



North Yorkshire  
Children's Trust

## NORTH YORKSHIRE CHILDREN'S TRUST BOARD

### Minutes of a meeting held on 22<sup>nd</sup> March 2010

**BOARD:** Cynthia Welbourn – NYCC CYPS (Chair)  
Angela Edwards – NYEYDCP  
Nadine Good – Barnado's  
Emma Corner – Young People's Development Worker  
Fiona Hunt – Young People's Development Worker  
Caroline Smale – FE Colleges  
Nancy Palmer – LSCB  
Maureen Benson – Primary Schools  
Frank Ward – VOX (0-11)  
Paul Nixon – NYCC CSC  
Simon Hills – VOX (11+)  
Gareth Whiles – NYYPCT  
Nick Warnes – NY Police  
Erica Taylor – NYPA  
Lesley Ingleson – YJS  
Carolyn Bird – NYCC CYPS  
Jill Gibson – Jobcentre Plus

**PRESENT:** Cllr. Jim Clarke – Exec Member  
David Walker – NYCC CYPS  
Gemma Ingles – NYCC CYPS  
Cllr. Paul Richardson – NYCC Scrutiny  
Claire Gibb – NYCC CYPS Finance  
Lynette Dodds – NYCC CYPS  
Marc Mason – NYCC CYPS  
Dave Chapman – NYCC CYPS (notes)

	ACTION
<p>1. <b>APOLOGIES (Board)</b></p> <p>Cllr. Caroline Patmore – Exec Member, CYPS  Liz Burdett – LSC  Jo Harding – NYYPCT  Sue Metcalfe – NYYPCT  Peter Simpson – Districts  Chris Anderson – NY Fire &amp; Rescue</p>	
<p>2. <b>MINUTES OF MEETING HELD ON 18<sup>th</sup> JANUARY 2010</b></p> <p>The minutes were agreed as a true record.</p>	
<p>3. <b>MATTERS ARISING/DEVELOPMENT UPDATES</b></p> <p><b>Jan 2010 - Encl 4:</b> The Board were informed that work to address CYPP performance information had been completed and that progress was due to be reported later in the March meeting (Encl 7).</p> <p><b>Jan 2010 – Encl 7:</b> Work to establish the agreed Performance &amp; Commissioning sub-group had been progressed and Trust partners had been sent a briefing paper regarding composition and suggested membership.</p> <p><b>Gareth Whiles</b> updated the Board on work to agree a written protocol for substitute prescribing and stated that a draft protocol had been sent to <b>Leigh Bell</b>.</p> <p>The Board’s attention was also drawn to the overview of Trust reporting against the safeguarding strategic priorities, which had been included with the rest of the agenda papers in accordance with a decision reached in November 2009.</p>	
<p>4. <b>DECLARATION BY BOARD MEMBERS OF PERSONAL INTERESTS</b></p> <p>None were raised.</p>	
<p>5. <b>HOUSING &amp; HOMELESSNESS</b></p> <p><b>David Walker</b> presented the report.</p> <p>The Board were informed of a number of significant events relating to the provision of accommodation-related services for young people, including the continuing effects of the recession, recent Law Lord judgements and changes to Supporting People Grant arrangements. Whilst real progress had been made and practice in North Yorkshire had been identified as best practice, provision across the county was still inequitable.</p> <p>The report then outlined an imminent review of Supporting People services for young people, the potential opportunities resulting from new Area Based Grant flexibilities and two proposed models for establishing enhanced commissioning and governance arrangements for this work.</p>	

