

Notes of meeting

CHAIR:	Miles Hapgood (MH)
MEETING:	AXS Programme Board
DATE:	8 th September, 2008
VENUE:	Taw Room, Larkbeare House, Exeter.
ATTENDEES:	Dave Roberts (DR), Tim Leishman (TL), John Shaw (JS), Julie Bannon (JB), Diane Demeger (DD), Andy McClenaghan (AM), Val Smith (VS), Richard Newton-Chance (RNC), John Davey (JD), Alison Lewis-Smith (ALS)
APOLOGIES:	Dillon Hughes (DH), Cheri White (CW), Kathy Beechen (KB), Martin Spragg (MS), Emma Webber (EW), Dave Simpkins (DS), Paul Jones (PJ),
GUESTS:	Claire Wright (CW)

ITEM	DETAIL	ACTION/BY WHOM
Comings and goings	A thanks to Kathy Beechen who is handing over Voluntary Sector Representation to Heather Colbeck.	Amend distribution lists/TL
Minutes and Matters arising	<p><u>Lead professional and Keyworker:</u> Noted that national picture is clear but local use of the term of Keyworker remains inconsistent. Definitions will be included in IW Toolkit.</p> <p><u>Multi Agency Thresholds:</u> It is likely that the current descriptors will change following a workshop at the end of September. An update will be provided next Board meeting.</p> <p><u>National Children's Trust Consultation</u> It was noted that a duty to cooperate requirement put on schools (following the Children's Trust consultation activity), could strengthen local engagement. http://www.everychildmatters.gov.uk/aims/childrenstrusts/faq/ Recommendation that school formal engagement follow the conclusion of the consultation.</p>	

ITEM	DETAIL	ACTION/BY WHOM
	<p><u>AXS Champion group</u> It is planned to evolve the existing CAF reference group to the AXS champions group. Gaps in representation will be addressed. Meeting scheduled for 15 September.</p>	
<p>Highlight report (Paper 1)</p>	<p>This paper was not discussed, all near term milestones were on the agenda for discussion.</p>	
<p>LP/CAF role matrix (Paper 2 tabled)</p>	<p>Points to note included:</p> <ul style="list-style-type: none"> - It will be necessary for services to consider the minimum level of qualification for staff to undertake LP and or CAF assessor roles. - Through the Children's Trust Workforce Strategy Group the assessment of current JDs is underway to ensure appropriate engagement with Unions both locally and nationally. - The role matrix was based on current engagement in practice. Gaps in the roles per service were evident. Board members agreed to completing a template to provide current view of roles, locations and suggested responsibilities. <p>- Concern was expressed in engagement of GP Practices. It was recognised that some progress has been made to date.</p> <ul style="list-style-type: none"> - Clarity of responsibilities is required when staff are seconded to services such as Youth Offending Service and Early Years and they are operating in a different capacity to their substantive post. - PRISM (DCC HR/Payroll system) can provide some detail as required. <p>- New Director of Early Years and Families (DCC) Rory McCallum has priority of shifting the social care service to also cover Level 2 need.</p> <ul style="list-style-type: none"> - Schools will respond with a general view of roles but recognised that each differs in its organisation and size. Staff are protected by conditions of employment which is an issue. - A study of the current SEN process is under way with a report due to DCC SLG at the end of October. 	<p>Provide update at next meeting /JB Send out template/DR Return completed template/ ALL Matrix to be version controlled and to emphasise it is focussing on Level 2 services/DR</p> <p>Request workforce detail/TL</p> <p>Seek view of national negotiations/ JB</p>

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	Recommendations will be shared with the Board. Agreement in principle that multiple assessment processes are not going to be sustainable.	
Process mapping (Paper 3 tabled)	Agreed there is a need to provide a simplified view.	
IYSS (Paper 4 tabled)	<p>This item is linked to both paper 2 and 3. The Board agreed to further discuss the 'AXS for Adolescents' proposal at forthcoming Board meetings. In principle the approach was welcomed. Points to note included:</p> <ul style="list-style-type: none"> - the opportunity to build on current panel approach being adopted by some schools. Due process of information sharing in a panel environment to be followed. - what are thresholds for referrals into Panel and from panel onto other services. Is this panel approach possibly the 'Pre CAF' stage. - what would escalation route be - consider where special schools fit in or those CYP that are Home Educated. - General agreement that a single system is needed. - concern that this could be seen as a way of gate-keeping access to resource. - Consideration for how links are made with CTLPIPs. 	Further discuss and report back to future Board meetings/ JD,RNC
BHLP (Paper 5 tabled)	A current report of how BHLP and eBHLP activity was provided. Costed case studies and performance indicators are available on request.	
IW Toolkit (Paper 6 tabled)	An outline of how the IW toolkit is being developed was provided with a sample of how resources will be structured on the Children's Trust Website. Standardisation of documents/resources to a common look and feel is underway. The content will start to be uploaded during October pending resource availability.	Ensure necessary checks are in place for publishing of resources i.e. legal compliancy/TL
2. ContactPoint (Papers 7, 8 tabled)	Headlines that there is a national slippage of approx. 2.5 months. New deployment timetable will be announced by the end of September. Devon was mid March, it now looks likely to be early summer. The need to keep momentum with the project amidst slipping national timescales is essential. The Statutory and Non-statutory guidance document has been issued. Service Accreditation Coordinators for each agency	Identify Service Accreditation Coordinators (SAC) for each service. Produce summary

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	remains a firm requirement who will need to become ContactPoint experts representing in their agency. To support the ICT and Information Governance aspects of the project a 'ContactPoint implementation Group' is being set up. There will be further engagement with the Children's Trust Workforce Strategy Group to govern the HR related activity.	report for next board meeting/DD, ALL
	Next meeting: 13 th October 2008 Time: 2.00 to 4.30 Venue:Larkebeare, Topsham Road, Exeter.	

Tim Leishman 08/10/08