

**Stockton-on-Tees Children's Trust Board**  
**Thursday 30<sup>th</sup> June 2011**  
**Stockton Library Lecture Hall**

**1. Children's Trust Board Members Present**

Cllr Ann McCoy (Chair)	AM	- Cabinet Member for Children and Young People, Stockton-on-Tees Borough Council
Khalid Azam	KA	- North of Tees NHS
Cllr Jim Beall	JB	- Cabinet Member for Adult Services & Health, Stockton-on-Tees Borough Council
Darren Best	DB	- Cleveland Police
Sandra Egleton	SE	- Children's Services, Barnardos
Geoff Fell	GF	- Board Member – Cleveland Police Authority
Geoff Harrison	GH	- Northern Area Partnership
Ruth Hill	RH	- NHS Stockton-on-Tees
Elizabeth Horne	EH	- Stockton Schools Representative
Jane Humphreys	JH	- Stockton-on-Tees Borough Council
Carol Langrick	CL	- North Tees & Hartlepool Foundation Trust
Fran Toller	FT	- South Tees Hospitals NHS Foundation Trust
Geoff Turner	GT	- Western Area Partnership

**In Attendance**

Mike Batty	MB	- Development and Neighbourhood Services, SBC attending on behalf of Paul Dobson
Martin Graham	MG	- Children, Education & Social Care, SBC
Shaun McLurg	SM	- Children, Education & Social Care, SBC
Ros Nunn	RN	- North Tees Hospital Foundation Trust
Janet Seddon	JS	- Children, Education & Social Care, SBC
Peter Seller	PS	- Children, Education & Social Care, SBC
Kim Staff	KS	- Children, Education & Social Care, SBC
John Tierney	JT	- Children, Education & Social Care, SBC
Simon Willson	SW	- Children, Education & Social Care, SBC
Tracy Cooke	TCO	- Minuting, SBC

**Apologies:** Allison Agius, Lynda Brown, Steven Childs, Tina Cascarino, Paul Dobson, Jackie Ennis, Peter Lowe, Colin Morris, Lucia Saiger, Cllr Womphrey

**2. Introduction**

The Chair AM hi-lighted to the board that this would be the last meeting for PS before he retires. She thanked PS for his assistance to the board in achieving its aims. She also thanked him on personal level for his support and guidance.

**2. Minutes from Previous Meeting**

Noted the Carol Langrick was in attendance at the last meeting, attendance list to be amended. Noted also that Colin Morris had not been required to attend the last meeting, this was an error on the part of JH, CESC

Otherwise agreed as a true record.

**3. Matters Arising**

Transitions Strategy - This is still under development and PS requested that the document is an agenda item for the next meeting. This was agreed by the board.

Adoption Support – The Local Authority are working with the Tees PCT to look at therapeutic support for adopted children & young people. The PCT are to commission a piece of work to support this, the first meeting of the working group will be next week.

Education Policy Update – Item deferred due to delays in the progress of the Education Bill

through parliament. A report will be prepared for both Cabinet and the Children's Trust Board in September 2011.

GP Representation – KA has approached John O'Donoghue the lead for the GP Commissioning Consortium. Progress is being made in relation to securing a nomination from the group for a representative to sit on the Children's Trust Board.

Anti-Bullying Charter – PS will discuss the item with Peter Lowe and Lynda Brown.

Let's take action Group – The Let's Take Action group are still to consider proposals with JT for a possible trip to Romania.

Targeted Mental Health in Schools (TAMHS) – PS updated the board and commented that due to budget restraints within the PCT, the TAMHS project is unable to be rolled out across the borough. The project will continue in Billingham with an extended contract with Alliance to March 2012. A brief discussion took place around the need to ensure that funding is secured to extend the service borough-wide. Both AM and JB commented on the success of the pilot project and that children across the whole of the borough should be able to benefit from the service.

Succession Planning – The programme has secured funding for a further 2 years. Nominations for this year's programme have come from staff working in Health and in Social Care. Nominations for years 2 and 3 of the programme will be via the Children's Trust Board.