	<p><b>Carolyn Bird</b> asked whether the joint commissioning group mentioned within the report (5.3) was intended to be separate from the Trust's Performance &amp; Commissioning sub-group.</p> <p><b>David Walker</b> replied that it was envisaged to be part of that group and would fit into the Trust's wider commissioning framework.</p> <p><b>Paul Nixon</b> enquired about how the proposed review would make use of models of good practice and was informed that, whilst current good practice from around the county had already been taken into consideration, the review would also engage with all Housing Associations and partners.</p> <p><b>Cynthia Welbourn</b> noted that comments on this issue had been forwarded from <b>Peter Simpson</b>, who had been unable to attend. Whilst being supportive of the paper as a means of moving forward, he felt that it would also be useful to establish links with the sub-regional Housing Boards.</p> <p><b>Cynthia Welbourn</b> added that this was a challenge, but one that represented a real opportunity to make progress and increase the equity of provision across the county. However, it was vital that the proposed review included key groups of young people and that they should be given the opportunity to inform the report to be brought back to the Trust Board later in the year.</p> <p>The Board thanked <b>David Walker</b> for the report.</p> <p><b>ACTION:</b></p> <p><b>5.1</b> – That the Board notes the report.</p> <p><b>5.2</b> – That the Board endorses a review of housing related support needs and service provision for young people, to include engagement with key groups of young people.</p> <p><b>5.3</b> – That Model 1 (as outlined within 5.2 of the report) is initially adopted but that these new governance and commissioning arrangements are reviewed within six months, to ensure their appropriateness and effectiveness.</p> <p><b>5.4</b> – That the Board receives a progress report about this work at the September 2010 meeting.</p>	<p><b>D Walker</b></p> <p><b>D Walker</b></p>
6.	<p><b>DOMESTIC ABUSE</b></p> <p><b>Gemma Ingles</b> presented the item.</p> <p>The report provided the Board with an update on work relating to domestic abuse and gave an overview of the role of the newly appointed Domestic Abuse Officer. Revised guidance to schools on domestic abuse had been successfully implemented in the Scarborough and Ryedale areas and identified best practice from this process was now helping to inform new guidance and training materials, to be rolled out across the county from September 2010.</p> <p><b>Nancy Palmer</b> asked if any links had been established with LSCBs and locality forums and was informed that a meeting had already taken place with <b>Liz Carr</b> and that the draft guidance clearly outlined the existing MALAP process and provided clarity for school settings and their expected roles. As such, it worked alongside existing LSCB work and didn't duplicate it.</p>	

	<p>Additionally, arrangements were in place for direct LSCB representation on the Domestic Abuse focus group.</p> <p><b>Paul Nixon</b> commented that a shared understanding of domestic abuse was a challenge for the Trust and that linking together data from all partners was key to making progress.</p> <p><b>Gemma Ingles</b> noted that a definition of domestic abuse had been agreed within the Domestic Abuse Strategy and was being used and that work was underway with <b>Lynette Dodds</b> (P&amp;O) and colleagues in Integrated Services to ensure that data was used effectively and appropriately.</p> <p><b>Carolyn Bird</b> commented that this was a reassuring approach and that links to early intervention and prevention work were vital.</p> <p><b>Cynthia Welbourn</b> thanked <b>Gemma Ingles</b> for the report and noted the shared importance of this work for both the Children's Trust and the LSCB. Consequently, the Trust would provide any assistance required to help make progress against this priority area of work.</p> <p><b>ACTION:</b></p> <p><b>6.1</b> – That the Board notes the report.</p> <p><b>6.2</b> – That the Board receives a report detailing specific domestic abuse recommendations at the May 2010 meeting.</p>	<p><b>G Ingles</b></p>
<p>7.</p>	<p><b>LDD STRATEGY</b></p> <p><b>Lynette Dodds</b> presented the report.</p> <p>The Trust Board were updated on progress relating to the Learning Difficulties and Disabilities Strategy (LDD), as undertaken by the Trust's LDD sub-group. The report provided detailed information on its three primary components, namely; Needs Assessment, Integrated Approach and Enhanced Provision.</p> <p>Progress had been made within the Needs Assessment element, particularly with reference to user engagement, although it was recognised that further work remained. The Board were also reminded of a number of recent reports that dealt specifically with areas of Enhanced Provision. Progress had also been made within the Integrated Approach area, including the completion of a service mapping exercise, the remodelling of and subsequent training for Early Support and a recent consultation on a Transitions protocol.</p> <p>The report concluded by providing information on a standardised training approach between CYPS and Adults, the clarification of information for young people and families and the creation of a family file, which was underway. An LDD Change Programme was also planned, building on the needs assessment and integrated assessment work, which would include reforms within CYPS. To this end, a CYPS Change Team had been established, a LDD Policy Statement would be released and regular reports would be brought to the LDD sub-group and, therefore, to Trust partners represented within that group.</p> <p><b>Paul Richardson</b> noted that he was very encouraged by ongoing work with parents but that he remained concerned about work relating to 0-5 years and</p>	

