

**CHILDREN & YOUNG PERSON'S SERVICE PLAN STEERING GROUP/
EAST AYRSHIRE COMMUNITY HEALTH PARTNERSHIP OFFICER LOCALITY
GROUP**

TUESDAY 20 JANUARY 2009 AT 1000 HRS

DE WALDEN ROOM, DOWER HOUSE, KILMARNOCK

ATTENDANCE

Kay Gilmour, Head of Service: Community Support (Chair)
Janie Allen, Principal Officer (Early Education and Childcare)
Katie Kelly, Community Health Partnership Facilitator
Cathy Roarty, Lead Public Health Practitioner
Brian Cameron, Careers Scotland Manager
Const Michael Baird, Strathclyde Police
Angie Bennett, Acting Leisure Development Manager
Sharon Hardie, Health Promotion Manager
Joyce Campbell, Service Officer – Planning & Review
Dorothy McAvoy, Assistant Principal Officer (Early Education and Childcare) (for specific agenda items)
Karen McCracken, Homeless Operations Manager
Jim Lyon, Principal Officer Children & Young People
Susan Taylor, Head of Service: Children & Families & Criminal Justice

APOLOGIES

Andrew Sutherland, Head of Service: Schools
Karen Wallace, Children's Reporter
Joanne Sharp, Health Care Manager, Children, Women & Sexual Health Services

1. NOTE OF MEETING OF 11 SEPTEMBER 2008

Approved.

MATTERS ARISING:

Kay apologised for the postponement of the previously scheduled meeting.

Towards a parenting Support Strategy (item 1 from previous Minute):

It was acknowledged that some of the membership had raised issues about the research undertaken, however, it was recognised that there was a need for a home-grown strategy to be developed to meet the need of East Ayrshire families. The document is now ready for distribution and Kay will do a cover note for distribution of the 300 copies of the Summary which have been printed. The Parenting Support Group will return to the Steering Group in due course with their plans for taking the strategy forward.

Action: *Kay Gilmour for summary document
Stuart Bates for Action Plan*

Corporate Parenting (Item 5 from previous Minute):

There will be a half day seminar on **(add date)** for Elected Members and one on 10 February 2009 for Community Planning Partners organised by the Community Planning Unit with support from Social Work Services.

GIRFEC Group (Item 8 from previous Minute):

The group, also known as the pre-referral group, which is chaired by Superintendent D. Robertson has undertaken an evaluation of its work to date. The evaluation was very positive and there is a clear need for it to continue. However, there are significant resource implications and a requirement to reflect on the business process including information sharing. The SWIA Inspectors picked up on the information sharing issue and have sought guidance from the Scottish Government on the matter.

2. TRANSITION TO CHILDREN'S SERVICES LOCALITY GROUP

Katie Kelly, Community Health Partnership Facilitator, gave this presentation and circulated her PowerPoint notes. The NHS Board Meeting, Community Health Partnership Review, dated 25 June 2008 had been circulated in advance with the agenda.

The Community Health Partnership structure has now been approved and the post of Community Health Partnership Facilitator is funded by health and based in the local authority. Katie highlighted the following areas in her presentation:

- The structure is new and different
- The Community Health Partnership Forum will have a number of lead health professionals who will act in an advisory role
- The Community Health Partnership Forum will feed into the Community Health Partnership Committee
- Some concerns have been expressed about the risk of the health agenda being dominant
- Tackling health inequalities and improving wellbeing are two very important aspects of the agenda of which the latter is not a traditional health area
- The Locality Group will be larger and will have more representatives from health
- There are opportunities to further integrate the Children and Young Person's Service Plan with the Community Health Partnership and Community Plan
- The Whole System Event of 6 February 2009 will help answer questions and clarify matters
- Local priorities remain high on the agenda

