

meeting **Nottinghamshire Children's Trust Board**
MINUTES OF THE MEETING HELD AT MANSFIELD CIVIC CENTRE

date **23 November 2009**

Present:

Councillor Philip Owen (Nottinghamshire County Council) in the Chair, Anthony May (Nottinghamshire County Council), Mick Burrows (Nottinghamshire County Council), Julie Cotton (Bassetlaw PCT), Les Cowling (Nottinghamshire County Council), Councillor Kay Cutts (Nottinghamshire County Council), Sue Fenton (NAVO), Chris Few (Chair – Nottinghamshire Safeguarding Children Board), Allen Graham (Rushcliffe Borough Council), Derek Higton (Nottinghamshire County Council), Nigel Hill (Nottinghamshire Probation Service), Brenda Howard (NHS Nottinghamshire County), Ruth Hyde (Broxtowe Borough Council), Helen Jebb (Nottinghamshire Police), Terry Laws (Learning & Skills Council), Helen Longland (GOEM), Jo Mathieson (Nottinghamshire Children's Trust Unit), Mary McEvoy (Nottinghamshire Fire and Rescue), Steve Palframan (Newark & Sherwood District Council), Maggie Pape (Nottinghamshire Children's Trust Unit), Lucy Peel (Nottinghamshire County Council), Keith Tansley (Gedling Borough Council), Geoff Hamilton (Nottinghamshire Children's Trust Unit), Chris Wall – minutes (Nottinghamshire Children's Trust Unit)

ACTION

The Board meeting began at 5.00 pm

1a Welcome and Introduction

Councillor Philip Owen, introduced and welcomed Councillor Kay Cutts, (Leader of Nottinghamshire County Council), Mick Burrows (Chief Executive Officer, Nottinghamshire County Council) and Nigel Hill, representing Sheila Wright (Nottinghamshire Probation Service) to the meeting.

1b Apologies for absence

Apologies for absence were received from Frank Horsley (Ashfield District Council), Ruth Marlow (Mansfield District Council), Jean Pardoe (Connexions) and Simon Smith (Nottinghamshire Healthcare).

1c Minutes of the meeting held on 21 September 2009 and Matters Arising

The minutes of the meeting held on 21 September 2009 were accepted as an accurate record, apart from the change of venue.

There were no matters arising.

Standing Items

2. Business items from Nottinghamshire Safeguarding Children Board, including Annual Report

Chris Few, Chair of Nottinghamshire Safeguarding Children Board presented its Annual Report 2008/09 and Business Plan 2009/10 and highlighted the following points:

1. The Annual Report had been circulated with the papers for this meeting. The Report is the last in the current format. From 2010 there will be a wider report on safety of children in Nottinghamshire and the effectiveness of safeguarding arrangements.

Part of the work to develop this is a widening of performance information available. Chris will be writing to NSCB members to request details of performance measures and would appreciate support on this from Children's Trust members.

Board to respond to request

2. Work is underway to address NSCB resourcing, taking into account partner agencies' resource constraints. NSCB is not looking for increased agency contributions for the current year. Serious Case Reviews are a significant issue, especially identifying who can carry out the Reviews. NSCB has a budget for one or two cases plus contingency. If the budget is exceeded it may be necessary to request that agencies underwrite the excess.

3. The report on significant high profile events was received at the October meeting of the NSCB. The NSCB continues to focus on these events and is satisfied there were no common threads and that responses to them in the immediate and longer term were appropriate.

4. The report on Missing Children highlights current performance of 6 out of 15 on National Indicators and is unsatisfactory. Agreed recommendations for action are in place to address this and will be picked up as part of the Safeguarding Improvement Programme. The prevention of children running away is a safeguarding issue. Responding to missing children is resource intensive and prevention is cost effective.

5. Chris had sent a letter to agency Chief Executive Officers to highlight the recommendation of Item 6 of the Laming Report regarding Referral Points. This is a requirement to demonstrate Chief Officer commitment to safeguarding. The NSCB has agreed a Quality Assurance process and action on this should form part of preparation for the safeguarding inspection.

Ruth Hyde (Broxtowe Borough Council) commented that recent events have presented the need to be reflective and ensure that all future

safeguarding processes are rigorous. She offered the support of Broxtowe District Council on work in this area, and thanked Chris Few for the report and the useful information.

Mick Burrows (Nottinghamshire County Council) commented that the County Council fully support the Children’s Social Care teams and added that his presence at the meeting, and that of Councillor Kay Cutts, is evidence of this.

