



MINUTES

Executive Partnership

Date: 8 July 2015
 Time: 3.45pm – 5.25pm
 Place: The Board Room, Soham Village College, Sand Street, Soham CB7 5AA

Membership:		Attendance	Apologies
Councillor J Whitehead (in the chair)	Lead Councillor for Children's Services, Cambridgeshire County Council (CCC)	Yes	
Adrian Loades	Executive Director: Children, Families and Adults Services (CFA), CCC	No	Yes
Mike Hill	Area Partnership – South Cambs & City	Yes	
Susanne Stent	Area Partnership – Huntingdonshire	Yes	
Carin Taylor	Area Partnership – East Cambs & Fenland	Yes	
Substitute Members			
Meredith Teasdale	Service Director: Strategy & Commissioning, CCC, substituting for Executive Director: CFA	Yes	

Officers: G Hanby and R Yule

1. APPOINTMENT OF CHAIRMAN/WOMAN

It was noted that the draft terms of reference, to be considered later as agenda item 7, provided for the Chairman/woman of the Executive Group to be the County Council's Lead Member for Children's Services. Rather than applying the terms of reference in advance, it was agreed that Councillor Whitehead be Chairwoman for the meeting only.

2. WELCOME & INTRODUCTION

The Chairwoman welcomed those present.

3. APPOINTMENT OF VICE-CHAIRMAN/WOMAN

No Vice-Chairman/woman was appointed pending discussion of the terms of reference.

4. MINUTES – 29 April 2015

Mike Hill advised that he had been asked by the District Chief Executives to take on the role of District Councils' Officer and asked that this be reflected in the minutes. Subject to this amendment, the minutes of the meeting of 29 April 2015 were agreed as a correct record.

5. ACTION LOG FROM 29 April 2015 MEETING

Noted.

6. FUTURE ARRANGEMENTS FOR THE CHILDREN'S TRUST

Received a report on the future arrangements for the Children's Trust, reflecting the agreed changes made the meeting Children's Trust Board on 29 April 2015.

Action

In the course of discussion, those present raised a number of points, including

- that the section on the role/function of the Children's Trust Executive Group (within paragraph 3 of the item 6 report, and the second section in the draft terms of reference in item 7) should be replaced by the wording on role/function in the minutes of the 29 April meeting (minute 4, page 4), as being more succinct. This wording also specified that the Group would make an annual report to the Health and Wellbeing Board (HWB), and receive an annual report on how Priority 1 of the Cambridgeshire Health and Wellbeing Strategy was being delivered by partners. It was agreed unanimously to make this substitution
- whether the name 'Children's Trust Executive Group' best reflected the nature of this group; it was suggested that it might be more appropriate to call it the Children's Trust Executive Partnership (CTEP). It was noted that there were no formalities associated with the use of the term Partnership for the group, and the change of name to Children's Trust Executive Partnership was agreed
- that the paragraph on Costs (at the bottom of page 2) was unnecessary; none of the Area Partnerships had funds
- that a third bullet point should be added to Support Required (page 3), 'Cambridgeshire County Council will coordinate the annual report to the Health and Wellbeing Board'
- that the only change to the Area Partnerships' role under the new arrangements was that each Partnership would be reviewing its work to see how it contributed to the HWB Priority 1
- a suggestion that a further bullet point be added to the role / function of the Area Partnerships, 'identify any areas needing further support or action', to distinguish between identifying gaps in service provision and identifying completely new issues
- the post of Area Partnership Manager had been extended, and was now due to end on 31 March 2016 rather than 31 August 2015. However, provision of dedicated support to the Area Partnerships would be required under the new model; additional text to cover this point was needed
- queried whether the second bullet point on the CTEP relationship with the HWB was required ('co-ordinate annual progress...') and suggested that this could be replaced by an undertaking that the CTEP would report to the Partnerships on the HWB's response to the report on the Partnerships' work in relation to Priority 1
- noted that both the Lead Councillor for Children's Services and the Executive Director: CFA sat on the Local Safeguarding Children Board
- rather than referring to it as the Children's Trust, the CTEP should be specifically identified in each place where the Executive Partnership was meant
- it was necessary to make it clear that the Local Authority's statutory duty was being met by the Executive Partnership and the Area Partnerships working together in triangular form; this should be included in the diagram
- the diagram required several corrections, including replacing Joint Children's Committee with Children and Young People Committee, and giving the full name of the Children's Health Joint Commissioning Board.

The Service Director: Strategy & Commissioning undertook to work on a revised document setting out arrangements for the Children's Trust to be circulated electronically to CTEP members for comment. Finalisation of the wording was delegated to the Service Director in consultation with the Chairwoman of the meeting.