	<p>early diagnosis, a situation that was impacted by a reduced number of Health Visitors.</p> <p><b>Gareth Whiles</b> replied that, in recent weeks, extra finance had been allocated within the PCT to bolster Health Visitor numbers (amongst other posts) and that an overarching service review for 0-19 years was underway, which included Health Visitor provision.</p> <p><b>Cynthia Welbourn</b> noted that the LDD Change programme and the internal CYPS re-organisation would enable greater integration and that this, in turn, would be of help to the PCT.</p> <p>The Board thanked <b>Lynette Dodds</b> for the item.</p> <p><b>ACTION:</b></p> <p><b>7.1</b> – That the Board notes the report.</p> <p><b>7.2</b> – That the Board supports the LDD Change Programme, as detailed within the report.</p> <p><b>7.3</b> – That the Board receives progress report relating to the LDD Strategy at appropriate intervals.</p>	<b>LDD sub group</b>
8.	<p><b>POST-INSPECTION ACTION PLAN</b></p> <p><b>Cynthia Welbourn</b> presented the report.</p> <p>The Board were updated on progress against the Post-Inspection Action Plan, which covered work to address the 8 recommendations stemming from the Ofsted Inspection of safeguarding arrangements and services for looked after children in September 2009.</p> <p>With reference to Recommendation 1, the Board were updated on progress relating to ICT and ICS issues, both of which had seen significant improvements. Work to develop bespoke case management templates was also underway and completion was envisaged for summer 2010. The report also provided a performance overview of improvements in Timeliness of Assessments and this information was supplemented by a verbal update on figures for February, which had become available since the report had been published and indicated figures of 75.2% for Initial Assessments and 72.2% for Core Assessments, both of which indicated a move in the right direction. Information was also provided on the building of workforce capacity and it was proposed that a more detailed report on this area of work was to be presented to the Board in May 2010.</p> <p>The report continued to provide detailed progress information on the remaining recommendations, many of which were covered in other reports on the March agenda. The report concluded by stating that Recommendation 8 (Audit of Child Protection Plans) had been completed and that analysis was being undertaken by the LSCB, who would report back to the Children’s Trust at the May meeting.</p> <p><b>Nancy Palmer</b> commented that the new ‘Working Together to Safeguard Children’ guidance had now been published and that this work would need to</p>	

