

## Children's Partnership Senior Officers Group

**Monday 8<sup>th</sup> June, 10:00 – 12:00**

Boardroom, Nottinghamshire LSC, MLS Business Centre,  
6th Floor City Gate East, Toll House Hill, Nottingham, NG1 5FS

### Agreements, actions and key points

#### Attendees

Ian Curryer (Chair)	Acting Corporate Director of Children's Services
Candida Brudenell	Director, Children's Trust Transition Programme
Andrew Kenworthy	Chief Executive, Nottingham City NHS
Janet Sheard	Chief Operating Officer and Executive Nurse, City Health Nottingham
Jean Pardoe	Chief Executive, Connexions
Paula Webber	Deputy Area Director, Nottingham Learning and Skills Council
Colin Monkton	Head of Improvement and Policy, Children's Services
Clare Yau	Marketing and Communications Manager, Children's Services
Andrew High	Policy and Planning Officer, Children's Services
Shaun Beebe	Chief Superintendent, Nottinghamshire Police

#### Apologies

Sheila Wright	Deputy Chief Officer and Director of Operations, Nottinghamshire Probation
Craig Berens	Director of Programmes, Nottinghamshire YMCA (NCVS)

Item	Detail
1	<p><u>Welcome and apologies</u></p> <ul style="list-style-type: none"> <li>Apologies noted as above.</li> </ul>
2	<p><u>Minutes, matters arising and Action Log</u></p> <ul style="list-style-type: none"> <li>Minutes of the previous meeting were agreed as an accurate record.</li> <li><b>Action Log:</b> All actions were agreed as complete subject to the following; <ul style="list-style-type: none"> <li>Action no. 4 - It was agreed that a performance post will be established which will be jointly funded by Health and Nottingham City Council. It was agreed that Police will undertake the analysis work in kind.</li> <li>Action no. 9 – The Teenage Pregnancy paper will be reconfigured and taken forward by the Teenage Pregnancy Task Force. Clarity around where this work sits will be refined and taken to the Group.</li> <li>Action no. 8 - Children's Partnership branding guidelines circulated to the Group during meeting.</li> </ul> </li> <li>Recommendations on Schools and FE representation will be brought together in a report in September with the view for the members to join the Group and the Board in October. To be discussed at July 6<sup>th</sup> Senior Officers Group meeting.</li> </ul>
<b>Items for the Children's Partnership Board, 24<sup>th</sup> June</b>	
3	<p><u>Nottingham Children's Partnership Branding (CB/CY)</u></p> <ul style="list-style-type: none"> <li>It was proposed that as the Children's Partnership is a publicly accountable body and oversees delivery, the branding should be public facing. It was noted that this would increase public awareness and confidence in the City Council's partnership working.</li> </ul>

	<ul style="list-style-type: none"> <li>• It was agreed that the brand guidelines would be included as an appendix to the report.</li> <li>• Copies of the brand guidelines were circulated; highlighting pages 4, 5 and 6 which specify when and where to use and not to use the branding. The Group agreed that these should be refined and that the full report should be amended before going to the Board.</li> <li>• It was agreed that the guidelines should stipulate that the branding should only be used with explicit permission from the relevant Communications and Marketing Officer.</li> <li>• If the recommendation for branding to become public facing is approved, a strategy to make it identifiable and to clarify the public's perception of the Partnership will be needed.</li> <li>• It was agreed that the lead partnership branding e.g. Nottingham City Council, NHS, Police etc will always be used predominately and that the Children's Partnership branding will be used to add value to messages which the Partnership wants to support.</li> <li>• It was agreed that branded promotional materials will not be widely distributed until the report has been approved by the Board.</li> </ul>
4	<p><u>Performance management (CM)</u></p> <ul style="list-style-type: none"> <li>• The report recommends that the Board receives quarterly performance information.</li> <li>• Each Senior Officer will provide the initial set of measures required for their areas of responsibility.</li> <li>• An example performance template was presented to the Group.</li> <li>• It was requested that a key/definition for the performance symbols would be added to the template.</li> <li>• It was agreed that the summary front sheet would highlight good progress of work delivered and progress still needed to be made.</li> <li>• CM recommended that all Partners have access to the Performance Plus software. Each Partner will nominate a performance lead who will regularly update information through this. Reported outcomes will come through the Performance Plus framework. CM to look into the technicalities of making this software available to all Partners without affecting their current performance management methods.</li> <li>• It has been agreed that a nominated performance leads group will be established. Funding by Nottingham City Council has been agreed until 31<sup>st</sup> March 2010 for a Performance Manager post to support setting up the performance group and any arising issues.</li> <li>• The performance management report will be taken to the June 24th Board with the first data set to be taken in October after coming through the September Senior Officers Group meeting.</li> </ul>
5	<p><u>Common Assessment Framework (AH)</u></p> <ul style="list-style-type: none"> <li>• AH presented the report, outlining the current progress on the implementation of the CAF and future steps to embed this as an integrated working process for all partner agencies.</li> <li>• It was recommended that all partner agencies should commit to fully engaging with and raising awareness of the CAF.</li> <li>• It was recommended that reports on the CAF should be presented to the Children's Partnership Board on a quarterly basis. Each agency should review their engagement of the CAF as part of this process.</li> <li>• Nottingham City Council is participating in a national exercise led by the Local Authority Research Consortium to evaluate the impact of the CAF for children at the early years stage. The report will be produced in autumn 2009 and will advise continued development both nationally and in Nottingham.</li> </ul>

