

West Cheshire Children’s Trust Executive

**Action Note of meeting held on Monday 22nd May 2017
(Palatine Room, Chester Town Hall)**

In attendance:

- Cllr Nicole Meardon (Chair)
- Mark Parkinson – Director, Education, CWaC
- Emma Taylor – Director, Children’s Social Care, CWaC
- Tony Sharples – Public Health
- Sarah Blaylock – Policy Manager, CWaC
- Angela Lewis – Children’s Commissioner, CWaC
- Sue Preston – The Children’s Society
- Gill Frame – Chair LSCB
- Jamaila Tausif – Vale Royal CCG
- Zara Woodcock – Integrated Early Support Manager, CWaC
- Sonia Bassey - Integrated Early Support Manager, CWaC

Item No	Minute/Action	Who
1.	<p>Welcome, introductions and apologies Councillor Meardon welcomed all to the meeting.</p> <p>Apologies were noted: Cllr Margaret Parker, <i>Helen Brackenbury, Lorraine Crane, Alistair Jeffs, Alan Fairclough, Isabel Noonan, Alison Amesbury, Cathy Walsh and Lesley Dixon</i></p>	
2.	<p>Notes of meeting held on 20 March 2017 and Matters Arising / Review of Actions The minutes from the previous meeting held on 20 March 2017 were confirmed as a correct record with the following amendment – to change the following wording on page 3 “Emma reported that she had ordered a review of residential services provision to take account...” to replace ordered with requested.</p> <p>Matters Arising:</p> <p>Page 2 – Item 3 – Review 2016-17 of Children and Young People’s Plan Priorities and Consideration of Priorities for 2017-18 The priorities for 2017-18 have been updated and are on the agenda for consideration and approval.</p> <p>Page 2 – Item 4 – Partner Commissioning Overview Revised Parenting Pathway – Zara Woodcock provided the following update: Integrated Early Support (IES) have ceased the commission of parenting provision and brought in-house. From 1 April 2017 cases that meet the threshold for IES (partnership plus with complex and multiple needs) will have access to the parenting provision. The process for these cases remains the same, in that contacts are made to the front door and if threshold agreed, the case progresses to case management for consideration Sue Preston provided feedback from the Cheshire Children, Young</p>	

