

**MINUTES OF THE  
PLYMOUTH CHILDREN AND YOUNG PEOPLE'S TRUST BOARD  
MEETING OF  
15 June 2012**



**Present:**

Cllr Nicky Williams (Cllr NW) - Chair	Portfolio Holder for Children and Young People, Plymouth City Council
Duncan Currall (DC)	Chair, Plymouth Community Healthcare
Dr Sumrana Chaudhary (SC)	Clinical Lead for Children & Young People
Alison Mackenzie (AM)	Public Health Consultant representing Deb Lapthorne
Simon Mower (SM)	Headteacher, Chaddlewood Primary representing PAPH
Cllr Mrs Bowyer (Cllr LB)	Councillor, Plymouth City Council
Paul O'Sullivan (POS)	Director of Joint Commissioning
Adrian Kemp (AK)	Trustee Stonehouse Play Space Association, Voluntary and Community Sector
Steve Waite (SW)	Chief Executive, Plymouth Community Healthcare
Lynn Pashby (LP)	Parent and Carer Representative
David Farmer (DF)	Headteacher, Plymstock representing PASH
Shirley Walker (SW)	Connexions, representing Jenny Rudge
Carole Burgoyne (CB)	Director for People, Plymouth City Council
Cllr Philippa Davey (Cllr LB)	Councillor, Plymouth City Council

**Apologies:**

Phil Davies (PD)	Principal, City College Plymouth
Gareth Allen (GA)	Parent and Carer Representative
Dr Alex Mayor (AM)	Medical Director, Plymouth Hospitals Trust
Jenny Rudge (JR)	Chief Executive, Connexions Cornwall and Devon
Chris Eastwood (CE)	Devon and Cornwall Police
Debra Lapthorne (DL)	Director of Public Health
Kerri Nason (KN)	Senior Probation Officer, Devon & Cornwall Probation
Diane Simpson (DS)	Director of Services, Young Devon

**In Attendance:**

Fiona Fleming (FF)	Commissioning Manager Plymouth City Council
John Searson (JS)	Principal Adviser 0 - 19 Achievement
Claire Oatway (CO)	Head of Service, Performance & Policy, Services for Children & Young People, Plymouth City Council
Jim Gould (JG)	Chair, Safeguarding Children Board
Simon White (SW)	Safeguarding Business Manager
Liz Cahill (LC)	Commissioning Officer
Alan Knott (AK)	Performance and Research Officer
Amelia Boulter (AB)	Democratic Support Officer

Minute	Item	Action
<p><b>Part I</b> <b>1.1</b></p>	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting, Lynn Pashby, new parent and carer representative, Alison McKenzie for Deb Laphorne and Shirley Walker for Jenny Rudge.</p> <p>The Chair outlined her vision for the board and reported that as a board we will objectively sit down and make positive actions for children and young people and will get through business as quick as possible and make this work for you.</p> <p>CB stated that the Children and Young People’s Trust had been operating for a long time and we need to ensure we collaborate to get the right outcomes for children and young people; we are responsible for all services to be delivered for children and young people. The Children and Young People’s Plan handles inequalities and targets service in the right places if we have to get this right at this level and need to make this happen.</p>	
<p><b>1.2</b></p>	<p><b>Apologies</b></p> <p>Apologies were received from Phil Davies, Jenny Rudge, Chris Eastwood, Deb Laphorne, Dr Alex Mayor, Diane Simpson and Gareth Allen.</p>	
<p><b>1.3</b></p>	<p><b>Minutes of the last meeting, held on 9 March 2012</b></p> <p>Minutes were agreed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Page 2 - Foundation Trust. A formal response to be sent to ensure that a children champion is nominated.</li> <li>• Page 3 - Troubled families. The Board to receive an update later in the meeting today.</li> <li>• Page 4 - Localities – It was reported that Plympton and Plymstock would be one locality and professional lead for children services had been appointed.</li> <li>• Page 4 – Safeguarding Children Board. If Board members had any questions relating to the report to email Amelia Boulter.</li> <li>• Page 4 - Youth unemployment. A final report to be comeback to September board meeting. It was raised whether young people were worked prepared.</li> </ul>	