	<p>be reviewed against this new document. The issue of successfully increasing workforce capacity was also raised and the proposal for a report in May on this issue was welcomed.</p> <p><b>Lesley Ingleson</b> also stated that [with reference to 10.0 of the report] the planned meeting between young people in custody and <b>Cllrs Swales</b> and <b>Patmore</b> was going ahead and had been scheduled for May 2010.</p> <p>The Board then continued to discuss current performance information, the rationale and mechanisms behind the setting of targets and the impact of unforeseen national events on previously agreed performance targets. It was also noted that the future agreements would enable the setting of more appropriate targets to reflect the new circumstances in which Trust partners were now operating.</p> <p><b>ACTION:</b></p> <p><b>8.1</b> – That the Board notes the report.  <b>8.2</b> – That the Board receives further information on the building of workforce capacity at the May 2010 meeting.</p>	<p><b>P Nixon / P Yeadon / C Welbourn</b></p>
<p>9.</p>	<p><b>LAC HEALTH STRATEGY</b></p> <p><b>Gareth Whiles</b> presented the report.</p> <p>The Board were provided with an overview of the Looked After Children Health Strategy and were informed that the version brought to the Board was to be viewed as work in progress. As such, contributions and comments were welcomed from all Trust partners and it was proposed that ongoing work on the document should be co-ordinated through the MALAP.</p> <p><b>Paul Nixon</b> highlighted the need for the strategy under discussion to compliment the LAC Strategy that had previously been agreed by Children’s Trust in 2009 and also noted that the MALAP had already identified a number of key health issues for Looked after Children that would need to be included.</p> <p><b>Cynthia Welbourn</b> noted that colleagues within the NHS were undergoing a period of change and that it was essential to maintain a clear focus on Looked after Children throughout this process, to ensure their needs were consistently met. It was therefore important to finalise the LAC Health Strategy over the coming months and that consideration also needed to be given to health and young offenders, as raised during the January 2010 meeting of the Board.</p> <p><b>ACTION:</b></p> <p><b>9.1</b> – That the Board notes the draft document.  <b>9.2</b> – That the MALAP co-ordinates the development of the LAC Health Strategy, on behalf of the Children’s Trust [and as a sub-group to the Board].  <b>9.3</b> – That the Board receives a report at the May 2010 meeting detailing services relating to health and young offenders.</p>	<p><b>P Nixon / G Whiles / G Whiles</b></p>
<p>10.</p>	<p><b>NHS NORTH YORKSHIRE &amp; YORK STRATEGIC PLAN</b></p>	

	<p><b>Gareth Whiles</b> presented the item.</p> <p>The Board were verbally updated on work to develop the new NHS North Yorkshire &amp; York Strategic Plan, which was due to be presented to the PCT Board on 23<sup>rd</sup> March 2010. In its current form, the plan was not compiled in a way that allowed a specific focus on services for children and young people, but it was proposed that such a report be brought to the Children’s Trust.</p> <p>The Board were also informed that the strategic plan already contained a number of relevant priorities for the Trust, including:</p> <ul style="list-style-type: none"> <li>• Universal services review for 0-19 years</li> <li>• Sexual health services for young people</li> <li>• Children with complex needs</li> <li>• Smoking during pregnancy</li> <li>• CAMHS</li> </ul> <p>It was hoped that financial and priorities information would be available for the May meeting of the Trust Board. It was also agreed that the Board would be regularly informed of progress relating to changes within the PCT and the Transforming Community Services process.</p> <p><b>Cynthia Welbourn</b> noted that colleagues from CYPS were attending PCT Locality System Board meetings, in order to impart the views of the Directorate and to enable the PCT to consider these in their future strategic planning. It was extremely important to ensure that the needs of children and young people were represented in this way, as the provision of certain services, like CAMHS, required a different approach for children than it did for adults.</p> <p>At present, these meetings were being attended on behalf of the Directorate, but the Board were asked if they would like the Directorate to act on their behalf, to ensure that their views were also heard. The Trust Board were asked for their opinions on this and a general agreement in favour of the proposal was reached.</p> <p><b>Nancy Palmer</b> seconded the suggestion and felt that it was vital for the Children’s Trust to have a mechanism for flagging up key issues to the NHS.</p> <p><b>ACTION:</b></p> <p><b>10.1</b> – That the Board receives a report at the May 2010 meeting, outlining priorities and financial information within the NYY Strategic Plan and providing a specific children and young people focus.</p> <p><b>10.2</b> – That the Board receives regular updates on the Transforming Community Services process.</p> <p><b>10.3</b> – That Children and Young People’s Service colleagues represent the views of both the Directorate and the North Yorkshire Children’s Trust when attending the PCT Locality System Board meetings.</p>	<p><b>G Whiles</b></p> <p><b>G Whiles</b></p> <p><b>C Welbourn</b></p>
11.	<b>CHILDREN’S TRUST PRIORITIES:</b>	

**a) FORWARD FINANCIAL PLANNING**

**Cynthia Welbourn** presented the item.

The Board were informed of a recent meeting, during which, finance officers from across Children’s Trust partner organisations had met to discuss financial matters and to develop a clearer shared financial understanding. This meeting had been extremely useful and all attendees were thanked for their participation.

