

## PRESENT

Simon Dear	Children's Trust Development Advisor
Prue Grimshaw	Head of Children and Family Services (Chairing on behalf of Steve Beynon)
Kathy Marriott	Voluntary/Community Development Officer – Children and Young People's Trust
David Snashall	Headteacher, Cowes High School
Sue Sylvester	Children's Lead South Central Strategic Health Authority
Gillian Baker	Deputy Director Commissioning and Partnership
Rachel Hayes	Senior Joint Commissioning Manager – Children's Policy Lead
Steve Crocker	Director Wessex Youth Offending Team
Lee Matthews	Community Leisure Development Manager
Keith Simmonds	Head of Policy, Planning and Commissioning

## 1. APOLOGIES

Steve Beynon, Stephanie Morgan, Grant Taylor, Nigel Mason, Pam Charwood, Jane Dowdell, Tina Baker, Andrew Watson, Astrid Davies (Lee Matthews deputising on her behalf)

## 2. NOTES OF PREVIOUS MEETING

- Minutes of previous meeting agreed as an accurate record

## 3. MATTERS ARISING

- Children's Code – Local Compact deferred to the next meeting agenda. It was suggested that the item be deferred as information was still being gathered.
- Rachel Hayes said that the group agreed that the NSF would be reinstated as a standing item. Rachel had a document to share with the group and that we could discuss it after item 5.

## 4. Establishing the new governance arrangements

Steve Beynon has looked at the Governance Paper and has suggested some changes which Prue went through.

- Item 3 on page 1 – The purpose had been simplified.
- The Partnership Structure on page 2 has been changed and the dialogue after it has been taken out.
- Terms of Reference on page 3 has been clarified. Level of membership was more specific.
- Terms of Reference on page 4 has been clarified.
- Membership of Outcome Working Groups has been added.

Prue then opened up the item for discussion

- Steve Crocker explained that under Item 6 on page 3 – Governance Board Membership, the regional representative from the Youth Justice Board would not be the right person. Steve's accountability was to the Council. Steve asked for it to be changed to the Lead Member for Children's Services.
- Sue Sylvester advised that under Item 8 on page 4 – Membership of the Executive Board, there may not be a representative from the South Central Strategic Health Authority (SHA) due to the current revising of structure in the Health Authority, and that the link to the SHA would be through the PCT. Prue added that on a personal note, she has always valued Sue attending and bringing a regional view to the discussion.
- Item 8 on page 4 – Children's Services Lead – IOW Healthcare/Primary Care Trust Commissioner should be 'Children's Services Lead – IW NHS Primary Care Trust Commissioner.
- Item 15 on Page 4 should be Medical Director/Consultant Paediatrician IW NHS Primary Care Trust.
- Rachel Hayes asked if on Item 16 of the Membership of the Executive Board – Assistant Director of Public Health should be chairing with the Director of Children's Services. Gillian Baker and Rachel felt that they should be more clarity from Steve.
- Stephanie Morgan spoke to Simon before the meeting, as she was unable to attend,

regarding the 'Police Representative' on Item 6 of page 3. She suggested that this representative be the Councillor and member of the Police Authority, and that Stephanie remain the representative on the Executive Board.

