

**MINUTES OF THE
CHILDREN AND YOUNG PEOPLE'S TRUST BOARD MEETING
HELD ON 30th June 2009, MEZZ ROOM 2, COUNTY HALL.**

Present: Chris Munday (BCC) - Chair, Ed Mallam (BCC), Andrew Toynton (Bucks LSC), Cllr. Lin Hazell (BCC), Cllr. Penni Thorne (AVDC), Carol Mason (Voluntary Sector), Yvonne Taylor (OBMHT), Cllr. Hillary Evans (SBDC), Vivien Salisbury (Voluntary Sector), Jane Bramwell (CDC), Chris Petford – representing Ed Macalister-Smith (Bucks PCT), DCI Ian Hunter – representing Paul Tinnion (TVP), Bob Harrison – representing Katherine Horler (Connexions), Melanie Turner (BCC) – Notes.

Apologies: Chris Williams (BCC), Sue Imbriano (BCC), Sally Loring (Bucks Hospitals Trust), Ed MacAlister-Smith (Bucks PCT), Gill Clipson (Amersham & Wycombe College), Paul Tinnion (TVP), Alan Goodrum (CDC), Katherine Horler (Connexions), Cllr. Marion Clayton (BCC), Dean Taylor (BCC), Pauline Odulinkski (Aylesbury College), David Lunn (Bucks PCT), Cllr. Marion Clayton (BCC), Cllr Mimi Harker (CDC).

Guests: Lynda Ayres (BCC), Liza Wormell (BCC).

1. Welcome and Apologies

CMunday welcomed everyone to the meeting and noted the sad loss of Cllr. Pauline Wilkinson.

Apologies were noted.

2. Minutes and Matters Arising

The minutes were agreed as a true record with the following matters arising:

Page 1, Item 4, Workforce Strategy – there has been unanimous agreement to adopt the tool to help the Trust with its workforce development. This will come back to the Trust Board in October to report progress and discuss how to continually develop the self-evaluation tool to support the work of the Board.

Page 2, Item 4, Workforce Strategy – action not completed. Circulate project based opportunities for consideration by all partners.

Action: GV

Page 2, Item 5, Feedback from the Trust Delivery Group, CYP Plan 2009/11 – final version needs to be checked by LH and MC. LH to chase document as this has not yet been received.

Action: LH

Page 3, Item 6, Feedback from the Joint Commissioning Group – AT confirmed the action has now been resolved.

Page 3, Item 6, Feedback from the Joint Commissioning Group, Building issues – CP asked for the following amendments:

- The Wing Unit has a limited life.
- 201 has been removed from tender.
- The County Council and the PCT agreed at the Professional Executive Committee (PEC) to tender together.

Page 6, Item 10, Young People's Interview Guidance – EM confirmed amendments have been made.

Page 7, Item 12, Buckinghamshire 'family' of Sustainable Community Strategies – CM noted the Bucks Strategic Partnership (BSP) met a couple of weeks ago and have put together some appropriate wording, focusing on the five priorities of the CYP Plan so children and young people are better reflected in this document.

Page 8, Item 14, AOB, Participation Plan funding – three organisations are still to respond. CP confirmed that the PCT are going through the business case process. EM to follow up with AVDC and WDC.

Action: EM

Page 8, Item 14, AOB, Trust Board meeting dates – these have been revised and circulated.

3. Declarations of Interest

With regards to Building Schools for the Future LH noted she has a declaration of interest in Burnham Upper School as she is a Governor there.

4. Feedback from the Trust Delivery Group (Chris Munday)

Agenda Item 5 – Trust Board Review

CMason reported it was good to see useful feedback on the new model.

EM noted Paul Nanji from Chiltern District Council has offered to join the Trust Review Group.

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

CMunday asked colleagues for any specific questions relating to the tracker.

Page 2, C&YP with complex needs (e.g. disabilities)

LH – Are the amber's increasing or decreasing?

Response – some Joint Commissioning is showing amber but is heading in the right direction.

