

APPENDIX 2

CHILDREN'S TRUST EXECUTIVE GROUP MEETING, 5 OCTOBER 2005

MINUTES

Present:

Cllr Keith Glazier, ESCC lead Member, Children's Services
Matt Dunkley, Director of Children's Services, ESCC
Craig Smith, Member of Youth Parliament representing Lewes
Joseph Ammoun, Member of Youth Parliament representing Hastings & Rother
Jamie Findon , Member of Youth Parliament representing Eastbourne
Jan Murphy, Area Manager (West), Youth Development Service
Chris Andrews, Chief Executive, Sussex Connexions
Alison Jeffery, Children's Trust Project Manager, CSCU
John Greenwood, Headteacher, Shinewater Primary School
Lisa Rodrigues, Chief Executive, East Sussex County Council Healthcare Trust
Tony Pippen, Chair, East Sussex Council for Voluntary Youth Organisations
Derek Stevens, Chief Executive, Rother District Council
Charlie Lant, Chief Executive, Wealden District Council
Fiona Henniker, Chief Executive, Sussex Downs and Weald Primary Care Trust
Gina Brockenhurst, Chief Executive, Eastbourne Downs Primary Care Trust
Toni Wilkinson, Chief executive, Hastings and St Leonards Primary Care Trust
Wayne Wright, Director of 14-19, Sussex Learning and Skills Council
David Smith, Deputy Executive Director, Learning and Skills Council
Alison Smith, Children's Services Strategic Lead, East Sussex Primary Care Trusts
Lorna Bray, Clinical Director for Paediatrics, East Sussex Hospital Trusts
Dr. Daveda Redman, Acting Chair, Professional Executive Committee, Eastbourne
Downs Primary Care Trust

Apologies:

Derek Greenup, Headteacher, William Parker School
Nigel Yeo, Assistant Chief Constable, Sussex Police
Dr John Clarke, Chair, Professional executive Committee, Eastbourne Downs PCT
John Blake, Principal, Sussex Downs College

Welcome and Introductions

1. Matt Dunkley welcomed members to the first meeting of the Group. He extended a particular welcome to the Members of the Youth Parliament. He hoped that they would feel able to play a full part in the discussions of the Group and suggested that members should aim to make all contributions free of acronyms and jargon as far as possible, for the benefit not just of the young people but of all members. He said that he would welcome feedback after the meeting from the young people about their experience of the meeting.
2. Matt proposed that the Group should be chaired by Cllr Keith Glazier and this was agreed.
3. Joseph Ammoun asked whether, as far as membership of the Group was concerned, any further thought had been given to a proposal from the East Sussex Youth Cabinet that, in addition to the three Members of the Youth Parliament, up to two other young people should be invited to attend meetings, with the identification of those young people linked to the agenda under discussion. Matt Dunkley suggested that this option should be left open, to be

considered as appropriate when issues were due for discussion. He felt that care was needed in the identification of young people to attend and in what was asked of them at meetings. Sensitivity would be needed, for example, in inviting a young parent to contribute to a meeting looking at the issue of teenage pregnancy/parenthood. The Group agreed that the case for further attendance by young people should be considered on a meeting by meeting basis.

Role of the Executive Group and Ways of Working

Aspirations for the Group

4. Cllr Glazier invited members to comment on their aspirations for the Group and the way they would like to see it operate.
5. David Smith said that as a pan Sussex organisation the Learning and Skills Council would be very happy to share their experiences of children's trust arrangements in West Sussex and Brighton and Hove, as the East Sussex arrangements developed. He was pleased to see the recognition in East Sussex of the need to address issues relating to older young people as well as "children".
6. Derek Stephens said that the district and borough councils would need more time to reflect on the implications for them of the Children Act 2004. They were happy for the County Council to take a leadership role within the Group but were keen to contribute as positively as possible.
7. Tony Pippin emphasised the importance of involving the voluntary sector as fully as possible in the work of the Executive Group and of communicating effectively with a number of different organisations. On this, Alison Jeffery noted that a conference specifically for voluntary sector organisations had been held in September, with much positive feedback.
8. Gina Brocklehurst said that she expected the Group to provide strategic direction for the work of all agencies. This would include a clear steer for the 3 year Local Delivery Plans which Primary Care Trusts were expected to develop. To do this effectively, it was important to develop a clear understanding across the Group of key issues for each service, on a more comprehensive basis than had been the case within the previous Children and Young People's Strategic Partnership. She also felt it was important to have a clear appreciation of the statutory responsibilities of the different agencies involved in the children's trust arrangements.
9. Matt Dunkley noted that the Children's Trust was not an "entity", but rather a set of arrangements. Those arrangements did not in themselves affect in any way the existing statutory responsibilities of agencies involved. What did affect responsibilities was the Children Act, which placed a new requirement on agencies to cooperate in order to achieve the five target outcomes, as set out in the Children Act. The Children's Trust Executive Group, and the other groups within the Trust governance structure, were simply the vehicle for that cooperation. As far as the County Council was concerned, the responsibility it had to secure the arrangements for cooperation meant that inspection of the Council would focus not just on its own services but the extent to which its leadership of cooperation arrangements led to better outcomes for children and young people in the area.
10. Cllr Glazier said that it was very important that the Children's Trust arrangements were not dominated by the County Council but genuinely provided a mechanism for collective leadership which was owned and used by all agencies.

