



Minutes

Name of meeting	CAF Steering Group
Date and time	12 th September 2008 11-1pm
Venue	Children's Services Meeting Room, Floor 3, County Hall
Present	Helen Lewis (Chair) (HL) Paul Barnard-Workforce Development (PB) Mark Paine-Information Sharing Officer (MP) Mandy Sellers-Commissioner DAT (MS) Simon Dear-Commissioner for Positive Activities for Youth (SD) Sara Perkins-Principal Officer (SP) Keith Lane-Project Officer-CAF (KL) Claire Messenger-Head of Preventive Services (CM)
Apologies	Alex Hicks Rachael Hayes Di McNaught Alison Dempsey Carrie James
1.	Minutes of the 14 th August agreed.
2.	<u>Matters Arising</u> <ul style="list-style-type: none">• Terms of Reference for this group<ul style="list-style-type: none">• Membership to be extended to ensure representation from VCS, SEN/LDD and Safeguarding/Training.• E-CAF project development to feed into this group.• Need to capture corporate IWC understanding e.g. presentations to Community Safety Service. Action: HL to ensure minutes and invitations extended.
3.	<u>Action Plan Update</u> <ul style="list-style-type: none">• Terms of Reference for CAF (EIS) Panel<ul style="list-style-type: none">- Membership of panel still under development. Wider representation from schools needed.- Phase two: ToR will need updating and membership increased. Action: SD to take draft ToR to panel and provide feedback to next meeting. <ul style="list-style-type: none">• Action Plan, minutes and agendas to be published on the Integrated Working section of iwight.com. Action: HL send to MP to upload.

- A-EIS Panel
 - Dates of future CAF Panel to be added to IW Website
 - Yvonne Price to be seconded to EIS as Manager from the 23.9.08

Action: SD to send dates to MP to upload.
- B-CAF Co-ordination and Info Management
 - Preliminary Guidance will need updating for Phase 2.
 - A clear communications strategy needs developing across all aspects of Integrated Working
 - Database id due for completion. Gavin Muncaster has met with Anne Cheek.

Action: SD to get database update from AC.
HL to draft costed Communications Strategy.
- C-CAF Triggers, processes and thresholds
 - Draft thresholds presented by SP. Hard copies available from SP. Comments and changes through SP only.
 - Aim to develop a quick reference guide and training package for practitioners, particularly to ensure safeguarding and child protection.
 - Consultation with key stakeholders across all divisions.
 - TYS to use as part of the systematic early identification process.

Actions: CM to take to all HOS, particularly in Learning and Achievement.
SP to begin draft guidance.
All to send comments to SP by 9.10.08.
All to agree on 16.10.08.
- D-Information Sharing
 - Use of Data Exchange Agreement as a basis for the CAF Panel
 - Pocket guide for Info Sharing being produced nationally.
 - Monitoring of e-learning module uptake around info sharing.

Actions: MP to circulate Data Exchange Agreement Template.
All to review in preparation for 16.10.08.
HL to send PB participants in training to be cross referenced.
- E-Safeguarding
 - No update available
- F-Pan Pilot
 - No feedback on CRB status. See above.
- G-Training and Development
 - Pre-lim guidance to be updated in line with IWC Corporate
 - Ongoing Training Plan needs to be developed for Phase 2.
 - Some ASD training given through workforce development. Not across all training.
 - TYS Speed Networking on 10.10.08 at Newport Football Club.

Action: MP to chase CNN Number.
HL to meet with DMc, PB and Karen Potheary (Threshold Training). Check if information from Health received. Start plan P2 f2f training.
PB to develop training calendar.
HL to send details of speed networking to MS for circulation.

- H-Interface with SEN, Social Care and Statutory Processes
 - For thresholds, please see E.
 - Nicolas Crick currently reviewing the role of different panels.
 - KL meeting with ADD to review against SEN Protocols.
 Actions: KL to feedback on the 16.10.08
- I-Governance
 - Add the governance of the E-CAF project delivery to this ToR. Membership to be reviewed as necessary.
 - Local Authority Readiness Assessment (LARA) to be completed by 19.9.08.
 Action: MP to circulate LARA document for comments and additions around current CAF data to HL, CM and SD.
- J-Evaluation and Review of Phase 1.
 - Quality Assurance Process needs to be established to ensure that safeguarding, complaints and effectiveness of process is integral.
 - Qual and Quan outcomes need identifying to demonstrate progress.
 Action: KL to work with HL to develop outcomes ready for 16.10.08.
 MP to source samples of best practice from other LAs.
- Phase 2
 - Training package needs development.
 - Identify which locality is ready to receive f2f training. Have they had access to e-learning?
 - Link KL SEN Panel review with work of NC.
 Action: HL, CM, DMc to meet on 10.10.08.

4.

Any Other Business

- 0-7 Partnership Pilot Project will tie in with Locality Model. Opportunity to build up 'team around the family' with the development of the Family CAF Model.
- Next meeting 16th October 2008, 10.30am, Children's Services Meeting Room, County Hall.