6. Government Response to Lord Laming Report and the implications of this (Chris Munday)

CMunday noted the following:

- Bucks were the third Local Authority in the country to experience an Unannounced Inspection (23rd and 24th July). We are currently awaiting a letter to confirm their findings, which will be published on the Ofsted website. LH noted we had received positive comments from the inspectors regarding:
 - The helpfulness of staff.
 - Good evidence of partnership working.
 - Exceptional domestic violence findings.
- ICS (Children's Social Care Tool) – a red e-mail has been issued by the DCSF which states it is the responsibility of Local Authorities to make it work, they have acknowledged they are unable to run it. The Ofsted inspection was very impressed at how we were using the tool.

7. Information Sharing (Liza Wormell)

LW presented the papers 'Buckinghamshire Multi-Agency Information Sharing for Children and Young People – Code of Practice for sharing personal information' and 'Nominated Representatives Group Terms of Reference'.

LW commented the Board agreed in March that the requirement for a 50% quorum was not working due to lots of smaller organisations being involved. The terms of reference have now been amended to reflect this.

CMunday commented on the title and suggested including young people and families. This was agreed for LW to include.

Action: LW

VS commented it may be worth stating in Point 3, Conditions for Sharing Information that the storing of information is included. LW noted she would expect voluntary organisations to keep confidential documents locked in cabinets. A reference to the Information Commissioner's Guidance will be included

A suggestion was made to add HOME, Reading Unitary Social Housing to the list of nominated representatives. LW agreed she will approach them to sign up.

Action: LW

IH asked whether the staff in Community Safety had been contacted to see how Information Sharing is rolled out to other organisations. *Response* - conversations have taken place in the past. There is a difference between the issues around a protocol and a code of practice but the two teams work together.

BH – in relation to Point two under the 'Role of the Nominated Representative' in the Terms of Reference what does first level mean? *Response* –the wording will be amended to show that the Nominated Representatives are first level to be approached externally but not internally.

CP suggested if we are to include 'families' in the title it may be worthwhile speaking to Sally Loring about having sign-up from adult services. It was agreed to add another role for Nominated Representatives in the Terms of Reference to adult service organisations aware.

Action: LW

Subject to the amendments the Board approved the documents.

8. Parenting Strategy (Lynda Ayres)

LA presented the papers 'Buckinghamshire Parenting and Family Support Strategy and Action Plan 2009 – 2011'. The following key points were noted:

- The strategy and action plan replaces the documents approved by the Board in April 2008.
- Extra funding has been granted through the Think Family Grant (previously the Parenting Strategy Support Grant).
- The pathfinder Think Family projects were favourably reviewed and the Government made a decision to roll out the programme across the country – this means all other Local Authorities have a good deal of work to do in a short space of time.
- A multi-agency Parenting Reference Group has been set up.
- A new Parenting Support Team will be developed to pull together funding streams in the Achievement and Learning Division – currently recruiting.

- Sue Martin sits on the Parenting Reference Group and Third Sector partners will be very important.
- The Action Plan will be monitored through the Joint Commissioning Tracker and will have outcomes which will be monitored against. Currently we do not have enough families involved, hence the reason why the Joint Commissioning Tracker is showing amber however, there is evidence from programmes already being run.
- Donna Clarke from CAMHS is a member of the Parenting Reference Group
- Investment is coming into the county, making sure programmes are available in the Aylesbury and High Wycombe areas. LH noted we need to look at getting some programmes in the Chesham area – no public transport links in the rural part of Chiltern and South Bucks. CMunday noted there will be a mobile children’s centre for rural areas of the county.
- Future funding will be on whether we are NAPP (National Association of Parenting Practitioners) accredited.
- Need to have some reciprocal arrangements across county borders once established.

Board members were happy to approve the strategy.

9. Building Schools for the Future (Chris Munday)

CMunday presented the paper ‘Building Schools for the Future – Co-located Services and Partnership working’. The following key points were noted:

- The Readiness to Deliver paper has been submitted.
- A meeting is being held at the end of July with Partnership for Schools and other parties for them to consider Bucks as a priority.
- Overall level of funding is £85,000,000.
- A number of colleagues have come back with ideas for co-located services. BH to add some more information around Connexions and CP to add information from the PCT.

Action: BH/CP

Members of the Board were happy to endorse the programme with the above updates.