Early Invention Grant Review – Reviews of Children and Young People's Strategy, Connexions and Back Office Services have moved to the implementation phase with members of staff moving to their new service areas.

The review of Children's Centre Services is going to consultation, with a review of the process going to Cabinet for approval, then to wider community for consultation concentrating on developing a more targeted service.

The consultation process will be attached to the minutes of this meeting.

Health Changes - RH will provide an update on changes to health at the next meeting.

#### **Action / Decision**

The board accepted the updates.

#### **4. Common Assessment Framework (CAF)**

SM introduced Kim Staff (KS) who provided an update report to board on the progress of the CAF over the last 12 months. Ofsted in its announced inspection had commented that there has been limited uptake from agencies in relation to the CAF and that it was not imbedded.

Since this inspection there have been a number of improvements to the process including the appointment of the CAF Coordinator, amendment to procedures and CAF forms. During their unannounced inspection in 2011 Ofsted noted that good progress has been made over the last year and that this has been reflected in the number of CAFs instigated.

KS gave a breakdown of which agencies were producing CAFs. There has been an increase in the use of the CAF from Schools, Parent Support Advisors and Health practitioners.

The report included a list of CAF Leads within each agency highlighting the gaps where CAF Leads were needed.

KS noted that the receipt of CAFs has become easier through the implementation of a secure email box where practitioners can send in CAFs to process as well as raise queries where a response can be given promptly. Some agencies however still prefer to send paper forms via the post.

Work is being continued to agree a framework for Tees-wide agencies such as the police and probation service with both Middlesbrough and Redcar and Cleveland councils signing up to the process.

A robust Quality Assurance and auditing process is being developed.

It has been identified that there is a need for additional administrative support due to the number of CAFs being produced and the amount of time to enter a full CAF into the database.

There are no recent updates on eCAF from the Government, however it is estimated that Stockton will come online in 2013. KS commented on the good progress made and good work from partner agencies. AM also commented on the progress made with partner agencies.

A request was put into the board to support the appointment of a full time CAF administrator for a six month secondment.

GPs have raised a concern regarding the length of the CAF1 form with the Local Medical Committee (LMC). GF enquired whether a special form could be created for the GP Practices following the request from the LMC.

A discussion took place amongst board members on whether this was appropriate. The view of the board was with reference to recent Royal College Guidance that confirmed that GPs should engage with the CAF process, that the CAF forms should not be modified. It was felt that if the form was altered for one service then it was likely that other agencies would follow the same request, resulting in different versions of the form, and that this was not acceptable

### **Recommendations**

It was proposed that the Children Trust Board (CTB) would write a letter jointly with the Chair of LSCB (Local Safeguarding Children Board) to the LMC regarding their request and quoting the Royal College's Guidance and importance of GPs engaging with the CAF process.

A copy of the letter will be circulated to CTB members, and the chair of the PCT.

A request to all partner agencies to identify CAF Leads within their agencies and forward the information to KS. Some discussion took place regarding approaching GPs and it was suggested that those GPs already creating CAFs could be approached to identify potential CAF Leads.

### **Action / Decision**

SM to provide details of the GPs who are completing CAFs to JH for discussion with KA.

A letter to be written jointly on behalf of both the Children's Trust Board and LSCB to the LMC regarding their request to alter the CAF form. A copy of the letter will be circulated to CTB members, and the chair of the PCT.

Partner agencies to identify CAF lead and forward their details to Kim Staff.

KS / SM to provide 6 monthly update reports to the board.

All agencies of Children's Trust to consider whether they are able to contribute towards the funding of the CAF Administrator.

The board accepted recommendations.

## **5. Issues From Members**

### **Breast Feeding Update**

RH, Janet Seddon and Ros Nunn provided an update report to the board with on work being

undertaken to increase the numbers of women breastfeeding in the Stockton borough.

The current national average for women breastfeeding at 6 – 8 weeks is 81%. In the North East (Stockton) it is at 57%. They highlighted the many benefits of breast feeding including better bonding between mother and baby, breast fed babies are less likely to be obese, and how breast feeding represents excellent value for money.