	<p>People and Families Voluntary, Community and Faith Sector Hub with regard to parenting pathways and tools used;</p> <ul style="list-style-type: none"> • Winsford Youth Forum – not aware of tools. Run two junior clubs where there is an increasing workload around issues/support for parents. • Home Start – Use and involved in Team Around the Family (TAFs). Staff have all had LSCB training and find the TAF process a very useful multi-agency tool. Not used the Graded Care Profile and Home Conditions tools much to date but have just finished refresher training and intend to start using these tools to help work with families when there are signs of neglect/problems with managing the home. • Police – Youth Engagement Officer. Do not use these tools as Police have their own systems and paperwork. Support TAFs but do not lead on them. • Family Mentoring Manager – Save the Children. Use some of the tools; Home Conditions Checklist, Graded Care Profile being re-introduced, Risk Indicator Checklist for domestic abuse cases, Child Sexual Exploitation screening tool currently not used but staff have been trained. Use and lead on TAFs. Aware that there are tools to use to support families. <p>It was stated that smaller organisations will not have access to these tools.</p> <p>ACTION: Zara to pick up on those providers that are unaware of tools available and check with Police what their systems are. Zara to send further information to Sue Preston to e mail to the Faith Sector.</p> <p>Angela Lewis stated that Lesley Dixon has been appointed as the Participation and Quality Assurance Manager in the IES Team and she is to work with the third sector to upskill them.</p> <p><u>Map Gaps in Commissioned Service Provision</u> Senior Management Teams within the Council have been asked to identify any gaps that they are aware of. Partners are now asked to do the same.</p> <p><u>Integrated Early Support Quarter 4 Outcomes of Commissioned Services</u> Angela Lewis to present under Item 5 of the Agenda.</p> <p><u>Communication on Early Help Services to be produced and widely circulated and uploaded onto the Local Offer</u> Being finalised by Amanda Hand in the Communications Team.</p> <p>Page 3 – Item 5 – Refreshed Children and Young People’s Mental Health Transformation Plan Agreed to add links into the Plan to other supportive sites to assist parents with parenting skills – Cathy Walsh provided an update stating that the Plan has been updated and signed off by the Emotional Health and Wellbeing Board (EHWB) Group on behalf of the Health and Wellbeing Board. The EHWB Group are working on developing a tier less service and this will include signposting and self-help. They are working to provide supportive sites to assist parents with parenting skills.</p> <p>Children and Young People Mental Health Transformation Plan to be submitted to LSCB for information – Cathy Walsh is contacting the LSCB to make request.</p>	<p>Zara Woodcock</p>
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	<p>Cathy Walsh and Emma Taylor to meet to look at developing a workstream for high risk cases of self-harm as part of the Emotional Health and Wellbeing Board – A date has been set for 26 June.</p> <p>Bring snapshot of outcomes report to NHS England to the next meeting - Jamaila Tausif explained that there is a new format for the Integrated Assurance Framework which has not yet been populated. Once completed Jamaila will bring to the Executive.</p> <p>Page 4 – Item 6 – TAF Performance and Interface with Partners Send legal clause on the use of TAFs for inclusion in contracts to Clinical Commissioning Groups (CCGs) – Actioned</p> <p>Emma Taylor to initiate a health check on the Children in Need data and report back to the Executive – Emma has arranged for this to be discussed at the next meeting of the Children’s Social Care Practice Improvement Meeting.</p> <p>Page 5 – Item 7 – Early Help Strategy A Task and Finish Group to be set up to work on the Action Plan – the first meeting of the Task and Finish Group has taken place.</p>	
<p>3.</p>	<p>Public Health Wellbeing Services – Consultation document for information Cheshire West and Chester Council is currently undertaking a consultation on proposals for the re-commissioning of a number of Public Health Services. Services included in this consultation include:</p> <ul style="list-style-type: none"> • Healthy lifestyle advice and support; • NHS Health Checks; • Sexual Health Services; Smoking cessation (including pharmacy services, prescribing costs and monitoring costs); and • Weight Management <p>The Council is consulting on combining services under one contract commencing in 2019. This approach is designed to ensure that we can channel funds into a high-performing service based on successful outcomes.</p> <p>Tony Sharples stated that although the services within the consultation seem biased towards Adults Services there are overlaps with Children’s Services e.g. substance misuse.</p> <p>Councillor Meardon urged everyone to share the consultation document with partners.</p> <p>Jamaila Tausif asked how this consultation will link future service provision with the East. Tony Sharples responded that services such as substance misuse and sexual health have the potential to be provided over a wider footprint than Cheshire West and Chester and such options will form part of the consultation process.</p> <p>The consultation deadline to receive views is 25 June 2017.</p>	



<p>4.</p>	<p>Children and Young People’s Plan – Priorities 2017-18 At the 20 March meeting partners reviewed the Children and Young People’s Strategic Outcomes and milestones to be achieved for 2017-18. The refreshed Plan was presented to the Executive for discussion and approval.</p> <p>Tony Sharples stated that Helen Bromley, Interim Director of Public Health had made comments on the Plan and was happy to offer support in looking at the outcomes and milestones in more detail, in particular those under the strategic outcome for Prevention.</p> <p>Mark Parkinson explained that this document is a high level overarching strategic document. Each Outcome is supported by a Sub-group responsible for the development of integrated operational delivery and will have more detailed action plans.</p> <p>ACTION: Sarah Blaylock to feedback comments to Helen Bromley</p> <p>ACTION: Mid-year review to be brought to November meeting – ensuring include a more explicit update on Health Thrive outcomes such as self-harm (Cathy Walsh)</p>	<p>Sarah Blaylock</p> <p>Sarah Blaylock/ Isabel Noonan/ Cathy Walsh</p>
<p>5.</p>	<p>Partner Commissioning Overview At the last meeting held on 20 March it was agreed to bring examples of how the impact of IES commissioned services are monitored and reported. The purpose of this is to support the development of a reporting structure for the Children’s Trust as part of a wider exercise on how the Executive will monitor outcomes and impact of commissioned services going forward.</p> <p>Angela Lewis explained the process that commissioners undertake on a quarterly basis for IES. Each contract is required to complete a Performance Management Framework (PMF). The PMF provides up to date information relating to the contract and is very detailed; this information is used as part of the quarterly contract review meeting where the PMF, performance of the service, challenges and opportunities and the impact on service users are discussed. A Senior IES Manager is allocated to each contract and attends the review meeting. Once all the information has been collated the data is developed into a Report Card which is presented to IES Senior Management Team meetings on a quarterly basis. The report card details output and impact against the performance indicators of the service. There is not a standard format for report cards and Angela provided examples for the meeting.</p> <p>Discussions took place as to what information the Children’s Trust Executive would want including key themes, emerging issues and frequency of reports. Mark Parkinson stated that as there is currently no consistent way of reporting we need to agree 4-5 main headings providing a summary on common themes. Once reports have been received if there are any issues highlighted the Executive can request a more detailed drill down of information.</p> <p>ACTION: Angela Lewis to develop a draft template with headings for the Executive to agree virtually. To bring completed template to the</p>	<p>Angela Lewis</p>