Following on from that meeting, the Trust Board partners were asked to consider drafting a joint financial report for the May 2010 meeting, to allow scoping for future planning and alignment of services, to minimise duplication and inefficiencies and to potentially identify and support shared priority areas. Although this would not be easy, it would effectively underpin the new CYPP and allow a clearer appreciation of the situation as partners proceeded into a financially challenging future.

**Cynthia Welbourn** asked if any partners had any reservations about this and noted that the local authority, the PCT, the District Councils and the Youth Justice Service would all be involved in this. Also, it was made clear that, if they chose to, the Voluntary and Community Sector would be welcome to contribute to this process.

**Frank Ward** replied that the complexity of North Yorkshire made it difficult for the voluntary sector to get such information, but that he would approach the networks with the offer.

**Nick Warnes** commented that, although certain areas of police work dealt specifically with children and young people, the vast majority of activity fell within wider categorisation and, consequently, it was extremely difficult to ascertain financial information relating solely to children and young people.

**Cynthia Welbourn** replied that the task was recognised to be challenging but also noted that all statutory agencies within the Children’s Trust would soon be required to provide such information, as a more costed CYPP was one of the measures outlined in soon-to-be-released statutory guidance.

**ACTION:**

**11a.1** – That the Board notes the report.

**11a.2** – That the Board receives a joint financial report at the May 2010 meeting, with contributions from all statutory partners where possible.

**ALL**

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**b) PERFORMANCE REVIEW – LAA / CYPP**

**Lynette Dodds** presented the item.

The Board were updated on progress against the 20 Local Area Agreement targets for which they had direct responsibility, in addition to updates on 4 additional targets in which they held a strong interest. Generally, progress against the LAA action plan was ‘on track’, although Board members were

informed of 5 indicators causing concern, as outlined in section 4 of the report.

Information was also provided about the 3 'stretch targets' that were approaching completion. Of these 3, only 1 (L58 - % of Healthy Schools) had been met, with a grant reward available of up to £1.2 million. A number of issues had affected the remaining two targets (NI117 and L64) and further information was provided within the report.

The report concluded by providing the Board with an overview of progress relating to the priorities within the CYPP and served to update information presented to the Trust Board in January 2010.

The Board thanked **Lynette Dodds** for the report.

**ACTION:**

**11b.1** – That the Board notes the report and endorses its recommendations.

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**c) FUTURE PLANNING ARRANGEMENTS**

**Lynette Dodds** presented the report.

The Board were informed of changes to the arrangements governing the development and production of Children and Young People's Plans (CYPP), as brought about by the introduction of the Apprenticeships, Skills, Children and Learning Act 2009. This had a number of implications for the timescales for developing both the Year 3 revisions of the current CYPP and the new CYPP 2011-14, which had to be published by 1<sup>st</sup> April 2011. The development of a new CYPP 2011-14 also coincided with the refresh of the Sustainable Community Strategy and Local Area Agreement for North Yorkshire, which represented an excellent opportunity for the three documents to reflect shared ambitions for children and young people.

The Board were advised that the above developmental work required very challenging timescales, but that the deadline of 1<sup>st</sup> April 2011 was not optional and was a statutory requirement for which the Children's Trust were responsible. In order to inform this work, a comprehensive Needs Assessment was planned for 2010. Once convened, the Performance & Commissioning sub group would drive this work forward.

**Cynthia Welbourn** reminded the Trust that they had previously discussed the possibility of scheduling a development day later in the year to discuss the setting of future priorities and strategic direction. It was suggested that the Board should meet on **Monday 20<sup>th</sup> September 2010**, as both the needs assessment data and financial information would be available at this stage. This information would enable well-evidenced and appropriately costed discussions to take place and enable the Children's Trust to set priority work for the new CYPP.

