



Minutes

Name of meeting	CAF – Implementation of CAF
Date and time	16 June 2008
Venue	
Present	Nicholas Crick, Alison Dempsey, Clare Messenger, Irene Woodford, Mark Bell, Helen Lewis, Alex Hicks, Mark Paine, Rachel Hayes, Keith Lane
Apologies	Gill Kennett, Di McNaught
1.	<p>T of R – Integrated Working Steering Group. Propose time limited to ensure implementation of CAF and TYS as a Task Group.</p> <ul style="list-style-type: none">• Cross reference to other Task Groups and TYS Steering Group.• Communication, Training, Practitioner Groups, timescales
2.	<p>Membership needs to reflect appropriate decision makers on behalf of Integrated Working Board and their Trust Executive who can commit resources and change working practice to deliver integrated working using integrated business process.</p> <ul style="list-style-type: none">• Discussion around membership included voluntary and commercial sectors and Education Welfare Officer and appropriate Health representatives. What do we monitor in Phase 1 of TYS to inform full roll-out.• Clare tabled the CAF LP Project Plan and the group discussed the updated.
3.	<p>Group shared experience to date of use of CAF including online modules, ...Youth Support, Early Interventions role within integrated working of the Children & Young Peoples Trust and locality working.</p>
4.	<p>17 July next TYS training.</p>
5.	<p>Clare talked through the paper on integrating working – implementation overview, highlighting how inter-dependent the business processes are.</p>
6.	<p>Group highlighted the number of different consent forms and agreed we needed one.</p> <ul style="list-style-type: none">• CRB checks ie current list, but needs work to ensure security of processes and systems: this needs to be enhanced.• Start date needs to be agreed and CAF mentors identified to provide phone support,

- GPs needed training in CAF
- Wight C & YPs need marketing and promotion to all, including C & YP and practitioners.

Action: Helen to ask Barton Children Centres

Action: Rachel Hayes to ask Rachel Amos

The group discussed the role of the Chair

7. Information sharing protocol is being considered by ISP at a Tier 1 level on 15 July. Tier 2 is about data exchange and needs assessment.

Action: Consent form is being developed to be signed at the time of the CAF being completed. Keith Simmonds.

8. The Panel needs to also inform Commissioning arrangements.

27 June next EIS Panel, then 1 August.

Suggestion is for Tier 3. Simon to Chair and Nicholas to explain to current Chair.

Increase membership to include Headteachers and 14-19 Provider.

Action: TOR Keith is working on.

Action: Invite all HOS to next Panel.

How can we ensure all have accessed online learning, including GP's. Group members need to ensure they follow up invitations and other colleagues within their organisation.

Action: 9 July – Managers briefing arranged for TYS.

Action: 25 June is Leadership – Di to raise with Heads

Action: Clare to meet with Sally – safeguarding.

Action: Further training to be completed with EIS Panel on 27 June.

Action: Clare Messenger to approach S Stewart to support.

Action: Identify key people on EIS Panel who could provide "mentor" role.

- R Hayes speak to Jenny Johnson and R Amos regarding attendance on Panel and possible provision of mentor role.
- Ask whole Panel to self nominate on 27 June.

Action: 31 July – Launch of EIS Panel – CM to speak to GH at TDA. Prep Di McNaught to mentor with Heads on 25 June. CM/KL to work with Comms Team.

Action: All prepare to feed back at next meeting on TBC by C.M.!

9.

Any Other Business

M Paine - National event – Imp CAF sharing best practice, 2nd July.
3 representatives from L.A.

Action: Forward to EIS Panel members via Anne Cheek.

A Dempsey – Agenda Item – links to specialist services,

C.M. - Data evaluation on next Agenda.