

Agenda Item 2 – Minutes and Matters Arising, 14-19 Commissioning Framework.

SI noted the relationship with all providers will be different not just colleges.

Agenda Item 3 – CYP Plan 2009/11

SI emphasised the importance of Trust Board members disseminating the CYP Plan and asked how the Plan will be made visible in partner organisations and their plans.

The following responses were given:

Bucks PCT – presented at Board level.

OBMHT – escalated through the Executive Team to Board level.

CDC – through Cabinet.

Aylesbury College – through the Senior Management Team and back through strategies.

Connexions – direct dialogue and through practice.

Voluntary Sector – circulated to working group members.

LSC – circulated within the Senior Management Team ensuring the right initiatives are identified and adopted.

SI asked if it would be helpful if she wrote to partners asking them to adopt the CYPP. The Trust Board agreed this would be a good way forward.

Action: SI

6. Feedback from the Joint Commissioning Group (Chris Munday)

CMunday gave a verbal report supported by the paper 'CYP Joint Commissioning Strategy Action Plan Tracking Sheet'. The followings points were noted:

- The tracker has been realigned with the new CYPP priorities.
- The document will be improved as this is the first attempt and some information is missing.
- The tracking sheet has been expanded to include single agency commissioning which gives a broader understanding of the commissioning being undertaken.

Page 2, 14 – 19 Reforms

CW queried if there were vacant posts during the transfer of staff from the LSC into BCC that these would be open to anyone in the Civil Service to apply for?

AT responded that he believes there may be some confusion with regards to vacancies being offered to the Civil Service. His understanding is that vacancies are offered within the LSC first; if no one can then be matched they will be advertised wider. AT noted that the LSC is not part of the Civil Service.

It was agreed AT would seek clarification and inform CW.

Action: AT

AT also noted that in terms of process the LSC are currently information gathering with regards to the transfer ready for dual running from September.

Page 3, Children and Young People with complex needs

Point 1, Building issues:

- 4 buildings are currently used to provide services.
- There are now fewer beds but these are being used to a greater capacity.
- The Wing building has gone.
- 201 has been removed.
- We currently have 16 beds but need 20.
- The County Council could go to tender on its own to address this shortfall but is keen to do this jointly with Bucks PCT.

Point 2, Short break opportunities:

- This is being achieved through the Aiming High Programme.
- Still awaiting clarification from the Department of Health regarding funding.

Page 5, Parenting Skills

Point 5, Tier 3 family support:

- Two schemes, Aylesbury and High Wycombe.
- Looking at how we insure we are targeting other families who may need Tier 3 support in partnership with Adult Social Care thus enabling a “Think Family” approach.
- OBMHT will be involved through their mental health work.

Page 8, Affordable Leisure

Point 1, Increased affordable leisure opportunities.

- The Trust Delivery Group is looking at this.
- Funding is being made available through the Bucks Sports Partnership.

Page 8, Promote Healthy Schools

Point 2, Healthy lifestyles.

- The launch of “Healthy Lives, Brighter Futures” has now happened.
- CP is developing SLAs with partners.

JB stressed the importance of recording domestic abuse in records e.g. by a GP or Health Visitor and sharing this information as appropriate as this makes a huge difference during legal proceedings.

SI noted that improving the quality of record keeping by all agencies is a very important area and we need to address this collectively.

CW reported that joint work is being undertaken with the police on Domestic Abuse and this includes record keeping training.

7. Trust Board Review (Sue Imbriano)

SI presented the paper ‘Buckinghamshire Children and Young People’s Trust Structure Paper’. The following key points were noted:

- It will be dependent on the new legislation from Government.
- The group looked at models from high performing councils but found there was no real consistency between them in terms of the model used.
- Key characteristics of Trust arrangements have been listed.
- SI emphasised the importance of links to a range of areas particularly the relationship between the Trust and the LCSB and the 14 – 19 Strategy Group.
- One motivating factor of the model is around the need to encompass engagement with schools and GP’s.

