

NORTH YORKSHIRE CHILDREN'S TRUST BOARD

Minutes of a meeting held on 18th January 2010

- BOARD:** Cynthia Welbourn – NYCC CYPS (Chair)
Gareth Whiles – NYYPCT
Sue Metcalfe – NYYPCT
Nancy Palmer – LCSB
Fiona Hunt – Young People's Development Worker
Jennie Johnson – Young People's Development Worker
Frank Ward – VOX (0-11)
Caroline Smale – FE Colleges
Peter Simpson – District Councils
Carolyn Bird – NYCC CYPS
Jo Harding – NYYPCT
Lesley Ingleson – YJS
Nick Warnes – NY Police
Paul Nixon – NYCC CSC
Liz Copas – Parents and Carers
Kerry Jephson – Barnados (sub. for Nadine Goode)
- PRESENT:** Alan Clifton – NYCC CYPS
David O'Brien – NYCC CYPS
Lynette Dodds – NYCC CYPS
Claire Gibb – NYCC CYPS Finance
James White – GOYH, Children's Services Advisor
Louise Dunn – NYCC IYS
Leigh Bell – NYCC CYPS
Stuart Gregory – NYCC CYPS
Karl Podmore – NYCC CSC
Stephanie Bratcher – NYCC Scrutiny
Katharine Bruce – NYCC CYPS
Dave Chapman – NYCC CYPS (notes)

	ACTION
<p>1. APOLOGIES (Board)</p> <p>Erica Taylor – NYPA Maureen Benson – Primary Schools Cllr Caroline Patmore – Exec Member, CYPS Cllr Jim Clark – Exec member Sally Bourton – Action for Children Liz Burdett – LSC Steve Guest – Jobcentre Plus</p>	
<p>2. MINUTES OF MEETING HELD ON 16th NOVEMBER 2009</p> <p>The minutes were agreed as a true record.</p>	
<p>3. MATTERS ARISING/DEVELOPMENT UPDATES</p> <p>Gareth Whiles commented that a report on the Child Health Strategy had been included on the provisional agenda for the January 2010 meeting of the Board, but that this had been rescheduled to the March meeting instead.</p> <p>Peter Simpson asked if any progress had been made with reference to the Commissioning Strategy, which had been discussed at the previous Children’s Trust meeting in November 2009 and was informed that a report outlining progress against this item would be discussed later in the meeting.</p> <p>Cynthia Welbourn directed the Board’s attention to a briefing paper included within the Trust Board documents, which provided an overview of the reporting arrangements for all safeguarding priorities for the remainder of 2009/10. As the Board felt that this was a useful addition, it was agreed that this would be retained as a standing item, in addition to the wider Trust performance management arrangements already in place.</p> <p>ACTION:</p> <p>3.1 – That future Children’s Trust papers include an overview of reporting arrangements for identified safeguarding strategic priorities, in addition to the existing performance management arrangements for the Children’s Trust.</p> <p>3.2 – That the Board receives a general overview report at the May meeting, which provides details of progress against all identified safeguarding strategic priorities.</p>	<p>D Chapman</p> <p>C Welbourn</p>
<p>4. DECLARATION BY BOARD MEMBERS OF PERSONAL INTERESTS</p> <p>None were raised.</p>	
<p>5. ETE (NI 45) PROGRESS</p> <p>Alan Clifton presented the report.</p> <p>The Board received a report on developments relating to ETE progress, following a request for an update on this area of work during discussions at</p>	

