

## NOTTINGHAM CITY COUNCIL

### CHILDREN'S PARTNERSHIP BOARD

#### MINUTES

of meeting held on 24 JUNE 2009 at the

Council House from 4.02 pm to 5.15 pm

indicates present at meeting

Tom Stockwell	-	Job Centre Plus
Craig Berens (substitute for Helen Voce)	)	Nottingham Council for Voluntary Service (NCVS)
Helen Voce	)	
Ian Ackerley	)	Nottinghamshire Police
Shaun Beebe (substitute for Ian Ackerley)	)	
Mick Brown	)	Learning and Skills Council
Paula Webber	)	
Ian Curryer	)	Nottingham City Council
Councillor David Mellen	)	
Councillor Jon Collins	)	
Jane Todd	)	
Andrew Hall (substitute for Jane Todd)	)	
Ron Buchanan	)	NHS Nottingham City
Helen Longland	-	Government Office for East Midlands (GOEM)
Jane Geraghty	-	Probation Service

#### Also in attendance

Stephen Barker	)	Nottingham City Council
Candida Brudenell	)	
Connie Green	)	
Colin Monckton	)	
Lucy Davidson	-	NHS Nottingham City

**Please note: except where otherwise indicated, all items discussed at the meeting were the subject of a report which had been circulated beforehand.**

## **9 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ian Ackerley (Nottinghamshire Police), Councillor Jon Collins (Nottingham City Council) and Helen Voce (NCVS) and Jane Todd.

## **10 SUBSTITUTES**

Given that the Board would only be meeting four times in its first year, the Chair requested Board Members to ensure that in the event of their absence from a future meeting, they arranged for a substitute representative to attend from their agency. This was to ensure that all agencies were represented at Board all meetings.

## **11 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

## **12 BRANDING OF NOTTINGHAM CHILDREN'S PARTNERSHIP (Acting Corporate Director of Children's Services)**

Candida Brudenell presented the report to the Board and highlighted page 5 of the branding guidelines as a useful summary of appropriate examples for using the brand (and logo). These included:

- (1) to denote an organisation's membership of Nottingham Children's Partnership e.g. use on an organisation's stationary such as letterhead;
- (2) for use on materials produced for internal or external use by Nottingham Children's Partnership e.g. board meeting minutes, leaflet about Nottingham Children's Partnership, Nottingham Children's Partnership website etc;
- (3) for use on materials produced to communicate messages relating to Nottingham Children's Partnership to the children's workforce (i.e. professionals in all or the majority of organisations which make up the Partnership). Materials could be produced by Nottingham Children's Partnership or by an organisation which is a member of the Partnership;
- (4) materials which should specifically include the brand/logo include those relating to: multi-agency training, joint working, joint or multi-agency systems and processes e.g. The Common Assessment Framework, Contact Point, multi-agency induction material etc;
- (5) for use on appropriate strategies and reports by an organisation which is a member of the Partnership relating to services for children, young people and families e.g. annual report, business plan etc;
- (6) for use in any appropriate communications and marketing materials which relate to Nottingham Children's Partnership or multi-agency services for children, young people and families e.g. newsletter articles, website content, publicity campaign etc;

- (7) the Communications/Marketing Officer is the brand gatekeeper for Nottingham Children's Partnership and should be consulted if the logo is being considered for use on a case by case basis.

Members made the following comments and observations:

- the branding when used needed to be consistent;
- the worst brands were often partnership brands;
- it was acknowledged that this brand would be of most use on internal communications between agencies with their key children's workers and government and that it was too early in the life of the Board to be using the branding on external communications to members of the public. It was considered that the Board's purpose and interaction with the public would become more clear over time and that the use of the branding should be reviewed in one year's time;

**AGREED that subject to the following, the brand guidelines for the Nottingham Children's Partnership be approved:**

- (1) bullet point 2, page 5, of the brand guidelines be amended to reflect a greater emphasis on using the brand for internal communications purposes;**
- (2) that a review of the brand guidelines be undertaken by the Board in one year's time;**
- (3) that any enquiries in relation to, or requests for using the brand be referred to the Director of Children's Trust Transition Programme (Nottingham City Council) who would act as guardian for the partnership brand.**

### **13 PERFORMANCE REPORTING FOR CHILDREN'S PARTNERSHIP** (Acting Corporate Director of Children's Services)

Ian Curryer presented the report to the Board and recommended that quarterly performance information be submitted as an exceptions summary with narrative and that the first report be submitted to the October meeting. In addition, it was suggested that after the October meeting the Board would be able to identify a specific area of performance on which to concentrate on at their following meeting.

In response to observations by members, it was confirmed that the performance reports would:

- (1) be balanced as the narrative would be used to lift out those performance areas that were doing well;
- (2) include a focus on partnership targets;
- (3) not include just percentages to illustrate performance levels as it was recognised that the use of real numbers provided a more realistic perspective on the effect of services on the local population.