Councillor Kay Cutts (Nottinghamshire County Council) reinforced the importance of mutual support and information sharing regarding safeguarding. The County Council has provided extra funding to underpin effective Children’s Services. Councillor Cutts offered her thanks to Chris Few for the report.

The Board accepted the NSCB Annual Report and Business Plan.

3. Business items from Children’s Services Executive Group Meeting – 15 October 2009.

Les Cowling (Nottinghamshire County Council) gave an update from the final meeting of the Children’s Service Executive Group. The new Executive Group will meet for the first time in December and will continue to take forward the following work:

- (a) Further development of governance structures of the Trust, including how young people will be able to influence the decision making process.
- (b) Consultation on guidance on Children’s Trust and Children and Young People’s Plan in order to meet the requirements of the Apprenticeship, Skills, Children and Learning Act (2009).
- (c) Further development of the relationship between NSCB and the Children’s Trust, including the implementation of a joint action plan following the joint meeting in March 2009 and a protocol that describes joint governance and scrutiny arrangements between the Boards. A full update on progress on this work will be presented at The next joint meeting of the Board on 12 March 2010.

Children’s Trust Unit to circulate Guidance to Board members for responses

Updated log for Nottinghamshire Children’s Trust

An updated logo for the Nottinghamshire Children’s Trust, that would reflect the new name, was presented to the meeting.

The Board agreed to accept the new Nottinghamshire Children’s Trust logo.

Children’s Trust Unit to circulate web addresses

Young People’s version of the Children and Young People’s Plan
Young people have produced their own version of the CYP Plan as a web-based film. Following final editing, the web-address to access the film, will be circulated to the Board.

Children's Trust Challenge Event

Members of the Executive recently attended this event which was organised by the National College of School Leadership and focused on developing partnership work in the Ashfield area. The group will work on this over the next few months and will update the Board at future meetings.

Include in next update from Executive to the Board

4 Development of a Youth Crime Prevention and Reduction Strategy for Nottinghamshire

Derek Higton (Nottinghamshire County Council) presented a proposal for the development of a youth crime prevention and reduction strategy in Nottinghamshire. The Board noted the following:

1. There is currently no Youth Crime Prevention and Reduction Strategy for Nottinghamshire that encompasses the work of all relevant agencies.
2. The need for the strategy is based on a range of national and local legislative and policy drivers.
3. The strategy will take into consideration the view of local communities and would form a significant part of local plans, for example the Children and Young People's Plan.
4. The CYP Plan 2009-11 identifies youth crime and young people's fear of crime as one of its Priorities and is an important area of development.

Members of the Board shared their views on the proposal:

- (i) Helen Jebb (Nottinghamshire Police) supported the proposal and reinforced how the strategy will provide the joined up intervention that was needed.
- (ii) Allen Graham (Rushcliffe Borough Council) suggested carrying out an audit of existing activity rather than starting from scratch.

Derek responded that an existing audit taken in late 2008 will be brought up to date. **Derek Higton**

(iii) Chris Few (Nottinghamshire Safeguarding Children's Board) requested that the NSCB formally consulted on the strategy.

(iv) Ruth Hyde (Broxtowe Borough Council) supported the proposal. She hoped it would produce a mix of short, medium and long-term interventions that are needed.

It was agreed that:

i. A single, three-year, multi-agency Youth Crime Prevention and Reduction Strategy (to include the Youth Justice Plan) is developed by April 2010.

ii. Development, delivery and monitoring of the strategy is co-ordinated through the Joint Youth Crime Group, with those elements directly relating to the Youth Offending Service overseen by the YOS Management Board.

5. Nottinghamshire Children's Trust Participation Strategy

Derek Higton (Nottinghamshire County Council) introduced Lucy Peel, Children and Young People's Participation Manager (Nottinghamshire County Council) who presented the report to the Board.

Lucy stated that significant progress has been made regarding children and young people's participation since the publication of the last strategy in 2006, but there are still outstanding areas of work that needed to be developed. Following a review of the strategy by the Children's Trust Participation Strategy Group and the Young People's Board a revised strategy has now been drafted. To ensure the revised strategy is implemented, it is recommended that:

(i) the Trust, all sub-groups and member organisations commit to the participation of children and young people under article 12 of the United Nations Convention on the Rights of the Child

(ii) a champion is identified by the Trust to promote the participation strategy in the work of the Board

(iii) each member organisation of the Trust identifies a senior participation lead to receive information from the Strategy Group, to annually collate participation evidence from their organisation and to encourage staff to provide feedback on children and young people's views to inform planning.