	<p>the November 2009 meeting. The report outlined the fact the progress against ETE targets (NI 45) was a cause for concern and that, against, statistical and national comparators, performance in North Yorkshire had room for improvement. The Board were told about ongoing and planned developments across the county designed to target these areas for improvements, before being informed that another progress report would be brought back to the Trust Board later in the year.</p> <p>Lesley Ingleson said that the report was extremely clear and gave a good snapshot of the situation, before agreeing that improvements could definitely be made. However, concerns were expressed that young people who were not ETE were also potentially not engaged with other services and that this fact should not be overlooked.</p> <p>Cynthia Welbourn stressed the importance of obtaining 1st day absence data, as it was imperative that issues were identified straight away. It was also suggested that the practice of other local authorities could offer valuable insights into ways to improve performance and practice in North Yorkshire and that this should be looked into.</p> <p>James White stated that he would provide the details of relevant local authorities to enable this to happen.</p> <p>ACTION:</p> <p>5.1 – That the Board notes the report. 5.2 – That the Board receives an updated progress report on ETE (NI 45) at the July meeting. 5.3 – That details are provided of relevant local authorities, whose practice and performance information may prove to be useful for future planning.</p>	<p>A Clifton J White</p>
<p>6.</p>	<p>POST-INSPECTION ACTION PLAN / ICS RECOVERY</p> <p>Cynthia Welbourn presented the item.</p> <p>The report updated the Board on progress against activities within the Post-Inspection Action Plan, including details of increases in safeguarding and assessment capacity. The Board were informed that progress was being made throughout the Action Plan in accordance with agreed timescales and that this report served as a summary of these.</p> <p>Peter Simpson asked if progress reports were due to be presented to the Board on a regular basis and that, if so, whether it was possible to include an extra reporting column, identifying the final aim of the priority, in order to allow Trust members to keep on track and evaluate progress against activities.</p> <p>Cynthia Welbourn replied that there were 3 levels of reporting: the reports to the Trust Board, the detailed Action Plan and, sitting in between, summary sheets which outlined progress made. In future, summary sheets would accompany reports to the Board.</p> <p>Sue Metcalfe asked how progress against these priorities and other changes to services and strategy would be incorporated into the new CYPP, as it was vital that Trust Board members were able to see all of the risks and make</p>	

	<p>decisions accordingly. Cynthia Welbourn commented that these issues would be picked up by items on the agenda later that day.</p> <p>ACTION:</p> <p>6.1 – That the Board notes the report. 6.2 – That the Board receives progress reports about the Post-Inspection Action Plan at subsequent meetings, to appear as a standing item until it is agreed otherwise. 6.3 – That the aforementioned summary sheets are included alongside progress reports, as part of this reporting cycle.</p>	<p>C Welbourn</p> <p>C Welbourn</p>
<p>7.</p>	<p>CYPP MID YEAR REVIEW</p> <p>Lynette Dodds presented the item.</p> <p>The Board were provided with detailed performance information relating to the Mid Year Review of the Children and Young People’s Plan, which served as a 6 month progress check against each action contained within the CYPP. The Board were informed that, although actual delivery had increased in comparison with last year, the % rate of delivery was lower, due to the increased amount of activity contained within the current CYPP. The Board were also reminded of the RAG coding system (Red, Amber, Green) and looked at the analysis of cross-cutting work within the CYPP, which examined performance from the viewpoint of different vulnerable groups. The report concluded by stating that work was currently ongoing within CYPS Leadership Team to pick through all of the items within the plan rated as amber or red, to ensure that appropriate action was taken in each instance. The Board would be regularly updated on this work, as part of the existing performance management arrangements.</p> <p>Peter Simpson commented that the MYR document was an impressive piece of work but one that would be difficult to maintain. The Children’s Trust had matured enough for partners to be confident in the accuracy of reporting, which meant that the monitoring of “green” actions could be predominantly undertaken by the new Performance and Commissioning Sub-group on behalf of the Board. This would therefore enable the Trust to focus on shorter reports detailing the issues that required further attention [identified as “red” or “amber”]. It was also important to clarify the actual impact if actions remained incomplete, in order to accurately risk assess these priorities.</p> <p>Cynthia Welbourn commented that the current CYPP also contained too many priorities and that the impact of this work needed to be assessed more clearly in the future.</p> <p>Peter Simpson agreed and stated that, although he didn’t want to lose any activity, that didn’t necessarily mean that everything needed to be included in the CYPP.</p> <p>ACTION:</p>	