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	<p>The board agreed that –</p> <ul style="list-style-type: none"> <li>• A copy of the Youth Unemployment Task and Finish Group report to be circulated to David Farmer, Simon Mower and SHAP representative and Shirley Walker for review prior to presentation on Youth Unemployment at September Board meeting.</li> </ul>	<p><b>CO</b></p>
<p><b>Part 2</b> <b>2.1</b></p>	<p><b>Ofsted Inspection of Child Protection Arrangements</b></p> <p>CO gave an overview briefing of the new arrangements and reported that this was a one of a series of inspections within the city and considers how all agencies work together. There was more emphasis on early intervention and what interventions were in place before someone reaches social care. This was a key difference and worth having this in the back of your mind. Standards were much higher than previously and ensuring all agencies were briefed about the inspection.</p> <p>In response to questions raised, it was reported that -</p> <ul style="list-style-type: none"> <li>• The issues Midland House had experienced with mobile phones and headsets had now been resolved.</li> <li>• It was important to ensure that all agencies were equipped and ready to meet the demands so that we reach the top level and inspection proves that we are doing this right.</li> <li>• It was highlighted that Derriford hospital, police and probation were not present at today’s meeting and they were important partners that need to be involved in this process.</li> </ul> <p>The following recommendations were agreed –</p> <ul style="list-style-type: none"> <li>• To make sure all partners not present at the meeting (particularly Police and probation) are aware of their involvement;</li> <li>• The board to receive regular updates on progress made;</li> <li>• Members to co-ordinate briefing of framework and preparation within own agency of work;</li> <li>• Facilitate own self-assessment and feedback strengths and weaknesses to Joy Howick and Claire Oatway;</li> <li>• Actively engage in multi-agency sessions being facilitated by Joy Howick / Claire Oatway.</li> <li>• Engage in multi-agency file audits being carried out through the PSCB professional practice subgroups.</li> <li>• Act as conduit for notification of inspection to ensure stakeholders prioritise engagement if required to provide evidence.</li> </ul>	<p><b>CO/JH</b></p> <p><b>CO/JH</b> <b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>

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	<ul style="list-style-type: none"> <li>• Circulate Wiltshire report to Health representatives.</li> <li>• Circulate list of preventative service to Health Visitors and GPs.</li> <li>• Investigate process for data consent for case file audit.</li> </ul>	<p>CO CO CO/JH</p>
<p><b>Part 3</b> <b>3.1</b></p>	<p><b>Early Intervention and Prevention Work</b></p> <p>FF gave an update to the board and it was reported the early intervention framework aims to improve outcomes for vulnerable children and young people and families to create savings by early intervention when issues arise.</p> <p>In response to questions raised, it was reported that -</p> <p>The framework was still in a draft format and was currently badged as a Plymouth City Council document, the framework ideally needs to be badged as a partnership document.</p> <p>The consultation ends at 31 July 2012 and a report will go to Cabinet in September. The document will be shared at HAD and the Children and Young People Overview and Scrutiny Panel.</p> <p>Challenge is how we switch some of things we are doing currently, unless we can find a way to pulling that into the front end to prevent the young people getting into the heavy end and the use of resources to target early intervention and prevention, we can really strengthen this and see this in one place. The key was to ensure all key partners were signed up.</p> <p>The following recommendations were agreed –</p> <ul style="list-style-type: none"> <li>• Consult on the Early intervention framework;</li> <li>• Further work to develop the Programme Plan to deliver this;</li> <li>• Partnership commitment to drawing together the necessary resources to align to the framework.</li> <li>• Delegate next step of development of strategy and arrangements for signoff to Children’s Trust Executive.</li> <li>• All agencies to promote and engage in consultation re: Early Intervention Framework by end July.</li> </ul>	<p>All</p>
<p><b>3.2</b></p>	<p><b>Families with a Future</b></p> <p>Liz Cahill gave an update and it was reported that 745 families had been identified that meet the criteria. A number of these families live in the same area and looking at a community approach to resolving issues.</p>	

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	<p>In response to questions raised, it was reported that -</p> <ul style="list-style-type: none"> <li>• the voluntary sector would have an involvement in this work;</li> <li>• you would be informed if you had a troubled family in a school and you would be part of the care plan.</li> </ul> <p>The board agreed to endorse the approach as outlined in the report.</p>	
<p><b>Part 4</b> <b>4.1</b></p>	<p><b>CAMHS Performance Update</b></p> <p>POS gave an update to the board and it was reported that most actions were now complete. The report gave an update on provision of CAMHS services and that Plymouth Community Healthcare (PCH) had secured waiting times of 18 weeks.</p> <p>A number of recommendations were made by the external review and PCH were constructing an action plan for the recommendations made from the review. This also provides an update to the Children and Young People Overview and Scrutiny Panel report and a sub group would continue to monitor this.</p> <p>In response to questions raised, it was reported that -</p> <p>Access to mental services for children young people is a theme that keeps arising and is an issue we want to get right with children at the very centre.</p> <p>Referrals were confusing and would be helpful to have a clearer referral form instead of constantly being passed from pillar to post. The referral route had been included in the action plan for improvement.</p> <p>The board agreed –</p> <ul style="list-style-type: none"> <li>• the progress against the Task and Finish Group on Children and Young People’s Emotional Wellbeing and Mental Health Action Plan is noted and further actions agreed;</li> <li>• and approves monitoring of the Plymouth Community Healthcare action plan developed in response to the Plymouth CAMHS External Review to be undertaken by the CAMHS subgroup of the NHS Plymouth PCH Contract and Performance Monitoring Meeting.</li> <li>• An update report to comeback in September to the CYP Trust Board;</li> </ul>	<p><b>Paul O’Sullivan</b></p>