RN – who is the breast feeding co-ordinator has a team of 3 specialised Home Visitors working in the Stockton borough. A pathway has been developed where mothers are contacted within 72 hours following discharge and support and advice can be provided for a minimum of 6 weeks. There has been a good response to the service; in January 2010 there were only 20 referrals and currently there are approximately 76 referrals per month with an average of 230 contacts by the service.

A peer support programme lead Ros Nunn provides training for mothers who have been involved in the service. Following the completion of a 12 week Open College Network (OCN) course, 25 mothers are now active and working in breast feeding support groups and antenatal clinics.

The team also deliver breastfeeding workshops with information and support on breast feeding in addition to traditional parent craft. There is also work on extending breast feeding information into the secondary school curriculum

JS – Children's Centre Manager updated the board on the work being undertaken in Children Centres including extending training to both Health Visitors and all Children's centre staff. All staff coming into contact with breastfeeding mothers have completed an 18 hour training course. The centres achieved Stage 2 accreditation from UNICEF in March 2011 and intend to work towards assessment for full accreditation by March 2012. Following children centres gaining the UNICEF Baby Friendly Stage 2 Award, the assessor from UNICEF commented that the staff had one of the highest results in the country in terms of knowledge and understanding.

JS commented that the collation of data on breast feeding mothers has improved since the programme started as they now routinely gather data from at 6 weeks following birth.

Much progress has been made with local organisations, businesses and retailers to create a list of breast feeding friendly places in the Stockton area.

Further work will focus on areas in the borough where bottle feeding is considered the norm.

A brief discussion took place whether more concentrated work could benefit those areas where the uptake of breast feeding is very poor. The programme receives match funding from the PCT and the Department of Health Funding which is due to cease in March 2012.

### **Shadow Youth Board**

John Tierney updated the board on developments of the Shadow Youth Board. The board received 50 nominations from young people, and from this group, 25 young people were selected through each of the area partnership boards.

The young people will be taking part in a team building residential weekend that will include elections for their new youth MP and learning to work together with the Children's Trust Board. The young people in attendance discussed expectations of their weekend away.

### **Action / Decision**

The board accepted the updates.

## **6. Children Trust Board Attendance Report**

MG provided a brief report reviewing attendance of members over the last year and reviewing the current membership of the board.

A discussion took place regarding the gaps in representation in relation to the Board's constitution and the board agreed those gaps should be filled.

It was reinforced that within the constitution and terms of reference that a member who is unable to attend can nominate either a replacement or named substitute.

For the community sector, it was agreed that it would be appropriate to offer potential representatives an invitation to attend the meeting in the first instance as an observer to determine if they wish to part of the board.

It was noted and agreed that the Chair of LSCB would attend the meeting once a year to provide details of the LSCB annual report. JH will provide additional updates during the year

FT commented on her representation on the board and suggested that she could link with other health representatives such as CL to be updated on the details of developments of the board and attend as a non member if any issues come up in the South Tees area. The board agreed to the representative of South Tees Hospitals NHS Trust Foundation Trust no longer was a formal member, but would still receive CTB papers and the minutes.

### **Action / Decision**

The board accepted the report and agreed to the constitution and terms of reference being updated. MG to action.

## **7. Local Safeguarding Children Board (LSCB) Information Exchange**

JH updated board members. Following the review of LSCB function it was agreed that LSCB focus would be on safeguarding and child protection. It was the view of LSCB that the Children's Trust Board should focus on the prevention agenda. A meeting will be arranged to discuss the issue between the two boards

A structural review of the LSCB has taken place and executive arrangements are also now in place. The first meeting of the LSCB executive group has taken place. The LSCB will now only meet 3 times a year unless exceptional circumstance require otherwise.

Lay members are in place and actively contributing to the Board acting as critical friend and scrutinising from public / community perspective.

Budgetary pressures have been reported which may result in review being taken during the year regarding free multi-agency training.

Management Reviews have been concluded and lessons learned disseminated for Alice, Andrew & Benjamin

Teachers in Faith Setting, information was provided on safeguarding issues within faith settings

A review is taking place looking at collaboration with Hartlepool re possible shared Business Unit.