	<ul style="list-style-type: none"> <li>• It was agreed that a workforce development strategy would be brought to the next meeting, to be used as a key tool.</li> <li>• It was requested that population statistics of individual areas and definitions of ethnicity codes should be added to the graphs/charts in appendix 2.</li> <li>• Clearer definition including what training, who and where the emphasis of the messages are wanted is required.</li> <li>• The Group noted that further details on the outcomes and the differences being made by the CAF are needed, including exactly what the improved outcomes for young people are.</li> <li>• It was suggested that 'all partner agencies must report back formally' is added to the recommendation in the report.</li> <li>• AH to rework recommendations.</li> </ul>
<b>Other items</b>	
6 & 7	<u>Developing Children's Partnership - Sub-partnership governance arrangements (CB)</u> <ul style="list-style-type: none"> <li>• CB presented, highlighting amendments to the sub-partnership governance arrangements/model.</li> <li>• It was agreed that the governance model would be refined and that the Local Safeguarding Children Board (LSCB) and Youth Offending Team (YOT) Board would be added to the structure diagram. It was recommended that the YOT Board should be a fixed group within the sub-structure.</li> <li>• It was agreed that named leads would be appointed and kept accountable for their priorities wherever possible but specific Task and Finish groups would be necessary on occasions.</li> <li>• The Group are to agree where the Children and Young People's Plan (CYPP) priorities will sit and identify named leads. CB to make an initial draft, circulate to the Group for recommendations and bring back to the July 6<sup>th</sup> meeting.</li> <li>• It was recommended that a locality management framework would be brought back to next meeting with specifics around the grouping of services.</li> <li>• IC and CB to meet with the Parents and Carers shadow board regarding where they sit in the Partnership.</li> <li>• CB to meet with Senior Officer Group members individually for more a detailed discussion about sub-partnership governance.</li> </ul>
8	<u>Inspections of Safeguarding and looked after children services (IC)</u> <ul style="list-style-type: none"> <li>• The Group were provided with a web link to the framework for inspection and guidance for local authorities and partners.</li> <li>• It was noted that from April 1st 2009, all local authority areas will have at least one inspection of safeguarding and looked after children services within a three year window. Guidance and further information is available through the link.</li> </ul>
9	<u>Statement of Accountability (CB)</u> <ul style="list-style-type: none"> <li>• The draft Statement of Accountability was tabled at the meeting. The Group agreed to look over the paper and recommend any amendments to CB before it is signed off by IC and sent back to City Council.</li> </ul>
10	<u>Forward plan</u> <ul style="list-style-type: none"> <li>• It was agreed that there would be no meeting on August 3<sup>rd</sup> due to the high number of apologies.</li> </ul>
11	<u>Any other business</u> <ul style="list-style-type: none"> <li>• There was no other business.</li> </ul>