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7. DRAFT TERMS OF REFERENCE

Considered the draft terms of reference for the Children's Trust Executive Partnership. Comments and queries on various sections of the terms of reference included

- Success criteria

How achievement in children's services could be measured and what contribution the Area Partnerships might make towards this measurement. It was suggested that CCC's dashboard and performance indicators might be brought to the next meeting of the CTEP and of the Area Partnerships, and also the situation with the Public Health child outcomes, such as child attendances at A&E for self-harm in South Cambridgeshire.

The work of the Area Partnerships differed from that of the CCC. The Partnerships were not just a vehicle for delivering CCC services; they could comment on delivery, but much of their impact would be on the interplay of their different constituent partners. The Area Partnerships were already measuring their activity against priorities; it was suggested that it would be helpful if this information could be reported to CTEP.

- Membership

The section on membership should correspond to that in the Future Arrangements document (agenda item 6).

- Responsibility of members

There was no mechanism proposed for the CTEP to receive papers putting forward items for discussion, and there was no desire to replicate the previous Children's Trust Board arrangements, whereby a range of papers had been brought for consideration. It could be more appropriate for items for discussion to go to the Area Partnerships. The paragraph 'Partners' should be modified to allow for the possibility that the CTEP might wish to invite specific partners to attend; partners could not invite themselves to CTEP meetings.

The paragraph 'Officer members' should be retitled 'Officers' to make it clear that, while the Executive Director: CFA was a member of the CTEP, other officers (usually the Service Director: Strategy & Commissioning, the Area Partnerships Manager, and the Democratic Services Officer) were attending to support the meeting rather than as members of CTEP. It was suggested that the word 'Such' be inserted at the beginning of the second sentence ('Such officers can attend...') to clarify this. The Service Director had a dual function when attending as substitute for the Executive Director, as was occurring at the present meeting.

- Working arrangements

- Status of CTEP and Area Partnership meetings

The nature of the CTEP meetings was such that it was perhaps not appropriate for them to be open to the press and public, as they were for kicking ideas around on an informal basis, rather than a political forum. The statutory duty on the Local Authority was to demonstrate that it was working in partnership, not to hold a Children's Trust meeting.

One question was whether it was a requirement that the Lead Member for Children's Services chair the Trust, and if it was, whether it would then be appropriate for each Area Partnership to be chaired by a politician, and be open to the public, as the CTEP was not superior to the Area Partnerships. If the Children's Trust was a committee of the County Council, and the Area Partnerships were an integral part of the Trust, the status of the Area Partnerships required clarification.

If the Children's Trust were an informal group, then it was unlikely that the HWB would delegate responsibility for one of the priorities of the Health and Wellbeing Strategy to that group. If the Children's Trust were to feed into the HWB, then it needed a formal structure, but that did not necessarily mean that elected members had to sit on or chair the Area Partnerships. If the CTEP were to be a formal committee of the County Council, then it was appropriate that the Lead Member for Children's Services chair it as part of the Council demonstrating that it was carrying out its statutory duty to work in partnership.

Chairing arrangements

The second of the three bullet points on the CTEP chair's duties should be revised to read 'chair Executive Partnership meetings'; it was not for the Chair to preside over or to manage meetings.

It was agreed that there was no need to appoint a vice-chair for CTEP, it was simply a matter of identifying the person to chair a meeting in the absence of the Chair.

Decision making

Although it was expected that decisions would usually be reached by consensus, the provision for taking a vote should remain.

The Service Director: Strategy & Commissioning undertook to develop revised terms of reference for the CTEP with the Democratic Services Officer, and to circulate them alongside the revised document setting out arrangements for the Children's Trust.

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DSO

8. FEEDBACK FROM AREA PARTNERSHIPS

The Chairs reported briefly on recent activities. South Cambs and City Area Partnership had met the previous day with a useful focus on mental health. A recent summary of the Hunts Action Plan was circulated (attached as Appendix A).

Discussing the working of the Area Partnerships in general, the importance of the role of Area Partnership Manager was highlighted, and the importance of continuing with this post beyond March 2016, incorporating it into the CFA Business Planning process.

9. DATES FOR NEXT MEETINGS

The Executive Partnership was invited to consider dates for future meetings. In so doing, it was noted that the dates shown on the agenda should refer to 2016 rather than 2015.

The following future meeting dates were agreed:-

- Wednesday, 29th June 2016: 10.00am – 12.00 noon
- Wednesday, 30th November 2016: 10.00am – 12.00 noon.

Chairman/woman