- Rachel is going to advise the group on who the GP Representative on Item 8, page 4 can be; because of the current changes in structure this is still being discussed. There is a Lead GP for Child Protection who is on the LSCB but they are leaving the Island in December. At present, we do not know who will replace them but it is known that the replacement will only serve the LSCB, not the Trust.
- Prue asked if the group had any comments on the revised structure
- Steve C had a concern on how the arrangements would operate. It was explained that Steve B was keen to apply leads to the 5 outcomes working groups which were not necessarily leads of the council. These working groups would be critical in the development and achievement of outcomes and in the assessment through the Annual Performance Assessment and the Joint Area Review. Pam Charlwood emailed Simon her suggestions with regards to the chairs and said that they should be from both the Governance and Executive Board as the Governance Board are only going to be meeting 1 or 2 times a year. This also raised a question on whether the boards meet monthly, as this was a significant time commitment. The suggestion was that the business was conducted via workshops and to make explicit that the work was completed prior to each meeting. The Board noted that a significant time commitment was required
- Rachel asked how the 5 outcome working groups will work. This will be for the Executive Board to decide.
- Sue said that Item 9 on page 5 should not be in isolation to item 10 and that it only states that a chair for each group is from the Governance Board. Sue felt that the Executive Board needs to be involved in the groups.
- Keith Simmonds explained that the outcome groups were about governance, risk and ensuring delivery and that the Executive Board is about operational delivery.
- Sue said that in Item 9, page 5, NSF needs to be highlighted as well as C&YPP, JAR and LAA in sentence 1. Also for NSF to not just be on outcome 'Be Healthy' but for it to be embedded throughout and added to the Terms of Reference.
- Keith added that the key thing in the outcome groups will be to take things forward and that at the next JAR in 3 years time or less, the Children's Trust will be key and the outcome group will be identifying workload across particular task groups.
- Rachel said that the language is not health focussed. For example, the Lead Officer – Head of Service. Prue clarified that it would be the lead officer below the Head of Service level.
- Lee Matthews asked when this document would be finalised. Steve has postponed the governance arrangements to the New Year so the executive board has time to finalise.
- Gillian Baker said that we needed to be clear on the inputs of health and the level of workload and if an increase in commitment is required.
- Sue said that it will need to be demonstrated on how the structure links back to the PCT and other partner agencies. Prue explained that all partners are represented on the structure and that is where the link to other agencies is. Sue felt that perhaps a descriptor be added with the structure to make that clear.
- Keith explained that the 2 key things that this documents shows is:
  - We have a very strong focus to outcomes and are achieving it.
  - That the establishment of the Children's Trust is moving beyond individual organisations.

Prue suggested that the group move onto the remaining items and come back to this after we had discussed JAR and NSF

Action: Simon Dear to re-draft the document and send out to colleagues to discuss at December meeting, where Steve will be there to answer any questions and then make changes if needed.

## 5. Joint Area Review – Action Planning

As Prue has been on annual leave whilst most of the work was being made on the JAR Action Plan, she asked for Simon and Keith to take the group through the latest developments.

- The JAR report was published on 14<sup>th</sup> August and we have had 70 days to return an action plan. The current draft is in its 22<sup>nd</sup> revision and will be sent off on Friday 17 November for submission on Monday 20 November.

- Angela Mukhopadyay spent 2 days working with colleagues on the draft and the finance paper and the timeline of when actions are being started have also been added.
- We now need to be very clear on what the outputs are and that they are being well supported. The working groups are crucial for outcomes being actioned and making sure the evidence is there.
- Rachel wanted to thank Simon for his advice on Health's part of the action plan. The action plan highlights the difference between health and other agencies and Rachel has found this difficult. Sue said that it was a good document but that it highlighted the tension on what agencies submit as evidence. Issue 9 and 16, in particular, would be the most difficult on how it is going to be achieved and how they will know if they have made the difference.
- Gillian said that the action plan may cause difficulties for Health as the SHA have their priorities. If Children's Services are not funded through the Local Delivery Plan, it would get cut. This plan needs to be part of the SHA framework for the NHS PCT and at the moment, it does not match. Keith explained that when the action plan goes forward and the different parts of the process comes in and goes through an established Children's Trust, if it's not being delivered by agencies that have signed up, the Children's Trust can come down hard and that it won't be acceptable for them to say that they can't deliver. JAR isn't a key priority for Health and that's the challenge we must overcome.
- Rachel asked Simon if he knew how Bournemouth progressed but that Liz Lowe was the contact for the South-West.
- The White Paper has proposed that from March 2009 there will be no JAR or APA but a new system of risk assessment and audit called a 'Comprehensive Area Assessment'.
- Sue reminded the group that a JAR could happen at any time if necessary. Keith explained that that is why the next Annual Performance Assessment will be crucial to determine improvement and would not trigger another JAR.