**ACTION:**

	<p><b>11c.1</b> – That the Board notes the report.</p> <p><b>11c.2</b> – That the Board endorses the proposed timeline for the development of the Children and Young People’s Plan.</p> <p><b>11c.3</b> – That the Board endorses and commits to a comprehensive needs assessment process in 2010.</p> <p><b>11c.4</b> – That Trust Board partners note the date of the development day on 20<sup>th</sup> September 2010 and confirm their attendance by the May 2010 meeting.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<p>12.</p>	<p><b>CHILDREN’S TRUST GOVERNANCE ARRANGEMENTS</b></p> <p><b>Dave Chapman</b> presented the report.</p> <p>The report provided the Board with detailed information relating to its functioning and governance, in addition to the results of a recent self-evaluation undertaken by Trust Board members. Modifications to the monitoring of Trust Board activity indicated that subjects covered by reports represented a good spread across CYPP improvement priorities, but that room for improvement still remained with reference to the number of reports presented for information only. Information on attendance rates at meetings and frequency of reporting by individual agencies was also provided, in addition to statistics indicating a strong commitment to agreed actions undertaken by the Board, with 92.6% of actions resulting from meetings progressed to date.</p> <p>The Board were then updated on findings from their recent self-evaluation, which revealed good progress in performance management and leadership, but indicated that improvements could still be made in the sharing of local intelligence and clarity regarding the roles and responsibilities of Trust members, particularly in light of recent legislative changes. The report noted that these latter points would be addressed by a shared analysis of the needs assessment data [discussed earlier in the meeting] and a planned Children’s Trust Induction process for members. The report continued to state that commitment to the Children’s Trust and its work was strong across the Trust and that partners felt that the Board received a good level of support, with clear and timely processes in place.</p> <p><b>Cynthia Welbourn</b> commented that revisions to the functions of the Board were positive and that the recent introduction of cover sheets for reports was a good example of this.</p> <p><b>Nancy Palmer</b> offered to send copies of a recently viewed Induction Pack and Code of Conduct to the Trust secretariat, in order to assist in the development of similar packs.</p> <p><b>Carolyn Bird</b> noted that the self evaluation had indicated a perceived opportunity to increase the voice of parents and children and young people in the Trust’s work and stated that this needed to be developed further in the future.</p> <p><b>Cynthia Welbourn</b> agreed that more active participation should be encouraged in the future, but also pointed to the fact that the needs assessment process, upon which the CYPP was based, contained a wealth of participative information from across the county. The development day in</p>	

	<p>September would be useful, as it would allow all partners to study the information contained therein.</p> <p><b>ACTION:</b></p> <p><b>12.1</b> – That the Board notes the report and the recommendations contained therein.</p>	
13.	<p><b>PARTICIPATION STRATEGY</b></p> <p><b>Ian Marr</b> presented the item.</p> <p>The Trust Board were provided with a brief overview of the Participation Strategy, which set out a challenging vision over the next 5 years to become one of the best areas in the country for children and young people’s participation. A strong commitment was required from all Children’s Trust partners and a recommendation to endorse the strategy was presented to the Board.</p> <p><b>Carolyn Bird</b> welcomed the strategy and commented that increasing participation across the county was very important.</p> <p><b>Fiona Hunt</b> noted that participation was already strong in areas and pointed to the IYS Hubs assessments as evidence of this.</p> <p><b>Cynthia Welbourn</b> asked if these results were available, as the Children’s Trust would be interested in the findings of this assessment and said that it would be helpful for the Young People’s Development Workers to present a report on this.</p> <p><b>ACTION:</b></p> <p><b>13.1</b> – That the Board notes the report and endorses the Participation Strategy attached.</p> <p><b>13.2</b> – That the Board receives a report at the May 2010 meeting on recent assessments within the IYS Hubs settings.</p>	<b>YPDWs</b>
14.	<p><b>FORWARD PLAN 2010</b></p> <p>The Board noted the current Forward Plan.</p>	
15.	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Cynthia Welbourn</b> directed the Board’s attention towards a Workforce Development briefing paper that had been circulated, outlining a number of options relating to multi-agency Safeguarding Training. Partners were asked to consider the content of the note and whether training was reaching the correct staff. The issue would be returned to at a later date.</p>	
16.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on Monday 17<sup>th</sup> May 2010, 12:45 for 1.00pm start in The Grand, County Hall, Northallerton</p>	