SI noted Ed MacAlister-Smith’s feedback which stressed the need for simplicity and accountability.

The floor was opened up for discussion.

CMason – originally had concerns over representation for the voluntary sector as they do not have a duty to cooperate but feels this model shows a strong presence which is very positive.

DL – colleagues from the PCT don't have a local authority background therefore, don't necessarily understand Children's Boards etc. so there maybe some reluctance to sign up.

SI – in 2011 the Trust will own the CYP Plan, currently it's the responsibility of the Local Authority.

YT – has concerns over local representation by county wide services and the need for those attending to make decisions.

SI – the full model will include performance monitoring, management and the appropriate level of decision making.

CMason – raised concerns that even with the new model there still won't be the engagement which is needed.

The Trust Board agreed to move forward with this model. Further work will be undertaken around accountabilities and governance and it will be an agenda item at the September Board meeting.

8. CYPP 2008/09 Q4 Performance Report (Chris Munday)

CM presented the paper 'Performance Monitoring of the LAA and the CYP Plan Targets'. The following key points were noted:

- The report covers LAA and CYP Plan targets.
- The exception report shows all 'reds' and where data has not been provided.

SI noted the following regarding Page 3 Keeping Children and Young People Safe:

- There are concerns about the number of permanent Social Worker vacancies. However, these are covered by agency staff, although it is becoming increasingly difficult to recruit them as well.
- It is not acceptable to operate at this level and we do need to improve.
- We are working with GOSE to address issue of Social Worker recruitment.
- We are looking at local solutions to the problems regarding ICS.

CW noted recruiting social workers in Bucks has always been a problem and the Board should be regularly updated on this via a reporting mechanism to measure case loads, sickness etc. SI commented that monthly data is reported but we currently do not have any comparative information with other authorities.

CW – asked how we could create a bigger pool of Social Workers with the LSC and colleges?

Reading has decided to close their Social Work course which has implications.

DL – Windsor and Maidenhead Council recruited from Australia. SI reported we undertook a similar approach with Canada but it wasn't hugely successful due to retention of staff.

CM noted this is not an indicator of quantity and we need to ensure good quality assessments are taking place within the right timescales.

It was also noted representatives from the Safeguarding Board are not always present. SI reported there is only a once a year requirement for them to report to the Trust.

9. New Children and Young People's Plan (Ed Mallam)

EM gave a verbal update regarding the new CYP Plan. The following points were noted:

- It was approved by County Council Cabinet on 11th May 2009 subject to some minor additions.
- The next stage is to incorporate the design elements.
- Will have a better idea of how it is going to look in June.
- Looking to distribute 1000 hard copies as well as having on the internet and promoting it via other mediums.

CP asked what additions were to be made? *Response* – there were concerns the 'Active Lifestyles' was not reflected in the right way and that information from Thames Valley Police has since been added in.

10. Young People's Interview Guidance (Ed Mallam)

EM presented the draft paper 'Buckinghamshire Involving Young People in Interviews Guidance'. The following points were noted:

- This is a development of the guidance we already have and provides practical advice on how to engage young people in staff recruitment. We have built on our own experiences as well as those of young people who have been involved.
- Looking to produce a similar document for children.
- The document includes the benefits that young people's involvement can bring to an organisation.
- Page 4, Section 7 – this has been amended due to concerns KH at Connexions had over wording.
- There currently is a pool of young people who are already trained.
- Organisations who have already used this Guidance have found it very useful.
- Consultation has happened widely through the Trust Participation Working Group.
- It recommends involving young people with the experience of particular services e.g. BME Groups, educational difficulties, looked after children.

JB – asked who is currently using it? *Response* – it has been widely used by a range of partners.

CP noted the PCT have used this service and it was an excellent process.

There were discussions around the following:

- Page 3, Benefits to the organisation - the use of the word 'best' candidate.
- Diversity/equality issues – agreed that these issues are covered on Page 5 but a statement should be included around providing appropriate support to enable the involvement of all young people.