11. Joseph Ammoun said that in addition to the Children's Trust Executive Group, the Members of the Youth Parliament were very keen to explore ways in which young people could become involved in the other groups within the Children's Trust governance structure. It was agreed that this should be discussed further with a report brought to the next meeting.

Managing business and communication

12. On agenda planning, it was agreed that a forward plan of the Group's business should be established. An area of the Children's Trust web pages should be established for correspondence between members of the Group, which could be used for dialogue around agenda planning to avoid extensive e mail correspondence. For wider communication it was recognised that non electronic media were important. A Children's Trust newsletter would be considered; it was also agreed that where appropriate, newsletters already issued by agencies should include a section on Children's Trust developments. Alison Jeffery could provide text. Charlie Lant noted in this context that Wealden Local Strategic Partnership had recently developed a dedicated website for children and young people which could be a useful vehicle for communication. Joseph Ammoun said that it was important to give careful attention to ways in which the most "hard to reach" young people could be involved in the Trust. Matt Dunkley said that this would be an important area for development over the coming years as part of the Children and Young People's Plan.

Mapping resources

13. On the forward plan, Matt Dunkley noted that Government guidance on the Children's and Young People's Plan set out an expectation that the Plan would identify the resources associated with priorities. It would be very helpful for the work of the Group if we could begin mapping the expenditure of each agency on children and young people. He was conscious that this was a much easier task for the County Council, Connexions and the Learning and Skills Council than for some other agencies. Would it be possible to collect information for the next meeting of the Group?
14. Alison Smith said that a national exercise to map child health services was due to take place in November. The local exercise would not be completed in time to produce relevant information for the next meeting, but the commitment to undertake the mapping was there. Within primary care, separating NHS resources for children from those for adult services was not, however, easy. Charlie Lant added that for district council services this was also difficult; there was no agreed methodology currently. John Greenwood also noted that mapping of resources should take account not just of financial investment but also of unpaid time given by volunteers within the voluntary sector.
15. Rather than focus immediately on budgets it was suggested that the Group could begin to map activities, and also how different agencies directly interact with children and young people.

Action

- ◆ **The Members of the Youth Parliament to consider with the ESCC Participation Unit and Alison Jeffery options for participation by young people in other groups within the Children's Trust governance structure and report to the next meeting**

- ◆ **Alison Jeffery to draw up a proposed Forward Plan for the Group and explore the establishment of an e Forum within the Children's Trust web pages for communication between members of the Group**
- ◆ **All Members to identify newsletters which can be used to communicate Children's Trust developments and to inform Alison Jeffery with a view to including a short update on Trust developments**
- ◆ **All members to provide Alison Jeffery with information about the activities of different agencies and interfaces with children and young people, and any practical resource mapping which can be done, for the next meeting of the Group (Alison to circulate a format for provision of the information)**

Developing the Children and Young People Plan

16. Introducing the item Alison Jeffery emphasised that the Plan would need to be comprehensive, covering all key activities, not just new developments (as to some extent to the previous plans of the Children and Young People's Strategic Plan had done). It needed to include a broad local vision for children and young people (of the kind which the previous CYPSP had developed in 2003). In addition to the information on costs already discussed the Plan was required to set out performance management arrangements for securing agreed actions and improvements to outcomes for children and young people. She invited views on the proposed processes set out in the paper for the meeting and on the proposals for facilitating participation by children and young people in developing the Plan, which was clearly essential. Views on establishing a clear vision to govern the Plan would also be helpful. The 2003 CYPSP 10 point vision had been very widely circulated at the time but elicited very little response.
17. On the vision it was suggested that it would be helpful to gather together relevant existing agency vision statements as a starting point. On the process overall it was noted that it would be important to have a clear geographical focus where necessary so that actions were targeted to where need was greatest.
18. It was agreed that it would be important to ensure that the Plan focused on key priorities and did not contain unrealistic aspirations. Toni Wilkinson suggested that it would be helpful for the Group to see the previous CYPSP Plan, even while recognising that the coverage of the CYPP would need to be considerably greater. She also suggested that it would be helpful to map the timing of decisions about any related agency plans so that they could be informed by, and inform, thinking on the development of the CYPP.
19. On consultation Joseph Ammoun asked whether the Members of the Youth Parliament could be involved in decisions about how young people should be consulted. It was agreed that they should be. It was also recognised that the timetable was tight and that the participation programme prior to publication of the Plan would need to be pragmatic, with the Plan itself including more activity around dialogue and participation.
20. Matt Dunkley said that in his view the process of engaging children and young people in participation and consultation was as important as the priorities agreed for the Plan. He asked the Members of the Youth Parliament whether in their view it was more helpful to ask broad open questions or to focus on specific issues. Craig Smith said that simple "yes/no" style questions were often preferred by young people.

