

**Children's Trust Partnership Board
Minutes of the meeting held 3 December 2008**

Present:	John Richards	Director of Children's Services, PCC (Chair)
	Angela Bailey	NHS Peterborough
	Denise Bangay	Learning and Skills Council
	Lynn Hogarth	Young Lives
	Gilmour McLaren	Governor Reference Group
	Elizabeth Ingram	Voluntary Sector Forum
	Mandy Renton	Peterborough and Stamford Hospitals NHS Foundation Trust
	Brian White	Primary Schools' Representative
	Eric Winstone	Secondary Schools' Representative
	Robert Ferris	Peterborough Community Services
Advisors:	Elaine Fulton	Assistant Director, Commissioning and Performance, PCC
	Maureen Phillips	Assistant Director, Families and Communities
	Stephen Sutherland	Head of Strategy and Planning, PCC
	Alex Daynes	Cabinet Officer, PCC

1. Apologies

Apologies were received from Cllr Goldspink, Tim Bryson, Andy Hebb, Phil Pike and M J Ladha.

2. Minutes of the previous meeting and matters arising

The minutes of the meeting of the Children's Trust Board held on 5 November 2008 were approved as a true and accurate record with the following matters arising:

- Item 3 – Elaine Fulton presented information and requested that Board members nominate to the chairmanship of the subgroups proposed at the recent away day as below:
 - Be Healthy – Angela Bailey nominated Tim Bryson as co-Chair
 - Stay Safe – it was recommended that a representative from Cambridgeshire Constabulary be appointed as co-Chair. Elaine Fulton to report back following discussion with Andy Hebb.
 - Enjoy and Achieve – Mel Collins was nominated as a Chair. A co-chair to be nominated from schools or governors following further discussion with Mel Collins.
 - Make a Positive Contribution – Maureen Phillips was nominated with Lynn Hogarth as co-Chair.
 - Achieve Economic Wellbeing – Denise Bangay to Chair, Elaine Fulton to follow up to appoint a co-Chair.
 - Service Management – Elaine Fulton was nominated as Chair, with a voluntary sector representative as co-Chair.
 - Executive Group – Robert Ferris nominated as Chair..

Members of the Board agreed the above nominations.

- Item 4 – Members were advised that a data capture exercise from other partnerships had begun. Marcus Richardson and Elaine Fulton to present this information at the next meeting of the Board. Elaine Fulton to meet with Eric Winstone to discuss schools' issues in relation to data capture and information sharing.

3. Moving Towards Integrated Working in Localities

Maureen Phillips introduced a report to the Board introducing two pathfinder projects and sought to gain approval to move the work forward. The Board was advised that the localities work aims to deliver LAA targets and Children's Plan requirements and that fully integrated front line delivery is required by April 2010. Maureen Phillips advised that appointments are being made later in the month to fill the vacant CAF Coordinator posts (part of the transition from the Integrated Processes Project).

The Board discussed issues concerning Child and Adolescent Mental Health Services (CAMHS) and its potential inclusion in the localities framework. Maureen Phillips would seek more clarification on the role and delivery work of CAMHS before including it within the localities framework.

The Board was advised that two areas have been identified for the initial trial work: North, West and Rural locality and the Stanground College cluster. Angela Bailey highlighted cross-boundary issues and advised that consultation would be needed with NHS Peterborough before any further pathfinder areas were identified.

The Board agreed for the localities work to continue.

4. Children with Disabilities Project

Maureen Phillips advised the Board that funding was being received as part of Aiming High Short Breaks. The risk areas and key issues associated with the project were highlighted in the report. John Richards advised of the need to avoid a red status for the project.

Members discussed the staffing and funding issues around the project; the need to reallocate current staff because new staff could not be hired and the possible pooling of funds between NHS Peterborough and the City Council. Angela Bailey advised that NHS Peterborough would liaise with Maureen Phillips regarding the funding of the project.

5. Follow-up to Away Day

Members gave feedback from the away day held on 27 November. Elaine Fulton introduced the notes from the away day and highlighted the actions that arose. Members discussed the need to develop an identity for the Board to assist in communications and establishing partnerships across the community. Suggestions were made to:

- invite the Chairman from other partnership boards to attend a meeting of the Children's Trust Board;
- provide real examples of how the actions of the Board would improve children's lives;
- assess the Key Indicators from the LAA that this Board must address.

The Board agreed to hold another away day to discuss the high level issues on the Board's remit; Elaine Fulton to lead in arranging the away day.

6. Children and Young People Plan / Local Area Agreement review process

CYPP - Stephen Sutherland presented information on the Children and Young People Plan (CYPP). The Board was advised that a revised or re-written CYPP would be required by 2011. However, no guidance had yet been provided to direct the Board on this.

The Board agreed that the CYPP would be reviewed rather than rewritten for 2009 – 2012 and there would be an annual report for 2009/10. The Board agreed for the annual review of the CYPP to be considered at a future meeting.

Local Area Agreement – Stephen Sutherland presented information on the LAA. John Richards advised that a Strategic Engagement Meeting with GO-East will be held on 19 January 2009 and recommended members from this Board attend. The Board agreed to attend if possible.

7. Information Sharing Protocol Implementation

Elaine Fulton presented information on data sharing, highlighting the strategic and operational work needed. The Board was advised that a Steering Group had been established in April 2008 and a proportion of the workforce had already received training on information sharing.

Members were advised that a data hub was being established and would be in place by February 2009 as a single child record and precursor for Contact Point implementation. The Board was introduced to the requirement to 'shield' records on Contact Point in January 2009; restricting the information available for those who might be put at risk if their full details were available on the national Contact Point system. Shielding could only be removed if all parties involved agreed to its release. Members were further advised that each child would receive a new identification number for the new data hub.

Gilmour McLaren requested that a review was undertaken to ensure that no data was missed off or lost when the new, integrated Contact Point was established.

Elaine Fulton to request key contacts for the shielding process and distribute the current membership of the Information Sharing Steering Group to the Board.

The Board agreed for the work on the data sharing protocols, shielding and the data hub to continue.

8. Any Other Business

John Richards requested that Safeguarding be on the next agenda.

9. Date of Next Meeting

4 February 2008, 10am-12pm, Forli Room, Town Hall.

Meeting closed at 12.10pm