

**CHILDREN & YOUNG PEOPLE'S ALLIANCE
STEERING GROUP MEETING – 1 SEPTEMBER 2008**

Present: Charlie Adie (Chair) - Motiv8
June Christie - Mencap/Parent Partnership Service
Stella Pratt - Southern Focus Trust
Richard Soutar - Enable Ability

In attendance: Barbara O'Sullivan (PCCS), June Hancox (PCCS – Minutes)

Apologies: Jenn Davies (Portsmouth Autism Support Network), Ken Dobson (School Governors' Forum), Karen Drayton (Connors Toy Library), Katherine Marsden-Broad (PUEF)

1. Welcome

Charlie Adie (CA) welcomed members and apologies are recorded as above.

2. Minutes of the Meeting held on 7 July 2008

The minutes of the meeting held on 7 July 2008 were agreed without amendment.

3. Matters Arising from those Minutes

There were no matters arising not covered by today's agenda. Actions had been/would be carried out as follows:

Page 1, minute 1: Barbara O'Sullivan (BJOS) had not yet been able to make contact with Ken Dobson (KD) but would try again later that day and, if unsuccessful, would write to him to explain the situation before any approach to the Governors' Forum. BJOS suggested that KD be offered a meritorious/co-opted membership of the Alliance which would enable him to attend meetings when he was well. This was agreed along with CA's suggestion that KD be asked to provide the Alliance with points of information coming down the line as he was well placed to receive information before it became published.

ACTION: BJOS to contact KD

Page 1, minute 3: June Christie (JC) would provide copies of information re CRB that she collected at an information sharing training event.

ACTION: JC

Page 2, first paragraph: BJOS would arrange to have a chat with Cath Longhurst, Education Business Partnership.

ACTION: BJOS

Page 2, minute 4: BJOS had spoken to Mik Norman (MN) re JCG representation and he didn't feel he could take on this role at the present time. BJOS suggested that she be the rep and would discuss this possibility with MN.

ACTION: BJOS to discuss the possibility of her becoming PCCS' rep on JCG

Page 2, minute 4: Richard Soutar (RS) had not yet heard if the Integrated Service Managers were in post but would let BJOS know when he had this information.

ACTION: RS to let BJOS know when Integrated Service Managers were in post

3. Reports from Representatives

Parents' Strategy Group: Stella Pratt (SP) had attended her first meeting of the Parents' Strategy Group and her feedback is included as an attachment to these minutes. As SP had reported significant developments at this meeting, BJOS would contact Catherine Kickham for a press-release and some general literature.

ACTION: BJOS to contact CK for press release and general literature

Information Implementation Group: Barbara had attended her first meeting and while not well-versed with the technical aspects of the project had been able to make a number of useful suggestions regarding the inclusion of the VCS.

Joint Commissioning Group: JC had been unable to attend the last meeting on 16 July because of short notice but had received the minutes. JCG doesn't currently have a permanent chair. The next meeting would take place on 15 September 2008.

ACTION: JC to email top points from the meeting to BJOS

Children's Disability Strategic Group: Richard Soutar (RS) said that there was nothing of great significance to report. Nationally, there was a lot of money available for short breaks and RS would sit on a sub group to decide on how the money is spent, along with Chris Woodfine, PCC. There would be two or three consultation events over the next couple of months. BJOS asked RS to send her details so that they can be included in the email newsletter.

ACTION: RS/BJOS

4. Briefing Event – Plans for 30 September 2008

BJOS would be sending out the flyer for this event later that day. Following discussion, it was decided that the agenda should be as follows:

Welcome: CA

Monitoring & Evaluation: Hayden Ginns (HG) (30 minutes)

C&YP Alliance: BJOS

Children's Workforce Development: BJOS

Coffee and networking with Alliance facilitators capturing thoughts/comments

Common Assessment Framework: HG (30 minutes)

Closing comments: CA

ACTION: BJOS to check if HG needed Powerpoint for his presentations

RS said he would present an example of a voluntary organisation's experience of producing an 'Outcomes' report based on Enableability's summer project at the meeting.

CA suggested the room be arranged in a double row of chairs in a horseshoe shape with tables behind them for ease in forming discussion groups. Suggestions for handouts included a single page of information along with a list of representatives on the various groups and their email addresses. BJOS also hoped to put this information on the Alliance's

website along with representatives' reports. There would also be a handout detailing any high level information which might be relevant to others.

BJOS reported that other briefings/workshops arranged included:

Turning the Curve: a workshop facilitated by HG and held at PCCS, to be launched at the Briefing. The first workshop would be held on 14 October and those attending the Briefing would have the opportunity to sign up.