	<p>7.1 – That the Board notes the report and endorses the recommendations therein.</p> <p>7.2 – That Outcomes Groups are to consider the performance information provided, in order to identify remedial actions for at risk activities.</p> <p>7.3 – That Outcomes Groups allocate a named lead for the 16 activities currently without a named individual.</p> <p>7.4 – That a “Champion” is allocated to each of the vulnerable groups within the CYPP.</p>	<p>Outcomes Group Outcomes Groups ALL</p>
<p>8.</p>	<p>AIMING HIGH STRATEGY</p> <p>Karl Podmore presented the report.</p> <p>The Board were updated on developments relating to the Short Break Pathfinder programme and were provided with details of progress against key points with the Short Breaks Action Plan. The report also updated the Board on staffing appointments, Contract Care, Capital Plan developments and amendments to Eligibility Criteria, which needed to be reviewed to ensure continued compliance with legislation.</p> <p>Liz Copas commented that, during consultation with parents and carers, the key issue of inclusion repeatedly came up, as mainstream school children often missed out due to eligibility issues.</p> <p>Karl Podmore acknowledged the issue and replied that the challenge was to include more young people outside of social care, which was actually seeing an increase in numbers accessing services.</p> <p>Carolyn Bird commented that a great deal was happening across the county and that work was ongoing to increase access to services for all children and young people.</p> <p>Cynthia Welbourn noted that it would be useful for the Board to receive an overall LDD report at the March/May meeting, with information about Early Support arrangements across North Yorkshire, in addition to details from 2 ISM areas about the development of informally accessed lower level work and services.</p> <p>Frank Ward commented that the Voluntary Sector were well placed to assist in this work and Cynthia Welbourn replied that Sally Bourton (Action for Children) was a member of the LDD Strategy Group and represented VCS already.</p> <p>ACTION:</p> <p>8.1 – That the Board notes the report and its recommendations.</p> <p>8.2 – That the Board continues to receive regular progress reports on the Short Breaks Pathfinder.</p> <p>8.3 – That the Board receives a LDD report at the March or May meeting, to include information about Early Support and lower-level informal arrangements in 2 ISM areas.</p>	<p>K Podmore LDD Strategy Group</p>
<p>9.</p>	<p>CHILDREN’S TRUST COMMUNICATION STRATEGY</p>	

	<p>Lynette Dodds presented the item.</p> <p>The report updated the Board on work to develop a Communications Strategy for the Children’s Trust, in order to improve communications across the Trust and its partners and to raise the profile of the Board’s role and work to a wider audience. A draft Strategy was presented to the Board for comment, prior to a finalised version in March.</p> <p>Peter Simpson acknowledged the draft framework and its mechanisms but stressed that an effective Communications Strategy would ultimately succeed or fail on the quality and appropriateness of content itself. This would need to be reviewed on a continuous basis to ensure that standards were maintained. It was also noted that District Councillors would be interested in this work as well and should be included within the stakeholder group details.</p> <p>Carolyn Bird commented that schools and colleges should be listed within the stakeholder groups.</p> <p>Lynette Dodds replied that these had originally been included within the wider stakeholder category, but that they would be explicitly referenced in the final version of the strategy.</p> <p>Cynthia Welbourn commented that it would also be useful for communications officers from organisations within the Trust partnership to establish contact with Barbara Shirt, Communications Officer (CYPS), in order to take this work forward.</p> <p>ACTION:</p> <p>9.1 – That the Board notes the report and its recommendations.</p> <p>9.2 – That the requested amendments raised during the meeting are made to the Draft Communications Strategy.</p> <p>9.3 – That partners will submit any further comments regarding the draft Strategy by the end of February 2010, in order to allow their inclusion in the final document.</p>	<p>L Dodds</p> <p>ALL</p>
10.	<p>COMMISSIONING STRATEGY</p> <p>David O’Brien presented the report.</p> <p>The Board were updated on progress relating to the development of a commissioning strategy. Following positive consultation responses to the proposed reporting arrangements for the Children’s Trust, which had since been endorsed, the formation of a Performance and Commissioning sub-group had been agreed. This group was now in the process of being established and, once formed, would take responsibility for work to complete the commissioning strategy. The Board were also informed of a proposal to incorporate financial monitoring responsibilities within this group, due to the proximity between performance management and finance, and that the Communications Strategy [mentioned in the previous item] would be utilised to promote commissioning work throughout the Trust.</p> <p>A discussion followed during which members of the Children’s Trust re-</p>	