The SCR in relation to Colin is in the final stages and will be sent to Ofsted by 20<sup>th</sup> July.

The SLSCB Constitution has been revised.

Tees Child Protection Procedures are being developed.

The Chair of LSCB will be attending the CTB once each year to present the LSCB annual report.

The regular update to CTB from the LSCB will now be presented by JH.

### **Action / Decision**

The board accepted the report

## **8. Children & Young People's Plan Review**

### **Resource Plan**

PS provided the board with the resource plan linked to the key priorities in the interim Children and Young People's Plan (CYPP) for 2011/13 as agreed previously by the board.

The partnership groups responsible for meeting the key priorities will be asked to develop a needs assessment for next year.

### **Partnership Structure and Plans and Strategies**

MG provided the board with a draft copy of the revised partnerships structure. Following feedback from members of the Children's Trust Management Team it has been proposed to reduce the number of partnerships / boards under the CTB. MG asked the board for its comment or agreement for the options for the new structure. Members agreed in principle to a reduced number of partnership groups.

MG also requested an expansion of the board's membership to include the Chair of each of the new revised partnerships / boards.

### **Children and Young People's Plan Self Evaluation**

SW provided a copy of the draft Children and Young People's Plan Self Evaluation Summary 2010~11 for comment / approval. The document will remain in draft format until 8<sup>th</sup> July 2011 and members wishing to comment on the plan should contact SW. The final version will be signed off through the Children's Trust Management Team and will be placed on the website.

DB referred to clarity of the performance data in the appendix. SW advised that a recently updated version would include some comparative national / benchmark group data; it was agreed that this would be useful, together with a 'direction of travel' indicator for the difference between the past two years.

### **Action / Decision**

Board members look at feedback any comments to MG on the Resource Plan by the beginning of September 2011.

The board accepted the principle to reduce the number of partnerships within the structure and agreed that this would be developed further for final agreement at CTMT.

The board agreed changes in the constitution to include the chairs of each partnership group as members

The board noted the draft documents

## **9. MALAP (Multi Agency Looked After Partnership) : 2010 – 2011 Review**

SW provided the board with an overview of the work of MALAP over the past year.

As part of the report, SW highlighted the new Corporate Parenting Strategy which had been recently approved by the full Council, with each Councillor agreeing to sign up to the pledge contained within the strategy. Partners to the Board were asked to endorse the strategy and pledge, and to agree that the document should be submitted to the appropriate body for each partner organisations, where feasible, for formal approval.

A brief discussion took place on the practical difficulties of getting the strategy and pledge approved by the wide range of voluntary and community sector organisations. It was recommended that one route for achieving this would be through the arrangements for commissioning services from VCS organisations – e.g. commitment to the strategy and pledge could be built in to the requirements of contracts for relevant provider organisations.

Schools should be approached via a report to each governing body.

**Action / Decision**

The Board:

- noted the update report on the work of MALAP;
- endorsed the strategy and pledge; and
- supported the proposals, as discussed, for seeking formal approval of the document from partner organisations.

**10. Children's Trust Management Team (CTMT) Decisions**

JH updated members on the key decisions taken by CTMT since the last board meeting.

Ofsted performed their annual unannounced inspection of contact, referral and assessment arrangements for children in need and children who may be in need of protection in May and the feedback was that there were no priority areas identified as requiring action and Ofsted had noted an improvement in a number of areas since the last inspection in January 2010.

**Action / Decision**

The board accepted the report.

A copy of the Ofsted letter will be circulated with the minutes.

**11. Exception Reporting from Partnership Groups**

GT reported that the Young People's Western Area Partnership group is now up and running. The group have selected members to be nominated to the Shadow Youth Board.

**12. Any Other Business**

AM commented that The Cabin, on which a report had previously been presented to CTB in December 2010, has been awarded funding from the Big Lottery to continue their work

**Action / Decision**

The board accepted the updates.

**13. Open to the Public**

No questions were asked.

**14. Close**

Chair thanked members and people present for their attendance.

**Date of Next Meeting**

**Thursday 29<sup>th</sup> September 2011, 4.30 – 6.30pm in Stockton Central Library Lecture Hall.**