



## Minutes of the Children and Young People's Trust Executive Group Meeting held on 11 May 2015

### Present

#### Core Members

Rachel Dickinson (Chair)	BMBC, Executive Director for People
Cllr Margaret Bruff	Cabinet Member: People (Safeguarding)
Julia Burrows	BMBC Director of Public Health
Cllr Tim Cheetham	Cabinet Member: People (Achieving Potential)
Bob Dyson	Independent Chair of the Barnsley Safeguarding Children Board
Gerry Foster-Wilson	Executive Headteacher, Representing the Barnsley Association of Headteachers of Primary, Special and Nursery Schools
Mel John-Ross	BMBC, Service Director of Children's Social Care and Safeguarding
Margaret Libreri	BMBC Service Director of Education, Early Start and Prevention
Jenny Miccoli	Barnsley College, Vice Principal Teaching, Learning and Student Support
Nigel Middlehurst	Voluntary Action Barnsley, External Services Manager
Dave Ramsay	South West Yorkshire Partnership Foundation Trust (SWYPFT) Deputy Director of Operations
Dave Whitaker	Executive Headteacher, Representative of Secondary Headteachers

#### Deputy Members

Deb Mahmood	South Yorkshire Police DCI, Crime, Neighbourhoods and Partnerships (for Liz Watson)
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#### Advisers

Richard Lynch	BMBC People, Head of Head of Commissioning, Governance and Partnerships
Julie Green	BMBC People, Strategic Lead, Procurement and Partnerships

#### In attendance

Penny Greenwood	BMBC Public Health Acting Assistant Director (for item 4)
Angela Tracey	BMBC, Head of Strategy, Workforce & Organisational Development (for items 11 & 12)
Denise Brown (minutes)	BMBC People, Governance, Partnerships and Projects Officer

		Action
1.	<u>Apologies</u> Dr Clare Bannon      Barnsley Local Medical Committee Heather McNair      Barnsley Hospital NHS Foundation Trust Brigid Reid          Barnsley Clinical Commissioning Group Ian Hanks              Job Centre Plus	
2.	<u>Identification of confidential reports and declarations of any conflict of interest</u> None declared.	

		<b>Action</b>
3.	<p><u>Minutes of the Trust Executive Group meeting held on 27 March 2015 - for accuracy</u></p> <p>It was confirmed that the minutes are an accurate record of the meeting.</p>	
3.1	<p><u>Action log / matters arising</u></p> <p>The action log was updated, as follows:</p> <p><u>Outstanding action arising from 12 December 2014:</u></p> <p>(a) 3.1.1 - Article on CAMH Service in Partnership News – action completed.</p> <p><u>Outstanding actions arising from 6 February 2015:</u></p> <p>(b) <u>3.1.2 – School exclusions</u></p> <p>Rachel and Bob had a constructive meeting with Paul Tarn, Chief Executive of Outwood Grange Academy, who suggested that the reason for the spike in absences is that they are now being accurately recorded and that prior to their leadership, absence recording had been under represented. The reason for this could be due to the codes that were previously used to categorise absences. Other Barnsley Schools also need to be challenged regarding their absence recording procedures.</p> <p>Outwood Grange Academy recognise that they take a robust approach to behaviour, and there is an expectation of a rise in attainment of outcomes and a reduction over time in fixed term exclusions. They were open to and respectful of the challenge, but there was no suggestion that they would deviate from their current approach. It was noted that some children respond to being excluded and change their behaviour, but there is a group of young people which remains unaffected. Another meeting will be arranged in October to track progress.</p> <p>The safeguarding of children who are excluded and therefore not in school was raised, and Outwood Grange gave reassurance that they are engaging with procedures and risk assessments, and that steps are in place to ensure the safety of young people. Once the school had made sure that an excluded child had been collected by a parent, it was the parent's responsibility to ensure their safety.</p> <p>It was agreed that these issues would be tracked through the Safeguarding Children Board, and that the Secondary School Head Teacher representative would be asked to provide an update from schools in October 2015.</p> <p>A working group has been formed to consider the Fair Access Protocol, to ensure that children considered hard to place are secured a school place, and that no school is asked to admit a disproportionate number of challenging pupils.</p> <p>Dave suggested that it may be worth finding out the percentage of young people who are eligible for free school meals in a school's cohort, and it was suggested that this be a recommendation to the Alliance Board.</p>	
(c)	<p><u>3.1.3 – Child protection conference reports</u></p> <p>There was no update available for this action and Rachel undertook to follow this up with Brigid.</p>	
		Bob
		Rachel
		Rachel