	<p>examined the arrangements in place to accurately assess need, identify priorities and allocate resources across the county, functions performed by the CYPP cycle and the Trust Board itself.</p> <p>Jo Harding commented that the Performance and Commissioning sub-group would need to include the right mix of people, with knowledge of services, performance and finance being equally important.</p> <p>Cynthia Welbourn agreed and noted that the group would need to have sufficient substance to performance manage the work of the Trust, identify areas requiring attention and challenge the Trust Board and its partners when required to. Subsequently, the sub-group would require senior membership.</p> <p>Sue Metcalfe commented that it was important to ensure that all partnership organisations within the Children’s Trust were represented within the sub-group and the during the development of the CYPP.</p> <p>Cynthia Welbourn replied that the CYPP was due to be refreshed in May-June 2010. All Trust Board members were involved in the development of the CYPP, which ensured that all partner organisations had the opportunity to contribute to the process. The Children’s Trust would set priorities for work, which would then be taken forward by the sub-group on their behalf.</p> <p>Peter Simpson commented that the financial and performance management components of the sub-group should remain together, as opposed to being dealt with by separate groups and that the membership of this group should be flexible, with a fixed core group having the ability to request membership from the wider partnership as and when required.</p> <p>The Board thanked David O’Brien for the report.</p> <p>ACTION:</p> <p>10.1 – That the Board notes the report.</p> <p>10.2 – That the Board endorses the establishment of the Performance and Commissioning Sub-Group and that the Commissioning Strategy work is taken forward by this group, as outlined in the report.</p> <p>10.3 – That the Board receives an update of the establishment of the above sub-group at an appropriate time in the near future.</p>	<p>D O’Brien</p>
<p>11.</p>	<p>INTEGRATED YOUTH SUPPORT (IYS)</p> <p>Louise Dunn presented the report.</p> <p>The report updated the Board on developments relating to Integrated Youth Support and informed Children’s Trust partners that the target for young people not in education, employment or training (NEETs) would not be achieved. However, given the current and expected economic climate, North Yorkshire’s performance was actually very good and was currently the second best performer in comparison with statistical neighbours.</p> <p>The report then continued to provide details of a post implementation review of IYS and an evaluation of progress made since its establishment two years ago. The review would examine ways of establishing improved integration of</p>	

	<p>IYS with the Youth Service, in accordance with the CYPP (6.1) and the Trust's wider commitments to integrated working at locality level. Any proposals resulting from this review, including structural and/or financial recommendations, would be reported to the Children's Trust Board in due course.</p> <p>Cynthia Welbourn thanked Louise Dunn for the report, before making the Board aware that plans were in place nationally to look at potential re-distribution of NEET funds to areas of greater perceived need. This was a concern for North Yorkshire and was currently been pursued as a regional issue.</p> <p>ACTION:</p> <p>11.1 – That the Board notes the report and its recommendations. 11.2 – That the Board continues to receive regular progress reports relating to IYS 11.3 – That the Board receives a report following the IYS post implementation review.</p>	<p>L Dunn</p> <p>L Dunn</p>
<p>12.</p>	<p>LOCALITY WORKING PRESENTATION</p> <p>Stuart Gregory presented the item.</p> <p>The Board were provided with an update on locality working in North Yorkshire and the presentation contained detailed information about children's centre development, the further integration of services and the continuing success and importance of common assessments and TAC meetings. The presentation then continued to provide information on how integrated services were improving the ways in which impact was demonstrated, before concluding with a summary of developments from each of the ISM areas.</p> <p>A discussion about common assessment and range of services involved in integrated work ensued, during which it was noted that IYS and TYS (Targeted Youth Support) were all part of the framework of early intervention and were all involved in the common assessment framework.</p> <p>Carolyn Bird noted that work was underway to examine issues relating to the complexity of CAFs and the length of time that CAFs were classed as open, the results of which would be shared with the Trust Board in due course.</p> <p>The Board then discussed the extent to which Children's Trust partners were contributing to the provision of chairpersons for CAFs as, although excellent work had been done to date, the growing number of common assessments meant that the situation would need to be revisited.</p> <p>Jo Harding noted that reviewing expectations around workforce training and development might be useful, as it would allow priority areas to be identified and focused upon.</p> <p>Stuart Gregory noted that an extensive and highly rated training package was now available to those considering chair work and that they would be able to</p>	