- The promise of the Single Outcome Agreement to deliver improved outcomes and the Community Plan's priorities to deliver will be the ultimate measure of the success of the structure
- Much will depend on the people involved and the quality and vigour they bring to the process of joint working
- There is a need to bring planning and performance closer together
- There will be a shifting balance of health care to the community

The following issues and questions were raised:

- What does "shifting balance" mean for areas such as youth justice?
- There is still scope to influence the shape of the operation of the structure
- What governance arrangements are required?
- The Forum has a consultative role but it is not clear presently how this will operate
- It is not compulsory for the Locality Group to seek approval from the Forum, although there is an expectation it will seek a view from the Forum
- There is no clarity on arbitration in the event of a difference of opinion between the Locality Group and the Community Health Partnership Committee
- There are questions about the Locality Group's relationship with other groups and initiatives e.g. Child Protection Committee, Integrated Assessment Framework, Youth Justice and health's Organisational Development section
- The need to identify the major stakeholders and ensure a balance of interests and Community Planning Partners are represented
- What will be the best sub-group structure below the Locality Group?
- Agreement has been reached that the co-chairing of the Locality Group will be rotated annually which will allow continuity particularly during the transition
- The respective roles of the Community Health Partnership Facilitator and the Principal Officer, Children & Young People and the Public Health Practitioner, Child Health need to be clarified
- How do we deal with cross-cutting issues?

In summing up the chair made reference to the Governance Paper produced by North Ayrshire which might be useful in helping to determine governance in East Ayrshire. There are specific matters which need to be addressed:

1. What schedule of meetings should be agreed (every six weeks is the expected schedule) and how will this impact on the membership's time, the Locality Group's interactions with other bodies and other reporting mechanisms which fall outwith this particular time frame
2. The membership of the group
3. The nature of sub-groups of the Locality Group
4. The relationship of the Locality Group with other Children & Young Person's Forums and groups

Decisions:

1. The next meeting of the group will be an Officer Locality Group (Children & Young People)
2. There is a need to have governance arrangements. Jim and Katie will meet to bring proposals back to the group.

Action: *Jim Lyon*

3. The group needs a paper on Terms of Reference.

Action: *Katie Kelly*

4. The membership should reflect on who should now be members of the new Officer Locality Group.

Action: *All*

3. EAST AYRSHIRE CHILDREN AND YOUNG PERSON'S SERVICE PLAN: 2008-11 – MONITORING AND IMPLEMENTATION

Jim Lyon presented draft proposals which had been circulated in advance.

Proposal 1 – Multi Agency Dissemination

It was agreed that a realistic time frame for producing a summary would be the end of March. Picture Book, Foldable Poster and Pocket versions were also agreed as necessary and time scales will have to be considered. Consultation with Youth Forums and Consultative Groups will be useful. An executive summary for Elected Members and the CHP Committee will also be considered.

The procurement process will have to be followed and a budget will have to be agreed. The costs of production should be shared between the Local Planning Partners, but this process should not delay production.

It was agreed that only a small number of hard copies would be necessary (30-50) – a final figure will be dependent upon cost and economy of scale. It was decided to keep the current from cover due to time factors.

The C&YPS Plan should now be placed on the agendas of the CHP Committee and Forum for introduction and information.

Action: *Katie Kelly*

Proposal 2 – Multi-Agency In-Service Training

All agencies should take responsibility for ensuring the C&YPS Plan is distributed within their agency and should consider what training and

awareness raising is required. This can be further discussed at the next meeting, along with any ideas for multi-agency initiatives.

Action: All

Proposal 3 – Monitoring and Implementation

It was agreed that standardised reporting mechanisms should be agreed based on those which currently work well. Jim will convene a meeting of Thematic Group Chairs and other key people to discuss this and the year end report of the first year of the 2008-11 plan.

Action: Thematic Group Chairs and Jim Lyon

Proposal 4 – Changes to Community Plan Themes

It was agreed that we will continue with the current themes as outlined in the C&YPS Plan and reporting will go directly to the new Officer Locality Group for Children and Young People.