#### New Item: NSF

- Rachel handed round a copy of the document on NSF. Unfortunately, she only had one copy so she will email the document round to the group

#### Action: Rachel Hayes to email the NSF document round to the group

- The report from November 2006 showed the progress next to each 11 standards. We are making good progress for each and a working party had been formed, although, there is no representation from this board but Rachel will be re-forming in the New Year. Rachel has asked the group to look through the document and see what standards they would like to represent.
- Prue thought that putting the standards under the 5 outcomes would be a good idea and then they could go to the relevant working group. Rachel still has to send back her progress by the 30 November to the SHA in the meantime. Prue suggested that she and Rachel get together to re-visit the scorecard to ascertain the standards to be integrated into the 5 outcomes.
- For the November return, could the group look at the standards and make brief comments to return to Rachel

Action: Group to look at NSF standards to see which they would be happy to represent and also to feedback brief comments to Rachel Hayes before 30 November

Rachel to consider combining NSF working groups with the outcome working groups.

#### Return to Item 4: Establishing the new governance

- Sue Sylvester if the LAA update had come to the board for approval. Simon explained that it had already gone, but that it was cross-referenced to the JAR Action Plan, so the targets are the same. Sue felt that the LAA needs to be refreshed with health. The latest JAR Action Plan is published on [iwight.com](http://iwight.com) and Simon said that he would find out where the LAA is published

Action: Simon to find out where LAA is published. Found at [www.islandfutures.com/laa](http://www.islandfutures.com/laa)

#### 6. Standing Item: Children's Trust – Key Areas for Implementation

6.1 Participation of children and young people – Carry forward

6.2 Integrated commissioning, financial systems and control – Carry forward

### 6.3 Information Sharing and Assessment

- Mark Paine is now in post and leading on Information Sharing Index. There is a working group in place and the 1<sup>st</sup> meeting will be held on 23 November.

### 6.4 Lead Professional and Common Assessment Framework

- The CAF and Lead Professional secondment is still in a job evaluation process but hopefully this will be resolved any day now

6.5 Area delivery of integrated services – Carry forward

6.6 Interagency governance and accountability – Carry forward

6.7 Workforce development – Carry forward

6.8 Performance Management – Carry forward

6.9 Communications – Carry forward

### 7. Children's Code – Local Compact

This item has been deferred until the next meeting

### 8. Future Agenda Items

**Respect Agenda** – Implications across partnership agencies

**Transition** – Late summer/early autumn meeting

**14 to 19 Strategy** – Jackie Boxx

**Connexions and Youth Matters** – Simon Dear, George Weech and Andrew Preskey

**Children's Code – Local Compact** – Kate Freeman

### 9. Any Other Business

Prue asked if she could go round the group and ask for their opinions and feelings on how they felt today's developments went

**Rachel Hayes** – Confused but will reflect and discuss documents with Helen and Gillian on how it fits in with health.

**Gillian Baker** – feels that same as Rachel and it is about finding new ways of working.

**Sue Sylvester** – Reflect and repeat. When an organisation changes we assume that people know. It is helpful to repeat for new people and to make sure we are signed up to what we should be.

**Steve Crocker** – Reflection has been a good point but we need to move on.

**David Snashall** – Pleased that we are moving on to the outcome groups but we need to move on from talking to impacting.

**Kathy Marriott** – Feels that the working group will be beneficial for the voluntary sector at working level.

**Simon Dear** – We are a small local authority and already a huge amount of work has been done and it is us that are driving it forward.

**Prue Grimshaw** – to follow on from David's point that 'my past must be my reference not my residence'

Prue thanked everyone for attending the meeting

### 10. Dates of Future Meetings

Tuesday 12 December

Dates to be set for 2007

Northwood House

ACTION	RESPONSIBILITY
To re-draft Governance document and send out to colleagues to discuss at December meeting where Steve will be there to answer any questions and then make changes if needed.	<b>Simon Dear</b>
Rachel Hayes to email the NSF document round to the group	<b>Rachel Hayes</b>
Group to look at NSF standards to see which they would be happy to represent and also to feedback brief comments to Rachel Hayes before 30 November	<b>All</b>
Simon to find out where LAA is published	<b>Simon Dear</b>