	<p>develop within a supportive structure.</p> <p>Cynthia Welbourn commented that this was excellent work and that it would be useful for the Trust Board to receive a paper containing composite data on CAF, IYS and Children’s Social Care, in order to allow the construction of a factual picture of safeguarding in North Yorkshire.</p> <p>ACTION:</p> <p>12.1 – That the Board receives a report at the May meeting which outlines an overall picture of safeguarding in North Yorkshire and contains composite data on CAF, IYS and Children’s Social Care.</p>	<p>S Gregory / L Dunn / P Nixon</p>
<p>13.</p>	<p>DRUGS & ALCOHOL</p> <p>Louise Dunn and Leigh Bell presented the report.</p> <p>The report updated the Board on young people’s substance misuse services and highlighted a number of areas which required further attention. The Board were also informed of a national budget reduction of 20K, to be covered by Integrated Youth Support, and of a recent annual needs assessment, which had resulted in a re-alignment of service provision (as outlined in the report). The report concluded by outlining the requirement for a written protocol with NYYPCT for substitute prescribing, as the current verbal arrangements were not sufficiently robust. Some progress had been made during a recent meeting with George Lee, during which an agreement had been reached to develop pathway and commissioning arrangements, which he would then procure.</p> <p>Colleagues from NYYPCT asked for more information about this meeting, as they had been expecting further discussions to take place regarding this issue to enable a resolution at sub-Board level.</p> <p>Cynthia Welbourn noted that Trust Board members all shared a commitment and a duty towards co-operation and that this applied to issues relating to both strategic and operational levels.</p> <p>Nancy Palmer asked if the issue had been successfully resolved and was informed that a way forward had been identified.</p> <p>Lesley Ingleson commented that it would be useful to arrange a meeting with Health colleagues, in order to arrange regular PCT representation in the Drugs and Alcohol group.</p> <p>The Board thanked Louise Dunn and Leigh Bell for the report.</p> <p>ACTION:</p> <p>13.1 – That the Board notes the report and the recommendations contained therein.</p> <p>13.2 – That the Board endorses the proposed service re-alignment, as outlined in the report.</p> <p>13.3 – That work is undertaken to develop a written protocol for substitute prescribing.</p>	<p>G Whiles/S Metcalf/G Lee/L Bell</p>

14. **HEALTHY SCHOOLS / SAFER SCHOOLS PARTNERSHIP**

Katharine Bruce and **Nick Warnes** presented the report.

The Board were updated on developments relating to the Healthy Schools and Safer Schools Partnerships, both of which continued to make real progress. The first section of the report informed the Board of changes to Healthy Schools, which had entered a new national phase and was now more closely aligned to Ofsted's well-being indicators, the Child Health Strategy and the 21st Century Schools agenda, allowing greater local prioritisation and quality assurance.

The Board were then informed about the increasing involvement of police in schools, which was having positive results and had enabled improved engagement with children and young people at a universal level. It was also allowing the police to build a much clearer understanding of community expectations and needs, which was viewed as being extremely valuable.

Cynthia Welbourn commented that this was an excellent example of what the Children's Trust was all about, as an integrated approach between partners was making real progress.

Katharine Bruce mentioned that PSHE (Physical, Social and Health Education) Training was also underway and that they were currently looking at joint training across the partnership. In addition, the HRBQ (Health Related Behaviour Questionnaire) was due to be repeated in 2010, which would provide valuable information for all Trust partners to use. All partners were invited to comment on the development of the HRBQ during 2010.