Action: All

Electronic versions of the Plan can go out once a cover note has been compiled.

Action: Kay Gilmour

4. EQUALLY WELL IMPLEMENTATION PLAN

Sharon Hardie, East Ayrshire Public Health Improvement Team, gave this presentation and circulated her PowerPoint notes.

The Plan was partly the result of the work of the Ministerial Task Force and has an emphasis on the importance of “early years”, including very early years. Sharon highlighted the following areas in her presentation:

- The Plan will have to be taken forward at a local level along with appropriate “actions”
- The Plan has links with the Early Years Framework and these need to be developed locally
- 8 Equally Well test sites have been identified across the country from existing resources
- Ideas and views from front-line staff on implementation are encouraged
- Outcome Indicators have been recommended by the Scottish Government and there is a need to share these with the Health Improvement Management Package
- The Scottish Government expect Single Outcome Agreements for 2009-10 to have Outcome Indicators related to the Plan

- A two years “Early Years Framework related” project is to start in four areas, in schools, with a focus on the health of the whole school population
- Guidance is to be issued regarding the specific health needs of LAC
- The Plan has connections with the Curriculum for Excellence and seeks to place the child at the centre
- Drop-In services which take a holistic approach to consistent health information across a range of settings have been approved
- The Plan is cross-cutting and builds inter alia on ‘A Mentally Flourished Scotland’
- The Plan encourages the whole health system to be involved in the Promotion of Public Health not just the Public Health Section
- The Plan identifies Actions to improve the quality of play environments for children
- There are links with the National Domestic Abuse Delivery Plan regarding the National Domestic Abuse Routine Enquiry and work within prisons to keep families together
- Recommendation 76 is about the need to develop better data and there is an idea to develop an Evaluation Framework – there will be an external Advisory Group to help build this up locally
- The Equally Well Outcomes Framework Model, suggested by Health Scotland, distributed with the PowerPoint notes is based on a Logic Model
- The ethos of the Plan is working together and there will be no new resources

A discussion followed and the following issues and questions were raised:

- Health cannot deliver the Plan alone – all the Community Planning Partners would have to work together
- The current economic situation and its impact on unemployment, social inclusion, accessibility, poverty and crime is a serious concern, particularly when there are no new resources to implement the Plan
- There is a need to ensure the Plan is reflected in the Children & Young Person's Service Plan and is properly tied into the priorities

5. COGS

The papers had been distributed in advance and Dorothy McAvoy spoke to this item. Regarding the draft template for recording the views of children and young people (the Recording Pro-forma), following consultation with practitioners, they have asked to use a blank sheet and then state a theme to help the process of organising the feedback.

Much discussion was generated over various practice matters around: individual confidentiality and non-client specific views from children and young people; feed-back loops; separation of personal and general views; and the need for training. It was agreed that Jim and Dorothy should progress these matters by way of guidance and training, and return to a future meeting with their recommendations.

Action: *Jim Lyon & Dorothy McAvoy to prepare a report for the next meeting.*

6. EARLY YEARS EARLY INTERVENTION FRAMEWORK

Kay spoke to this briefly and the papers had already been distributed. It was agreed that due to lack of time the item will be continued to the next meeting. The members were urged to consider the review paper compiled by Jim for full discussion at the next meeting.

Action: *All*

7. DOMESTIC ABUSE DELIVERY PLAN

Ibid.

8. FUTURE AGENDA ITEMS – WE CAN & MUST DO BETTER

Jim spoke very briefly to this regarding the need for a multi-agency Training Team to roll out the programme and it was agreed he will make contact individually with Community Planning Partners to explain the requirements and seek nominations. The item will be fully addressed at a future meeting.

Action: *Jim Lyon*

9. Date of Next Meeting

To be determined following the meeting between Jim Lyon, Principal Officer, Children and Katie Kelly, Partnership facilitator (East).