Child Protection Policies: two workshops facilitated by Siobhan Burns, PCC, and held at PCCS on 20 November, 10 – 12, and 11 February, 1 – 3. These workshops had arisen from a previous Child Protection briefing and would provide organisations with the information to update their Child Protection policies and be signposted to any further training as necessary.

There followed a brief discussion on the new safeguarding checks which would come into effect on 1 October and the need for clarification.

5. Representation Grid

BJOS distributed copies of the grid which had been updated in consultation with HG. However, Sarah Read had since been made redundant and SP explained how this had come about and the new organisational structure set up at SFT. Karina Christiansen, Deputy Director at SFT, was now SP's manager and it wasn't known at this stage if she would be a rep in place of Sarah. CA suggested and it was agreed that an official card be sent to Sarah to thank her for her significant contribution to the development of the Alliance.

ACTION: BIOS to send card to Sarah Read

CA went through the grid and vacancies discussed as follows:

CYP Strategic Partnership – Executive: Emma Corina (YMCA) had volunteered and it was agreed that CA and BIOS would discuss the position with her in the first instance.

CA/BIOS

Joint Commissioning Group: Jenn Davies (JD) was now able to attend but as KMB was no longer able to attend as deputy on a regular basis it was agreed that PCCS should fill the role of deputy.

Adolescent Health Steering Group: Although CA was happy to continue he would not do so indefinitely and asked for suggestions for a replacement and these included Off the Record and YMCA.

ACTION: BIOS to contact Teresa Wade at Off the Record

PRAISE: BIOS would ascertain the frequency of these meetings before contacting Cath Longhurst.

ACTION: BIOS to contact Cath Longhurst

Young People's Safer Portsmouth Partnership: A replacement for Sarah would be needed.

Corporate Parenting Board: JC said she would like to take on this role and would make relevant enquiries to PCC. If there were two places available, it was suggested that Adam Murphy at Changes might be interested.

Interagency Information Group: BJOS would contact KMB to see if she was interested in swapping to take on this role..

ACTION: BJOS to contact KMB

Locality Working (CIPS): RS didn't feel it was important to recruit a second representative.

Workforce Development Steering Group: BJOS gave details of Jacqui Lawrence and Karen Bamford was also mentioned.

Local Safeguarding Children's Board: Sarah's place would need to be filled and BJOS would get a brief from SB to take along to the event on 30 September.

ACTION: BJOS to get brief from SB

LINK Development Group: BJOS explained that this replaced PPIs and a representative would be needed. To be promoted at the briefing on 30 September.

Summing up, it was agreed that there were three vacancies and priority should be given to filling that on the Local Safeguarding Children's Board.

6. Workforce Development Training Initiative

A lively meeting of the Children's Workforce Development Sub-Group took place in July and all those who attended were keen to proceed quickly. HG attended and agreed to produce a reworked project plan but BJOS hadn't yet received it. BJOS would explore the sector's ability to provide training. The next meeting would take place on 19 September.

7. Date of Next Meetings – 6 October and 3 November, 10 am, at PCCS

8. Any Other Business

December meeting: BJOS asked if members would prefer to change the date for December's meeting given its proximity to the Briefing on 2 December but it was felt that it could be useful to keep it on 1 December in order to discuss last minute arrangements

Chairmanship: CA was happy to continue until the end of the financial year but felt it would be good for the group if he were to be replaced at that point. BJOS said that they would have to effectively look for someone and CA suggested it might be appropriate for a volunteer with more time as he felt Tom Morton had made an excellent job of chairing PCN.

Homelessness: BJOS mentioned the 'No House – No Home' event to be held at St John's Cathedral on 26 September, 3 – 5 pm.

PCCS AGM: 18 September, Lord Mayor's Banqueting Room – all were welcome to attend.

MENCAP/Parent Partnership Service: JC reported that the Service had now moved to Frank Sorrell Centre, Prince Albert Road and it looked as if the move would work well. It had been

very busy and hadn't quietened down during the summer holidays. A meeting room for 8/9 people was available for hire at no cost. JC also reported that feedback received on the JAR indicated that Portsmouth had been graded at least 'satisfactory' and mainly 'good'. The report was due out in a week's time.

Area-Based Grant: CA mentioned the emails that were circulated during August and went over the pro-forma for RS who hadn't received the email. He asked Barbara to send a reminder to the Alliance circulation list.

JAR feedback

Early indications were that most areas had received "good" ratings with some being "satisfactory".

9. There being no further business the meeting closed at 12.30 pm.