		<b>Action</b>
(d)	<p><u>3.1.5 – Contacts into Social Care</u> Mel stated that flow charts were being produced to support agencies to use their own designated safeguarding lead officers where appropriate, and that work is also underway to update the 'Working Together' procedure to follow when a child is abused. This is tracked through the Officer Improvement Group. Data is being gathered for the BSCB to inform agencies where contacts are being made into social care.</p>	
(e)	<p><u>3.1.6 – SEND reforms</u> Sharon Cooke is leading on the action to prepare an article for Partnership News in relation to the Children and Families Act 2014 requirements and SEND reforms update.</p>	
	<p><u>Outstanding actions arising from 27 March 2015:</u></p>	
(f)	<p><u>4.1 – Headteachers report on Safeguarding</u> Bob stated that compliance by schools to submit returns for the Safeguarding report had been worse than previously, which was concerning. Schools have been reminded of their responsibility to submit returns in future. Bob had contacted three schools who had failed to submit returns for the last few years, and is assured that they will submit returns in future.</p>	
(g)	<p><u>5.1 – Contacts into Social Care</u> The request for organisations to be told how many contacts had been made into social care had been escalated to the Officer Improvement Group. The data is not as helpful as it could be yet as more detail is needed. Gerry suggested including the name of the contact person or the name of the school. There is a challenge regarding where schools get their supervisory support from and how that is funded. This will continue to be developed through the Officer Improvement Group.</p>	
(h)	<p><u>6.2 – TEG Work Programme</u> Members to submit comments as the work programme develops.</p>	Members
4.	<p><u>0-19 Healthy Child Programme</u> The report provided an update on the transfer of the Health Visiting Service and the development of the Healthy Child Programme 0-19. From 1 October 2015 the responsibility for commissioning public health services for children aged 0-5 will transfer to local authorities, which includes Health Visiting Services and Family Nurse Partnership Services. In preparation for the transfer of the contract two options were considered and BMBC opted for a single contract for the full year of 2015/16, with a deed of novation being approved at the same time as the contract is signed, confirming that the contract will transfer to BMBC on 1 October 2015.</p> <p>As agreed by Cabinet, Public Health is working with key stakeholders to develop an integrated Healthy Child Programme 0-19 years, with a contract commencement date of 1 June 2016.</p> <p>Service user consultation will be undertaken from May 2015. The specification will be developed in close consultation with the People Directorate, and will take into account comments received through the consultation exercise.</p>	

		<b>Action</b>
	<p>The report highlighted that the funding allocation had not been agreed for 0-5 HCP provision for 2016/17, which leaves uncertainty around the financial envelope for commissioning the new programme.</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> <li>• Penny confirmed that Barnsley College will be included in the consultation exercise.</li> <li>• Head Teacher representatives were asked to encourage colleagues to engage in the consultation process, and it was agreed that an item would be put on the cross-phase Head Teacher's meeting agenda.</li> <li>• Dave Ramsay raised a concern regarding engagement, consultation and mobilisation, and felt it would be useful to see what the consultation strategy looks like and what people were being consulted on. Richard suggested that this be discussed at the next ECG meeting where it is more appropriate to assess both the advantages and risks, and it was agreed that an update would be provided at the ECG meeting on 16 June.</li> </ul> <p><b>It was agreed that:</b></p> <ul style="list-style-type: none"> <li>• Richard would circulate the consultation plan to members of this group.</li> <li>• An update would be provided at the next ECG meeting on 16 June 2015.</li> </ul>	<p>Gerry/ Dave</p> <p>Richard Penny</p>
5.	<p><u>CYP Trust Governance/ Review Terms of Reference</u></p> <p>The revised Terms of Reference was presented for consideration, to ensure that the right organisations are appropriately represented, to confirm the aims of this group and to ensure that members are aware of the arrangements and their responsibilities. It is important that the TOR are reviewed on an annual basis.</p> <p>The following amendments were agreed:</p> <ul style="list-style-type: none"> <li>• Margaret pointed out that as the Barnsley Alliance Board is accountable to the CYPTrust, and this needs to be emphasised in the TOR.</li> <li>• The objectives need to be smarter.</li> <li>• It was agreed that the objective to 'develop and agree an engagement strategy and support its delivery' is an ongoing core responsibility rather than an objective.</li> <li>• The objective to 'develop and maintain an effective commissioning framework and strategy' needs to be re-worded to indicate that it will continue to be implemented.</li> <li>• TEG Membership: it was agreed that it would be helpful to have Governor representation at the TEG (<i>Anna Turner subsequently agreed to facilitate this</i>); Penny Greenwood will be the core member representing Public Health in future; the representative for the South Yorkshire Community Rehabilitation Company to be confirmed.</li> <li>• Members were asked to submit names of the nominated representatives and deputy members for their organisations by the 22<sup>nd</sup> of May.</li> <li>• Terms of reference to be amended as agreed and circulated for approval.</li> </ul>	<p>Members</p> <p>Richard</p>