The Board responded with the following points:

Ruth Hyde (Broxtowe Borough Council) added that the ideas contained in the draft strategy were good and creative and would make a big difference to making sure the voices of children and young people are heard. She suggested that participation in young people in this Board be looked at.

In response Derek and Lucy suggested participation of young people on the Board works in principle but not always in practice. Work is currently underway with the Young People's Board to review how young people can influence the work of the Trust and the Board, and this will form part of the new strategy.

It was agreed that:

i. proposals on the involvement of children and young people in the Trust and on the Board be brought to a future meeting,

Lucy Peel

ii. the Children's Trust Board accept the recommendations outlined in the report and actions them accordingly,

iii. the Children's Trust Board endorse the revised participation strategy and instructs the Participation Strategy Group to incorporate the agreed recommendations into the body of the strategy and create an action plan to support implementation of the strategy,

iv. member organisations of the Children's Trust consider implementation of the strategy within their own organisations, accessing support from the Participation Strategy Group,

v. Allen Graham take on the role of Participation Champion for the Children's Trust Board.

6. Development of the Children and Young People's Plan 2011 – 14

Maggie Pape (Nottinghamshire County Council) summarised a proposal for the development of the Children and Young People's Plan CYPP) 2011-14. Under the Apprenticeship, Skills, Children and Learning Act (2009) responsibility for producing the 2011-14 passes from the local authority to the Children's Trust Board.

It is intended that the CYPP is the medium-term strategy for the Children's Trust, and that it will incorporate one-year joint actions plans, reviewed and updated annually, using performance management and needs analysis information. It will be developed with reference to longer term strategies, for example PCT Strategic Plans and the Nottinghamshire Sustainable Community Strategy.

It is proposed to adopt a Prince2 project management methodology approach to ensure efficient planning and resources using 3 key stages:

- (1) Needs Assessment
- (2) Setting strategic priorities
- (3) Production of the plan

Each stage would use a planning approach including consultation through the Joint Strategic Needs Analysis, web-sites and possible focus groups.

The Children's Trust Board would have a key decision-making role in developing the content of the CYPP, and at defined points in the project plan would need to provide advice or make decisions. This would include deciding on the strategic priorities for the Children's Trust during

summer 2010, confirming them in September/October, and, following consultation, and approving the final draft in November/December 2010.

The project management structure recommends that the Children's Trust Board takes overall corporate responsibility for the Plan with the Children's Trust Executive acting as the Project Board, responsible for:

- (1) monitoring project progress
- (2) dealing with project issues and exceptions
- (3) escalating any concerns to the Children's Trust Board if necessary

The Board responded with the following questions:

Ruth Hyde (Broxtowe Borough Council) asked if an Equality Impact Assessment Stands would be built into this process. Maggie confirmed that it would be.

Chris Few (NSCB) suggested more input from and consultation with the NSCB throughout the process, including the needs assessment. Geoff agreed to work with Chris on this.

**Chris Few
Maggie Pape
Geoff
Hamilton**

Anthony May (Nottinghamshire County Council) reinforced the need to start the process early and to build on the partnership model for the production of existing plan. Anthony recommended that the Board play a more active role in the development of the next Plan.

It was agreed to accept the project approach and brief, including proposed project management arrangements.

7. Children and Young People's Joint Strategic Needs Assessment (JSNA)

Geoff Hamilton (Nottinghamshire County Council) presented the report to the Board and highlighted the following points:

There was a requirement to refresh the Children's Chapter of the JSNA for the new Children and Young People's Plan in order to give a broader view of their needs to achieve the Every Child Matters outcomes.

The Needs Assessment will aim to identify current and projected need and new or emerging issues, and be a challenge for the future in terms of unknown or unmet needs. It will build on existing quantitative and qualitative analysis.

Along with the existing set of data it is proposed to conduct a more detailed survey of 1000 children and young people in January and February 2010. This will be an attempt to gather information on issues with no or minimal current data. Results of this survey would then feed

into the JSNA.

Responses from the Board included:

Chris Few (NSCB) gave Geoff a list of suggestions to add to the Stay Safe Section of the proposed JSNA.

**Geoff
Hamilton
Chris Few**

Ruth Hyde (Broxtowe Borough Council) asked if this was a one year snapshot of needs, and if so, suggested the need to capture significant emerging issues and more longer term trends.

Geoff responded that he will ask for projections in data he requests, and that partners have been asked to identify significant new issues for the future.