<p>6.</p>	<p>next meeting as an example for the way forward.</p> <p>Troubled Families – update, DCLG spot check, Service Transformation Maturity Model and Action Plan</p> <p>Sonia Bassey, Senior Manager, Integrated Early Support attended the meeting to provide an update on the Troubled Families Programme.</p> <p>The current Troubled Families Programme 2015-2020 sets out how councils will work to be more effective in supporting those in need through a whole family approach and co-ordinated practical support. There is an overall target of working with 1,820 families. To date 998 (55%) have been identified and worked with. We have claimed for 391 families – 326 significant and sustained and 65 continuous employment outcomes. Need to identify and work with a further 819 families. Cheshire West and Chester is the highest performer across statistical neighbours and the sub-region.</p> <p>Sonia stated that this has been achieved through the work of IES case workers who work closely with children’s social work colleagues.</p> <p>In January 2017 an external audit took place – a 10% sample of the latest claim (20 cases). The auditors confirmed that 100% of the cases were compliant and provided positive feedback stating that there was high quality work with families, casework systems and good working relationships between staff across the IES Partnership.</p> <p>A Service Maturity Model has been introduced to continue to drive service transformation by the Department for Communities and Local Government (DCLG). It is a practical tool to help local areas evidence and assess their performance against six strands:</p> <ul style="list-style-type: none"> • The family experience of transformed services • Leadership • Strategy • Culture • Workforce Development • Delivery structures and processes <p>An initial desk top assessment was completed in August 2016. The initial Maturity Model assessment will inform the next step, which is a peer review.</p> <p>An action plan is currently being developed with IES partners to take this forward.</p> <p>We are to mentor Bath and North East Somerset Council and they will look at our action plan to see if we can make improvements.</p> <p>Sonia stated that on completion of the action plan a copy will be distributed to the Executive for information.</p> <p>Emma Taylor queried how we can translate the work through the Troubled Families Programme to help reduce the numbers of Children in Need. This needs to be embedded into the Action Plan. There is also a</p>	
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	<p>need to avoid duplication and working with the same families. Sonia agreed and will work with children’s social work colleagues to ensure no duplication and evidence work is having an impact on CIN figures into the Action Plan.</p>	
7.	<p>LSCB Challenge – Parents Event Evaluation Gill Frame stated that the report to the LSCB on the Parents Event is due to be presented to the LSCB Board in a couple of weeks.</p> <p>The conference was sponsored by the LSCB for families that need additional support e.g. the adoption process and complex emotional health and wellbeing needs. Issues that emerged from the event included self-harm, bereavement and suicide. Parents felt that their skills and competencies had improved as a result of attending the event – 33 have given their permission to be a point of contact in the future.</p>	
8.	<p>Items for the next Health and Wellbeing Board As the 17 May Health and Wellbeing Board had been cancelled items from 20 March meeting to be carried forward</p> <ul style="list-style-type: none"> • Emotional Health and Wellbeing • Early Help and TAF process • LSCB refreshed Business Plan 	
9.	<p>Any Other Business NICE Guidance on child abuse and neglect – Tony Sharples is a NICE Fellow and wanted to make partners aware of this guidance. When published, Tony will circulate to the Executive. Tony was asked to ensure that it was put onto the LSCB Executive Agenda.</p>	
10.	<p>Date of next meeting:</p> <p>Date: Monday 17 July 2017 Time: 3.15pm to 5.15pm Venue: Palatine Room, Chester Town Hall</p>	