		<b>Action</b>
6.	<p><u>Procedure for children missing from home or care</u></p> <p>Mel stated that the children who go missing from home or care policy chapter 1.4.8 was approved by the Policy, Procedures and Practice Developments Sub-Group meeting in April, and was due to be considered at the BSCB meeting on 15 May.</p> <p>The policy gives clear guidance to practitioners of the actions needed to ensure that children who go missing, or who are absent from care or home, are safeguarded. The protocol links to local safeguarding procedures and to the SYP CSE and missing panel work.</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> <li>• This is an excellent directive and really useful.</li> <li>• Deb queried what the procedure would be, or whose responsibility it is when a child in care, who has run away and been picked up by Police, refuses to be returned to where they should be? Mel suggested that this a joint responsibility, and that social care have a lead role in working with the police and the young person. Mel undertook to discuss this scenario further with South Yorkshire Police Chief Superintendent, Shelly Hemsley, and to include guidance in the procedure.</li> <li>• Rachel pointed out that the point about the need for a risk assessment to establish that a child who is 'absent' is safe and well needs to be strengthened. Mel undertook to make that clear in the procedures.</li> <li>• Richard pointed out that the provider of 'safe and well' checks may need to be updated after the end of June.</li> </ul>	<p>Mel</p> <p>Mel</p>
7.	<p><u>Future Council update/ TEG work programme</u></p> <p>Rachel encouraged members to put items for discussion with partners on the TEG agenda. It is important that partners highlight those areas of work that need to be focused upon including: early help; parenting; workforce development; behaviour support and emotional wellbeing; monitoring contacts into social care and the 'front door' issue.</p> <p>An update on the 0-19 Healthy Child programme will be considered at the next TEG meeting in July.</p> <p>Comments included the following points:</p> <ul style="list-style-type: none"> <li>• Margaret suggested taking a thematic approach, with updates taken where necessary. Themes may include: inclusion and vulnerable groups; exclusions; parenting; pupil premium; children with SEN taking longer to get school places etc.; a report and action plan from the Barnsley Alliance Board. Also National Policy and changes, and Joint Strategic Needs Assessment.</li> <li>• It was acknowledged that more progress is made at meetings, and discussions more lively when considering issues together.</li> <li>• It was agreed that Richard, Julie and Denise would work on a revised work plan to include a themed discussion at each meeting, starting from September. The revised plan will be circulated for comment and considered at the next meeting.</li> <li>• It was suggested that a report from the Alliance Board, together with an action plan, be considered at the TEG meeting on 25 September.</li> </ul>	<p>Rachel</p>