Ruth Hyde (Broxtowe Borough Council) stated that there was a significant lag in the data. It would be good to try and look forward to identify new issues that were coming along in the future.

Helen Jebb (Nottinghamshire Police) emphasised the need for this more to link up with the emerging Strategic Intelligence Assessment that is currently being developed by the Safer Nottinghamshire Board.

Allen Graham (Rushcliffe Borough Council) asked how we might capture the dreams and aspirations of children and young people.

Geoff responded that the January/February 2010 survey which aims to consult up to a 1000 children and young people will include softer data, looking at new and emerging issues to get a deeper picture. He agreed to accommodate comments from the Board within the JSNA process.

**Geoff
Hamilton**

The Board accepted the proposals for the development of the CYP Needs Assessment.

Mick Burrows (Nottinghamshire County Council) initiated a discussion regarding the need to promote the positive image of young people and suggested working with the Nottinghamshire Partnership to address this to the wider community.

Councillor Philip Owen (Nottinghamshire County Council) agreed and informed the group that he has initiated work with Nottinghamshire County Council Corporate Communications to take this forward.

8. Children and Young People's Plan – Six Month Monitoring Report

Geoff Hamilton (Nottinghamshire County Council) presented the first six monthly monitoring report for the Nottinghamshire CYPP, covering performance regarding the ten Improvement Priorities which include quantitative and qualitative data. Two thirds of the six month milestones

have been achieved.

Anthony May (Nottinghamshire County Council) thanked Geoff for the report and emphasised the complexity of the report and reminded the Board that at future meetings it will receive exception reports from the Executive. He highlighted that educational attainment is very positive, in particular at Key Stages 2 and 4. Performance is not so good at the Early Years Foundation Stage and proposed a presentation on this area of work be brought to a future meeting.

Anthony May

The Board accepted the Six Month Monitoring Report and agreed to receive a presentation about the Foundation Stage.

9. Feedback on unannounced inspection of contact, referral and assessment arrangements.

Anthony May (Nottinghamshire County Council) gave a presentation on the unannounced inspection of contact, referral and assessment arrangements in Nottinghamshire. This presentation has also been given to the Nottinghamshire Safeguarding Children Board.

The presentation gave an overview of the unannounced inspection process, the strengths and areas for improvement identified by the inspection, and areas for priority action. He introduced the Safeguarding and Looked After Children Improvement Programme which has been developed and will be implemented in response to the inspection.

The Children's Trust Board will receive regular updates on the Programme. A Programme Initiation Document (PID) which provides a structure for the improvement programme was circulated. Board members were asked to provide written comments on the PID to Anthony following the meeting and were told their views will be developed into a revised version of the PID.

All Board Members

Anthony also advised the Board that a Full Inspection of Safeguarding and Looked After Children's Services is expected and outlined the inspection process.

The notice period for a full inspection is usually 10 working days, and will include partners. There would be an audit of caseloads and a small project team had been assembled to co-ordinate preparation for the inspection.

Ruth Hyde (Broxtowe Borough Council) raised that at the time of the Baby Peter case Anthony May sent a letter to all Board members giving reassurance that all was well and noted that since then things had obviously changed. The Board does not meet regularly and it is not possible to respond to fast changing events. She asked what internal audit systems are in place for checking, on an ongoing basis, that processes are working as they should be. Ruth emphasised the need

for co-ordinated partnership audit arrangements to be in place.

Anthony May (Nottinghamshire County Council) replied that a new Audit and Quality Assurance Section is being established at Nottinghamshire County Council Children and Young People's Services and that there would be a regular audit of case files from the end of next month as new arrangements are implemented.

Anthony May stated that the Section 11 audit provides an annual self-assessment and is rigorously monitored by the NSCB but that there are no other partnership audit arrangements in place.

Ruth Hyde (Broxtowe Borough Council) offered the support of Broxtowe Borough Council to work on this area.

Councillor Kay Cutts added that Nottinghamshire County Council had committed short term additional resources for children's social care and she expected that a proposal to make this support permanent would be approved as part of next year's budget.

The Board noted the report and the presentation and agreed to receive regular update reports on the County Council's Safeguarding and Looked after Children Improvement Programme.

The Board also agreed to delegate detailed monitoring of the Programme to the Safeguarding Board.

The meeting finished at 6.35 p.m.

Date of Next Meeting: 10 February 2010, 4.00 to 6.00 p.m.

Venue: TBC

NSCB to take forward Section 11 Self-assessment and to develop partnership audit arrangements

Children's Trust Unit to include in future agendas