Action: EM

BH – If the guidance gets well imbedded we may need to consider the capacity of the Participation Workers who often support the process.

CW recommended that the guidance is adopted, approved and commended for use in all organisations.

The Trust Board agreed this recommendation.

11. Building Schools for the Future (Chris Munday)

CM gave an update on the 'Readiness to Deliver – Building Opportunity for all in Buckinghamshire' paper. The following points were noted:

- BCC have made it into the top 30 short list submitting the Readiness To Deliver document on 8th May 2009. We are now ranked 16th/17th and are working hard to be selected in the first wave (first 15 going through) which could potentially see us benefiting through an £80 million investment.
- The 5 schools selected are:
 - Furze Down (Special School).
 - Chesham Park Community College.
 - Burnham Upper School.
 - The Mandeville School.
 - The Grange School, Aylesbury.
- The assessment panel is in July.

SI – asked what engagement has the LSC had? *Response* – the LSC has had the opportunity to contribute to the bid.

The Board were asked to inform CM of potential services that could be co-located into schools and to provide feedback to CM.

Action: ALL

12. Buckinghamshire 'family' of Sustainable Community Strategies (Chris Munday)

CM presented the papers 'Buckinghamshire family of Sustainable Community Strategies'. The following key points were noted:

- CM felt the paper didn't reflect the issues for children and young people.
- There needs to be some cross referencing e.g. The Excellent Enterprise Education Scholarship.

DL noted the paper doesn't tell you how it is going to happen. *Response* – it is backed up by the LAA, CYP Plan etc.

It was agreed that SI/CM/EM would consider some appropriate wording focusing on the five priorities of the CYPP so that children and young people are better reflected in the document.

Action: SI/CM/EM

13. Organisational Updates

AT – the organisation has changed into matching to the new functions and there is now clarity of senior, regional and national level management. Announcements will be made in the next couple of days.

YT – the Article 12 Young People's Group has been put forward for a national award.

CP – the provider arm of the PCT is now called Community Health Bucks and the contact is Dallas Pound.

BH – work has started on the new premises in Castle Street, High Wycombe and is on track to open 1st July. The new centre is very young person focused and will have the use of a training and meeting room.

10th June is the 14 – 19 Strategy Launch at Horwood House.

CMason – The Safeguarding Conference took place last week and was very well attended by over 90 people.

EM – work is taking place in partnership with UNICEF on the Rights Respecting Schools Award. The pilot is being carried out in 10 settings in the Amersham area, this includes The Oakes PRU who have recently achieved Level 1 of the Award. This is a three year project expanding to another 20 settings in Years Two and Three which will hopefully early years providers and colleges.

SI – the academy in Quarrendon is opening in September.

South East Local Authorities are looking to create a regional participation work post which will be managed by 11 Million (office of the Children’s Commissioner for England).

First wave of the National Employability Scheme is underway. This is designed to create opportunities for young people in care.

Preparing for Community and Youth Engagement and YOS being brought into the portfolio.

14. AOB

EM noted the confirmed funding for the Participation Plan is currently £13,500, a shortfall of £27,500. We are still waiting to hear from AVDC, WDC and the PCT on whether they can contribute, if not we will have to reduce what the plan sets out to do.

Action: AVDC/WDC/PCT

CP reported she has submitted business case to the PCT regarding this

CW requested that this issue is bought back to the Board with a revised plan as to what can be delivered.

Action: EM

CW made reference to a letter he had received on behalf of the Trust Board from the Safeguarding Board regarding the need for services for young people who perpetrate sexual offences. CW has referred this to the Joint Commissioning Group.

DL stated that a number of the 2010 Trust Board meeting dates clash with the PCT Board. EM informed the Board that he was aware of this and that revised dates were being identified and would be circulated.

Action: EM

15. Date and Time of next meeting

Tuesday 30th June 2009, 9.30am to 12 noon, Board Room, Friars Court, Aylesbury.