

Notes of meeting

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| CHAIR: | Miles Hapgood (MH) |
| MEETING: | AXS Programme Board |
| DATE: | 14 th July, 2008 |
| VENUE: | Castle Drogo Room, Larkbeare House, Exeter. |
| ATTENDEES: | Dave Roberts (DR), Tim Leishman (TL), Martin Spragg (MS), Paul Jones (PJ), Dillon Hughes (DH), John Shaw (JS), Julie Bannon (JB), Diane Demeger (DD), Andy Mac (AM), Val Smith (VS) |
| APOLOGIES: | Cheri White (CW), Kathy Beechen (KB), Richard Newton-Chance (RNC), Emma Webber (EW), John Davey (JD), Dave Simpkins (DS) |
| GUESTS: | |

| ITEM | DETAIL | ACTION/BY WHOM |
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| Comings and goings | A welcome to Julie Bannon who joins the Board representing the Children's Trust workforce development team. | Amend distribution lists/TL |
| Minutes and Matters arising | <p><u>Lead professional:</u> Some responses received from board members regarding Lead Professional functions in existing practice. These will be incorporated into IW toolkit.</p> <p><u>Multi Agency Thresholds:</u> MH has confirmed with Anne Whiteley that the descriptors have been signed off by LSCB. She has the expectation that they are to be implemented in the AXS Clusters with the roll out. Social Care will be supporting this. Ownership lies with both Social Care (JAR) and the LSCB which implies the AXS Programme.</p> | <p>Request detail from Social Care /DR Produce summary report for next board with responses and national detail/DR</p> <p>Circulate latest Thresholds Descriptor document to Board/TL Agree process of Review 'in practice' with LSCB/MH</p> |
| 1. Delivery Plan summary (Paper 1a) | Points to note: The plan was signed off by the Children's Trust executive 8/07/08. | |

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| | <ul style="list-style-type: none"> - CCIS (Connexions Customer Information Service) currently requesting informed consent for all young people on the system. <p><u>Section 3.4.</u></p> <ul style="list-style-type: none"> - Exploring more formal multi agency working arrangements may not be restricted to existing AXS areas. - Consideration to be given to changes in school working arrangements over the coming years. Ongoing dialogue required to link up Extended Services in and Around Schools (ESS) programme. - Concerns over the many commissioning bodies in place. - Clear message to Schools of the function of AXS Clusters (Multi agency working) and Local learning Communities (Learning and developing standards for Education) <p><u>Section 4.1</u> Outline readiness self assessment will be provided for next Board.</p> <p><u>Section 4.2</u> A dedicated series of workshops for schools planned for the autumn term. Participants to include reps from DAPH and DASH and heads engaged to date in AXS. Recommendation that heads are the right level to engage. Area leads Tracy Hart and Roy Sutor for DAPH to be included. Equivalents for DASH to be identified. Purpose to develop the checklist for schools.</p> <p><u>Section 5.1</u> Explore the option for adding the indicator "interfaces with L3 or L1 from the CAF process".</p> | <p>Paper to go to SLG seeking approach and endorsement/MH</p> <p>Consideration at AXS SMT/MH, DR, TL</p> |
| <p>Links to CTLPIPs Paper 1b</p> | <p>The plan to have a Board member sitting on relevant CTLPIPs was not endorsed by the Board.</p> | <p>Further brokering with CTLPIP chairs/MH</p> |
| <p>Highlight Report Paper 1c</p> | <p>This is the new form of reporting against milestones of the AXS delivery Plan. Near term deliverables were discussed. These included:</p> <p><u>1.2 & 1.3 CAF and LP role functional matrix.</u></p> <p>It was noted that the CAF Quality</p> | <p>Send out matrix to</p> |

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| | <p>Framework will, in some cases, influence the selection/agreement of who will undertake CAF assessment and LP function. Schools to contribute to this through dedicated workshops during Autumn term and through respective executive groups.</p> <p><u>1.5 IW Toolkit on line</u></p> | <p>Board members relevant to their respective service by end of July/DR Board members to consider proposals of the roles to be undertaken by their respective staff members and feedback to DR by the end of September/ALL Provide summary to October board meeting/DR</p> <p>Provide the structure and detail of IW toolkit to Board members through the Children's Trust Website/DR, TL</p> |
| <p>Change Champions Paper 1f</p> | <p>Agreed that there are a few steps to further develop the Change Champion network. It was agreed that the role will include undertaking the respective IW self assessment.</p> | <p>Reflect on existing networks and assess gaps. Engage Board members to confirm they are the right people/DR Secure time commitment/DR, ALL</p> |
| <p>2. ContactPoint Papers 2</p> | <p>Highlight report provided.</p> <p>Presentation given outlining formal "Accreditation process"</p> <p>Formal engagement in service delivery process mapping, i.e. how will ContactPoint be used in each service. This will aid clarity of who will access the system.</p> | <p>IISaM programme diagram to be included in next board meeting/DD</p> <p>Identify Service Accreditation Coordinators (SAC) for each service. Produce summary report for next board meeting/DD, ALL</p> |

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| Key messages | None recorded | |
| | Next meeting: 8 th September 2008 Time: 2.00 to 4.30 Venue: Castle Drogo Room, Larkebeare, Topsham Road, Exeter. | Change of date for September Board meeting. Was the 1 st , now the 8 th . Same time and location. |

Tim Leishman 25/07/08