10. Trust Board Review (Chris Munday)

CMunday gave a verbal update. The following points were noted:

- The DCSF have advised that the Apprenticeship, Skills Children and Learning Bill is likely to receive Royal Assent in the autumn.
- The Bill is presently being scrutinised in the House of Lords.
- We must have the model in place with a constituted Board by April 2010. This needs to include:
 - Statutory duty to produce a plan.
 - A focus on early intervention and prevention.
 - The engagement of schools in the Trust.
- Legislation will make the Trust a legal entity but not a body corporate.

CMunday proposed that EM takes forward the work required regarding developing a revised Constitution and the engagement of schools in the Trust.

The Board agreed this proposal.

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

EM gave a verbal update on the new CYPP. The following was noted:

- The Plan is at the final proof stage.
- Once approved, the plan will then be available on the website.
- There will be a two week turn around to produce hard copies.
- Once hard copies are available, SI has agreed to write to all Trust partners asking them to endorse and disseminate the Plan across their organisations.
- CYP Trust website will go live soon. EM will circulate link to all Board members before this happens. Text is being taken from the CYPP.

Action: EM

- When the Family Information Service goes live, this will add a key element to the Trust website.

12. Organisational Updates

BH – High Wycombe Connexions Centre opens tomorrow (1st July 2009), there will be an official opening in the next couple of months. Pauline Risk has tried to get hold of Peter Jones for the official opening but BH asked colleagues for other ideas and to let him know.

HE – Commented on the marvellous work Sam Dilks (Youth Worker) has been doing in the South Bucks area and that the Lighthouse Project starts on the 27th July.

YT – Article 12 Council have been short listed for a NHS award and going to London on Thursday (2nd July 2009).

CMason – thanked CM for his attendance at a recent meeting with the voluntary sector.

JB – Noted the Stoney Dean report will be published on the 3rd July. CM to check how this will be distributed.

Action: CM

13. AOB

Safeguarding National Conference – South East and East Regions – 14th July 2009

EM advised there are four places allocated to Trust Board members to attend the conference. The following members showed an interest in attending:

1. Chris Petford.
2. Lin Hazell (if know one else would like to attend).

EM will inform FS.

Action: EM

National Child Measurement Programme (NCMP)

CP reported that in Bucks the PCT takes part in the statutory NCMP and measures height and weight of all Year R and Year 6 pupils. There is a coverage rate target of 85% and last year we were unable to reach this target.

There was a low universal 'opt out' of children – as expected and reflected nationally. However there were examples of Bucks schools that had high levels of 'opt out'/refusals.

The PCT would appreciate support from the Trust Board to:

- Encourage schools to take a positive approach to this programme.
- Encourage schools to see it as a learning opportunity on food, activity and health.
- Use the standard letters as issued by The Department of Health which uses an 'opt out format' of consent and not change this to an 'opt in' approach.
- For schools to ensure that any changes to children's names and addresses have been updated with child health on a termed basis.
- That there is an understanding of data sharing protocols and to confirm that schools may release a child's address to the Community Health Buckinghamshire in relation to this programme. It is important in order to prevent personal health data being sent to a child's previous address in error.
- This programme fits with the healthy school programme in Bucks and is a National indicator in the LAA and is in the CYPP.

An example was given of:-

Lent Rise Headteacher has for the 3rd year running used an 'opt in' form- whereby consent is only granted if the parent signs and returns the form issued. The school wanted the right to ask the parents for consent, to allow the nurses to see the children. The DH has consistently stated that an 'opt out' approach should be used as standard and this has been confirmed as appropriate in legal terms.

The 'opt in' approach results in less children being measured. Parents either refuse consent or just don't send the form back as it is lost or forgotten. The children then cannot be seen by the nurse. The school has also refused to allow the nurses to send out a reminder form to those not returning consents requesting 'notification within 10 days if parents don't want their child to participate'.

CMunday requested further information on the issues (to be brought back to the next meeting) and what has been done so far to resolve them. CP to contact Jane O'Grady to progress this.

Action: CP

15. Date and Time of next meeting

Thursday 30th July 2009, 9.30am to 12 noon, Mezz 2, County Hall, Aylesbury.