## **AGREED**

- (1) that quarterly performance information be submitted to the Board on an exceptions summary and that the first report be submitted to the October meeting;**
- (2) that given the frequency of Board meetings and the immediate concern of the current economical situation, the first performance report should include a focus on those indicators that illustrate the effect locally of the economic downturn.**

## **14 COMMON ASSESSMENT FRAMEWORK (CAF) PROGRESS REPORT (Acting Corporate Director of Children's Services)**

Members made the following observations on the report:

- (1) there was agreement that there needed to be a commitment to fully embedding the framework across all agencies which all members were supportive of, however, it was queried whether all agencies knew exactly what was required of them before committing to the recommendation;
- (2) there had been a national and local rollout on the framework with training and a clear programme communicated to all agencies and there was a requirement on statutory members of the Board to implement the framework;
- (3) concern had been expressed nationally that this process had taken some time to embed and that some focus had been lost;
- (4) agencies represented at Board level also needed to be represented at the Senior Officers Group to ensure that information in relation to CAF's were being fed back;
- (5) while recognising the importance and benefits of the framework, it was recognised that some smaller or voluntary agencies may have capacity difficulties to fully embed the framework;
- (6) representatives from the City Council's Children's Services department would be visiting agencies to provide support on the implementation of the CAF.

## **AGREED**

- (1) that all partner agencies commit, in principle, to fully embedding the CAF and associated lead professional processes, including identifying a Senior Officer to take lead responsibility for this within each agency;**
- (2) that in recognition of the fact that agencies represented at Board level were at different stages of implementing the framework, more work was required before all partner agencies were able to commit to using a standard CAF performance framework to monitor their engagement and to report on a quarterly basis with regard to numbers of staff trained on the CAF and lead professional processes, the number of common assessments initiated and the number of common assessments for which the agency is undertaking lead professional responsibility;**

- (3) that the Acting Corporate Director of Children's Services be requested to provide an update on the work undertaken in response to resolution (2) above to the next meeting.

**15 PRESENTATION TO OVERVIEW AND SCRUTINY COMMITTEE ON THE REFRESH OF CHILDREN AND YOUNG PEOPLE'S PLAN**

Candida Brudenell reported that there would be a presentation given to the City Council's Overview and Scrutiny Committee on 22 July 2009 on the refresh of the Children and Young People's Plan. Candida provided a summary of the role and functions of Overview and Scrutiny and highlighted that the terms of reference of this Board required them to have their work scrutinised in this way.

In response to questions from members it was confirmed that some partners had already been invited to attend the meeting to assist with the presentation of the Plan and that an email with the draft presentation was being circulated for comments and input. The intention behind requesting partners to present to Scrutiny on aspects of the Children and Young People's Plan was to demonstrate all partners' engagement and ownership of the Plan. It was not anticipated that this first presentation would result in a full review by the Overview and Scrutiny function, however, in the future Scrutiny may agree as part of their work programme to look at work of the Partnership in greater depth.

**AGREED that the presentation to Overview and Scrutiny of the Children and Young People Plan refresh on 22 July 2009, be noted.**

**16 KEY AREAS AFFECTING CHILDREN'S TRUSTS FROM LORD LAMING'S REPORT**

To support the presentation by Candida Brudenell a late report of the Acting Corporate Director of Children's Services was circulated to all members present at the meeting. The report highlighted the main recommendations for Children's Trusts within Lord Laming's report and recommended that a detailed plan for implementation of the recommendations across the Partnership be submitted to the Board's October meeting for consideration.

A discussion took place around the effect of increased referrals on Children's Services as a result high profile cases like Baby Peter. It was noted that the amount of referrals while remaining at an increased level had now stabilised. There was however a number of other issues that Social Workers faced which included recruitment and retention problems and dealing with complex cases that involved large families.

Members discussed how, when faced with serious situations or major capacity issues, their agencies had managed to recruit and use accredited retired Officers who had vast years of experience to assist with investigations, supervisory and mentoring roles. It was also noted that many Probation Officers who were approaching retirement were also fully trained Social Workers and that with a period of re-training could be extremely useful as they would also have a vast amount of experience that could be utilised.

**AGREED that the Acting Corporate Director of Children's Services be requested to investigate the feasibility of recruiting retired Probation Officers to assist with addressing recruitment and retention problems within the social work profession.**

## **17 FUTURE WORK PROGRAMME**

**AGREED that the following items be noted as scheduled for consideration by the Board at its October meeting;**

- (1) quarterly performance report;**
- (2) Safeguarding Board update;**
- (3) Common Assessment Framework – update;**
- (4) implementation plan – Lord Laming’s report on key areas affecting Children’s Trusts;**
- (5) Forward Plan (to be updated on a rolling basis and submitted to all future meetings).**