

Notes of meeting

CHAIR:	Paul Jones (PJ)
MEETING:	AXS Programme Board
DATE:	13 th October, 2008
VENUE:	Castle Drogo Room, Larkbeare House, Exeter.
ATTENDEES:	Dave Roberts (DR), Tim Leishman (TL), Julie Bannon (JB), Diane Demeger (DD), Andy McClenaghan (AM), John Davey (JD), Paul Jones (PJ), Dave Simpkins (DS), John Calvert (JC), Liz Carroll (LC)
APOLOGIES:	Miles Hapgood (MH), Dillon Hughes (DH), Cheri White (CW), Emma Webber (EW), John Shaw (JS), Val Smith (VS), Claire Rockcliffe (CR) Alison Lewis-Smith (ALS)
GUESTS:	Claire Wright (CW)

ITEM	DETAIL	ACTION/BY WHOM
Comings and goings	A thanks to Richard Newton-Chance who is handing over Devon Association of Secondary Heads representation to Mark Jubly.	Amend distribution lists/TL
Minutes and Matters arising	<p>Childrens trust consultative group (unions) meeting held. Amends and additions made to Functional role matrix.</p> <p>Union position that teachers (general term) should NOT be a CAF assessor. National position requested</p> <p>Request that more detailed information on exactly who has been engaged in undertaking CAFs in the Exmouth Cluster. Noted that we should keep going and changes to JDs will be reflected over time. Noted that teaching staff roles vary between Primary and Secondary</p>	<p>Pass marked up sheet to DR /JB Provide the Lead Professional core functions to include anything that is Devon specific to JB /DR</p> <p>Report back November Board meeting/JB</p> <p>Produce detailed report on CAF episodes where Exmouth based School staff engaged /DR</p>

ITEM	DETAIL	ACTION/BY WHOM
	<p>Opportunity for schools to 'tell us' how they will support the IW agenda. This will be in the partnership agreement.</p> <p>Noted that many roles will have general descriptions in their JD very similar to the functions of CAF Assessor and LP and TAC participant. The changes to JDs will have impact on grading/regrading in some roles.</p> <p>Provide the additional section in Public Health Nursing JDs/ALS</p> <p>The CWDC are running a regional meeting (Kevin Faviour leading) to scope the minimum standards required (HR perspective) for Integrated Working</p>	<p>Structure outline in partnership agreement/DR</p> <p>Initial review of JDs through Partnership meeting of HR leads will scope the amount of work /JB</p> <p>Report back next Board Meeting/JB</p>
Highlight report (Paper 1)	<p>New format of reporting agreed by Board</p> <p>Noted that the Phase 3 and 4 training is merging. Training dates for January have been set.</p>	<p>Report back November Board meeting /TL,DR</p>
Performance Monitoring (Paper 2)	<p>Request that report to include service specific information.</p> <p>Noted that the higher proportion of CAFs undertaken is the 5-13 age range reflects the national picture.</p> <p>Consider the amount of CAFs we need to complete before we can start to inform service planning. We are close to 600 undertaken to date and the Board recognised it is still early days. Consider how we can use data to help us as a board move on improving outcomes.</p> <p>Noted that this information should contribute to the Local Learning Community data profiling activity run by Sue Clarke.</p>	<p>Interrogate data further, report back progress at November Board meeting/DR</p> <p>Page 3 Chart 4 to be split by school ages/DR</p> <p>Page 4 Charts 1, 2 and 3 on to be broken down by Primary and Secondary School. Page 6 Share with Union group examples of the full intervention package to put goods such as 'cinema tickets' into context/DR</p> <p>Discuss options with Sue including timing and 'up to dateness' of</p>

ITEM	DETAIL	ACTION/BY WHOM
		information presented /TL
Integrated Working Options (Paper 3)	<p>Paper tabled. Brief discussion around paper by board.</p> <p>Process flow 'AXS for Adolescents' was discussed.</p> <p>JD made request to TL for AXS process which was not forthcoming</p>	<p>Further clarity of the role of CTLPIPs to support interventions identified through the CAF process/MH (previous action 01/08/08)</p> <p>Meeting to discuss options around the School panel approach and report back next board meeting /MJ,JD,DR,DH</p> <p>Provide Board with AXS process flow. /DR</p>
ContactPoint Highlight Report (Paper 4)	<p>Deployment dates released. Devon Practitioners will have access to the system from September 2009. National timescales remain tight and are putting pressure on the local team.</p>	<p>Simplify the Highlight report for next Board meeting/DD</p>
ContactPoint Shielding LSCB (Paper 5)	<p>Action from September LSCB that Rory McCallum to chair Task and Finish group to delivery the shielding aspect of ContactPoint.</p>	<p>Feedback to next Board meeting/DD</p>
ContactPoint Delivery Plan (Paper 6)	<p>Staged approach agreed by Board. Noted that the evaluation step is Key</p>	
ContactPoint Data Quality (Paper 7)	<p>Three recommendations agreed by Board</p>	<p>Follow up email to Service heads and Data Managers confirming decision and secure commitment/DD, ALL</p>
	<p>Next meeting: 24th November 2008 Time: 2.00 to 4.30 Venue: Larkebeare, Topsham Road, Exeter.</p>	

Tim Leishman 16/10/08