		<b>Action</b>
	It was agreed that the refreshed TEG work plan and the revised terms of reference would be circulated together for comment.	Richard
8.	<p><u>Children and Young People's Plan review</u></p> <p>The vision, purpose, priorities and outcomes for the Children's Trust are expressed in the Children and Young People's Plan, and the last version of that covers the period 2013 - 2016.</p> <p>Richard stated that it is important to develop a plan that is relevant, and not too cumbersome. Suggestions on how to take this forward are summarised as follows:</p> <ul style="list-style-type: none"> <li>• It is important that the views of young people are incorporated in the plan.</li> <li>• Front line workers, who will deliver the plan, need to be engaged in its development.</li> <li>• Need a slim version of what we are about; what we want to achieve; milestones that measure progress.</li> <li>• Supported by the Needs Assessment.</li> <li>• Important to change the culture in Barnsley, giving inspirational and positive 'can do' messages, and being careful not to give Barnsley an excuse for being below average.</li> <li>• Show that we are better than we were, but have ambition to be even better.</li> <li>• There is appetite to do something different and it should be about describing a positive future for Barnsley.</li> </ul> <p>It was agreed that this would be discussed as a whole group rather than having a sub-group and that at the next meeting an hour will be allocated to a workshop style session to discuss this further.</p>	Richard
9.	<p><u>Barnsley Safeguarding Children Board</u></p> <p>The minutes of the BSCB meeting held on 20 March 2015 were circulated for information, and are to be treated as confidential. The next meeting of the BSCB will be on 15 May 2015.</p>	
10.	<p><u>Continuous service improvement plan and DfE review in April</u></p> <p>Rachel stated that following the DfE review in April the notice to improve had been lifted, and that the DfE would be confirming their findings in writing. In summary the DfE had reported that the workforce is committed and excellent at prioritising issues, and were confident that Barnsley would continue to improve. Staff and partners were described as being proud, and wanting Barnsley to achieve 'good' status. Good partnership working was observed, as well as the ability to challenge and make an impact.</p> <p>The continuous service improvement framework is alive and well and it is important to continue to provide challenge to ensure that we achieve our ambition to be rated as 'good'.</p> <p>A focus needs to remain on early help; behaviour support; access to emotional wellbeing and CAMHS; and the social care front door.</p> <p>The continuous service improvement plan is being driven forward by the</p>	

		<b>Action</b>
	<p>Officer Improvement Group, which is benefitting from consistent membership. Challenge of schools is a regular item for discussion, and Dave Benbow and Monica Green have undertaken to meet with the designated safeguarding leads to support the development and engagement of that group.</p> <p>A discussion was held regarding how best to guarantee engagement from schools and how to overcome some of the barriers, including capacity. Gerry suggested that it might be best to contact the SENCO rather than the Headteacher, and it was agreed that it would be useful to have an updated contact list for school SENCOs.</p> <p>Nigel stated that there is a core of voluntary organisations who work with children and young people who are engaged, but it is challenging to keep all who come into contact with children and young people engaged and aware of the processes they need to follow.</p> <p>The following comments on the improvement plan were noted:</p> <ul style="list-style-type: none"> <li>• A lot of the actions in the plan are rag rated as 'green', which is commendable, but our aim is to be more aspirational.</li> <li>• It is important to keep tracking progress on early help, behaviour support, pressure on the social care 'front door', and emotional wellbeing, in the plan and at this meeting.</li> <li>• There needs to be a conversation about parenting alongside early help.</li> <li>• Access to therapeutic support to also be considered at the ECG meeting. Rachel asked that Brigid be updated in relation to this.</li> </ul> <p>(Angela Tracey arrived)</p>	Richard
11.	<p><u>Workforce Development Group – update</u></p> <p>The report gave a summary of the uptake of the 'Helping you with early help' training sessions. The target is to reach 500 front line practitioners, and to date 264 have booked onto the training, and 63 practitioners have been trained. Continued support is required from members to get staff trained and supported to become early help practitioners.</p> <p>Of the 8 dimensions measured, the greatest shift in confidence was in engaging families and sustaining involvement; working in a whole family way; being tenacious and assertive in their approach with families. More in-depth analysis is needed.</p> <p>With reference to appendix B, which lists partner organisations, the estimated workforce and the number of staff booked onto training, it was noted that there are some gaps which need to be followed up. Rachel undertook to raise the gaps in training for BNHFT staff with Heather McNair, and thanked Angela for this helpful reference.</p> <p>Julia asked Angela about the infant feeding team in the Communities Directorate, and Angela explained that since completing this appendix B she had spoken to Carl and made that connection.</p> <p>Dave Ramsay stated that he had received feedback that some people were struggling to get onto available courses. Angela responded that the courses during May were already fully subscribed, but that there were still vacancies on the courses in June.</p>	





		<b>Action</b>
	<i>(Tim, Dave and Angela left the meeting.)</i>	
13.	<p><u>Performance: Escalated items from theme lead</u></p> <p>Bob raised concern regarding the timeliness of assessments. During the discussion it was noted that:</p> <ul style="list-style-type: none"> <li>• Changes in Social Care thresholds had led to more children needing to be assessed.</li> <li>• The current situation was not sustainable, and it had been necessary to increase resources to ensure compliance with assessment timescales.</li> <li>• Children outside the category of risk of significant harm are still waiting too long. This information will form part of the monthly performance report to the BSCB.</li> <li>• It would be helpful to track the number of referrals made by members of the community.</li> </ul>	
<b>Date of next meeting: 3 July 2015</b>		