



# Minutes

Name of meeting

**CAF Steering Group**

Date and time

14<sup>th</sup> August 2008 – 14:00-16:00

Venue

Children's Services Meeting Room, Floor 3, County Hall

Present

Clare Messenger (Chair)  
Nicolas Crick  
Mark Paine  
Mark Bell  
Keith Woods

Apologies

Rachel Hayes  
Helen Lewis  
Gill Kennett  
Di McNaught  
Alison Dempsey

1.

## **Matters Arising**

- CM to circulate TOR
- CM chairing today as HL on AL
- It was noted that Di McNaught is a crucial member of this group and that she has not been able to attend to date. CM will discuss.

2.

## **Action Plans**

- Updating and attached to minutes as agreed the majority of the note recordings would be part of the project plan. It was agreed that CM would amalgamate work plan and project plan into one document and number actions for ease of monitoring

3.

## **Membership**

- It was acknowledged that Gill Kennett, Associate Director Children Services, PCT, would now be a member of the Integrated Working Board and would be replaced by Carrie James
- Nicolas Crick would receive minutes but Targeted Interventions would now be represented by Sara Perkins.
- Mark Bell was thanked for his support in attending this meeting

but it was now felt that it was no longer appropriate use of his time.

4. **Dates of Next Meeting**

- Friday 12<sup>th</sup> September 11.00am – 1.00pm
- To be circulated to Sara Perkins and Carrie James