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	<ul style="list-style-type: none"> <li>• To share the report with the Safeguarding Children Board.</li> <li>• Share developing referral guidance with parent representatives.</li> </ul>	<p><b>Paul O'Sullivan</b></p> <p><b>Steve Waite</b></p>
<p><b>4.2</b></p>	<p><b>Children and Young People's Plan 2011 - 14</b></p> <p>CO and AK gave an update to the board and it was reported that –</p> <p>Transition to adulthood – a lot of innovative work to encourage young people to stay in work and to give them the employability skills.</p> <p>Attainment KS2 results – this was a serious concern with a drive on improvement.</p> <p>Child poverty - a small working group had recently formed to look at and understand child poverty in the city and the actual impact on the family that would lose money from April 2013. Presentation welfare reform to be shared with the board.</p> <p>Best possible start to life - CAMHs was being addressed and resolved. There was good ongoing engagement with safeguarding training and Operation Encompass. Increased numbers in child protection cases and children in care, this was leading to families being under acute pressure and important to focus on early intervention. The impact on the large families and the money they would lose needs to be addressed.</p> <p>The delivery plan was being reviewed to ensure that it was fit for purpose and an action was in place with officers attached to each action.</p> <p>Employability –preparing young people for work around the responsibilities for career education is no longer statutory and schools do not have to undertake work experience. All these changes would impact on the young getting ready for employment. A number of groups that look at this area of work for example the LSP WISE Theme group and the remit and range of groups to be looked to ascertain who is driving things forward. If needs to be funded how it is funded adequately.</p> <p>The board agreed the following recommendations –</p> <ul style="list-style-type: none"> <li>• Noted the progress and disseminate key messages with own organisation and through sector groups as appropriate;</li> <li>• Detailed plans are being developed for the second phase of the plan. Representatives are requested to engage in the development of the delivery plans.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Representatives are asked to reflect continued joint priorities within their own strategic planning frameworks and to provide on-going mutual support and challenge to areas for development.</li> <li>• The changes to career education to be made clear and to look at the impact the changes may cause. Look at the different groups in the city e.g Wise theme group to ascertain who is driving this agenda forward.</li> <li>• Recommend citywide careers forum to help children understand opportunities.</li> </ul>	<b>Shirley Walker</b>
<b>4.3</b>	<p><b>Report from the Chair of the Plymouth Safeguarding Children Board</b></p> <p>Jim Gould and Simon White gave an update to the board and it was reported that since the report was produced there had been some changes. The Working Together document was published on Monday and have been looking at some of the changes that have been proposed for the safeguarding boards.</p> <p>The recruitment of two lay members were on-going and a role profile and induction process had been produced and would go before the executive in July.</p> <p>Currently monitoring and evaluation of training was limited to question and answer on the learning received. Now looking to follow up the learning by going back to participants after 6 months to see how they have applied the learning and provide further supervision if required.</p> <p>It was highlighted that it was important to define the relationship and reporting processes between the PSCB, CTB and the Health and Wellbeing Board.</p> <p>The loss of the Witness Support scheme had raised concerns. There were plans in place for next year but was unsure of what would happen in the meantime.</p> <p>The board noted the content of the report and agreed that –</p> <ul style="list-style-type: none"> <li>• The board needs to have the ability to influence the HWB and as a board this is something we need to understand. Also the board to look at the governance of the HWB and how we link with the HWB and Safeguarding Board;</li> <li>• Follow up concerns regarding the progress in commissioning young witness support.</li> </ul>	<b>Claire Oatway</b>  <b>Chris Eastwood</b>

Minute	Item	Action
<b>Part 5</b> <b>5.1</b>	<b>Date of next Children and Young People's Trust Board Meeting</b>  The board noted the dates of future meetings for the municipal year 2012/13–  Friday 14 September 2012 Friday 14 December 2012 Friday 15 March 2013	