21. Charlie Lant said that it was important in consultation exercises to disaggregate to specific communities/geographical areas so that issues were as real as possible for young people. Local Strategic Partnerships should be involved.

Action

- ◆ **All members to send copies of relevant vision statements to Alison Jeffery**
- ◆ **Alison Jeffery to send the Group a copy of the 2003-2005 and 2005-2006 CYPSP Plan for information**
- ◆ **All members to provide information on timelines for key agency plans with a bearing on the Children and Young People's Plan**
- ◆ **Alison Jeffery to ensure Members of the Youth Parliament are consulted about the approach to young people's participation in the development of the Children and Young People's Plan**
- ◆ **All members to e mail any further thoughts on the process for the Plan, including consultation**

Governance Structure

22. The progress report on the development of the new structure was noted. It was agreed that nominated deputies should be allowed to attend groups, but only one in the case of each member, to avoid repeated introductions.

23. David Smith asked about the decision to make the break between the age related groups at 11 rather than 13 or 14. Alison Jeffery said that the arguments had been finely balanced and that the decision to recommend a break at 11 had been taken by the previous Director of Children's Services.

Action

- ◆ **Members to nominate one deputy for the Children's Trust Executive Group and to ensure that members of other groups from their organisations also nominate just one deputy**

Information/analysis to support Children's Trust governance at all levels

24. Alison Jeffery said that the information about outcomes collated for the Trust web pages had many gaps. More time and energy was needed to ensure that a rich set of information across the outcomes was available. She asked whether members would be prepared to contribute financially to the costs of a joint post to seek out and analyse key data. David Smith (Learning and Skills Council) and Chris Andrews (Connexions) said that they would be. Gina Brocklehurst said that the current embargo on recruitment to the Primary Care Trusts meant that they could not contribute at this stage. Toni Wilkinson noted that for some of the new indicators proposed by the Government (such as levels of obesity at age 11), information was not yet collected, or measures defined. Charlie Lant said that as far as information from districts and boroughs was concerned, the intention was that people nominated to join the different groups in the governance structure would also have a responsibility to coordinate the collection of relevant data across authorities. The districts and boroughs would be able, therefore, to make a contribution in kind to the work.

25. It was agreed that a proposal for securing improved information and analysis should be brought to the next meeting for consideration.

Action

- ◆ **Alison Jeffery to bring a proposal to the next meeting for improving information and analysis**

Changes to the Framework for planning and commissioning services in the NHS

26. Toni Wilkinson outlined the proposals for reorganisation of health care structures locally as set out in the paper prepared for the meeting. She said that proposals had been submitted to the Strategic Health Authority and that consultation would run for 90 days. On Primary Care Trusts (PCTs) the proposal was that there should be one PCT for East Sussex, one for West Sussex and one for Surrey.

27. Charlie Lant asked what form of “locality” focus there would be for services within a single East Sussex PCT. This was a key question for districts and boroughs, who would be looking for as much coterminosity as possible with their borders as part of a new structure. Fiona Henniker said that it was the intention to begin setting out a possible model for provision of NHS services soon, for stakeholders to consider.

28. Lisa Rodrigues asked whether there was any intention that the Executive Group should submit a collective response to the separate consultation now taking place nationally on the provision of health care outside hospitals. Alison Jeffery noted that the County Council had been invited by the Department of Health to organise public consultation as part of this exercise but that the timescale (about three weeks) had made this impossible. It was agreed that the timescale was unrealistic and unhelpful, since the issues were clearly important. It would not be possible to draw up a collective response through the Trust arrangements. It was agreed, however, that the question of how young people would like to see health services provided, including their location, should be addressed as part of consultation over the East Sussex Children and Young People's Plan.

29. On the development of a new PCT structure, Cllr Glazier asked members to e mail separately any thoughts on question 3 on the agenda paper, about securing stakeholder involvement in the development of a new organisation. The issue should be discussed again at the next meeting.

Action

- ◆ **Alison Jeffery to ensure that consultation of young people on the Children and Young People's Plan addresses the issue of the location/form of future health services**
- ◆ **All members to e mail thoughts on stakeholder influence over future Primary Care Trust development**

Local Area Agreement proposals

30. The targets for children and young people in the draft Local Area Agreement submitted in September to the Government Office for the South East were endorsed by the Group as a basis for negotiation with the Government. It was recognised that there was much work to do on the detail of the agreement, including the performance management arrangements. These would need to link to those for the Children and Young People's Plan.

Date of the next meeting

31. It was agreed that the next meeting of the Group should be from 10.00 to 12.00 am on 12 December. The venue would be notified. It was recognised that the time was not helpful for the Members of the Youth Parliament, for which Matt Dunkley apologised. It was agreed that future meetings after the December one should be held in the evening (4.30pm to 6.30pm). Dates would be fixed for meetings in March and June 2006.

32. Gina Brocklehurst recorded her apologies for 12 December.