Cynthia Welbourn asked the Trust Board if the use of a single set of locality data across the partner organisations would cause any problems, as outlined in recommendation 5.3 of the report. Board members were reminded that the data collected during this process was significant and much more widely applicable than for just the Healthy Schools agenda.

Gareth Whiles agreed and endorsed the proposal, indicating that the PCT were already represented on the Healthy Schools Strategic Group. Information from this process would be disseminated out to wider groups and up through the Children's Trust to inform senior strategic decision-making.

Jo Harding commented that the information was incredibly rich and its use needed to be promoted more widely in the future.

Cynthia Welbourn concluded the discussion by stating that work of this nature would allow the Trust to identify priorities and activities being undertaken to meet them. In order to inform future planning, the original service mapping sets, locality data and service patterns at locality levels would need to be revisited. It would be useful for this work to be reported to the Board at the March meeting, as it would be of equal benefit to all partners.

The Board thanked **Katharine Bruce** and **Nick Warnes** for the report.

ACTION:

14.1 – That the Board notes the report and endorses the recommendations

	<p>therein.</p> <p>14.2 – That the Board endorses the proposal to use data from the Healthy Schools Enhancement Model and Police in Schools Partnership to inform future service development and planning across the Children’s Trust.</p> <p>14.3 – That the Healthy Schools Enhancement Model and Police in Schools Partnership are integrated into the next refresh of the CYPP.</p> <p>14.4 – That Trust Board partners are involved in the development and dissemination of the HRBQ 2010.</p> <p>14.5 – That the Board receives a report detailing service mapping, locality data and service patterns at the March 2010 meeting.</p>	<p>ALL</p> <p>L Dodds</p> <p>ALL / K Bruce</p> <p>C Bird</p>
<p>15.</p>	<p>PREVENTING YOUTH CRIME & ANTI-SOCIAL BEHAVIOUR</p> <p>Louise Dunn presented the item.</p> <p>The Board were informed of a recent thematic inspection of youth crime prevention in North Yorkshire, the results of which had been very positive and were outlined in the appendices attached to the report. Appreciation was expressed to colleagues within the Children’s Trust who had been involved in the inspection process and a subsequent action plan was being developed, in order to address potential areas for improvement. The document would be circulated in due course.</p> <p>Carolyn Bird commented that the inspection had touched on a number of positive aspects of practice in North Yorkshire and that it was useful to have an external perspective on this.</p> <p>Nick Warnes noted that, as the integrated approach adopted in North Yorkshire differed to the rest of the country, the inspection team had been unaware of it prior to their visit. However, as a consequence of the inspection, the HMIC team had been very positive about the North Yorkshire model. Nick Warnes congratulated Louise Dunn for this and noted that it also represented a success for North Yorkshire.</p> <p>The Board thanked Louise Dunn for the report.</p>	
<p>16.</p>	<p>FORWARD PLAN 2010</p> <p>The Board noted the current forward plan.</p>	
<p>17.</p>	<p>ANY OTHER BUSINESS</p> <p>Lesley Ingleson noted that a recently released document, <i>Actions Speak Louder</i>, had outlined a number of issues relating to health services and young offenders and that this had also been explicitly mentioned in recent regional conferences. It was clear that this was a priority area of work for the Children’s Trust and one which would need to be taken forward by the Board.</p> <p>Gareth Whiles commented that he would investigate this matter further and report back to the Board later in the near future.</p> <p>Cynthia Welbourn thanked the Board and noted that it would be very useful</p>	

	<p>for Children's Trust partners to arrange an additional day to meet outside of the regular Board schedule, in order to discuss policy and wider issues.</p> <p>ACTION:</p> <p>17.1 – That the Board receives a report about work relating to health and young offenders by the May meeting.</p> <p>17.2 – That an additional Children's Trust meeting is scheduled to enable Board members to discuss policy and other issues.</p>	<p>G Whiles</p> <p>ALL</p>
18.	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Monday 22nd March 2010, 12:45 for 1.00pm start in The Grand, County Hall, Northallerton.</p>	