



## Minutes of meeting

CHAIR:	Ingrid Fisher (IF)
MEETING:	AXS Programme Board
DATE:	17 <sup>th</sup> December, 2007
VENUE:	Coaver Club, Exeter
ATTENDEES:	Dave Roberts (DR), Paul Jones (PJ), Richard Newton-Chance (RNC), Tim Leishman (TL), Alison Lewis-Smith (ALS), Dillon Hughes (DH), Debbie Pritchard (DAP), John Davey (JD)
APOLOGIES:	Cheri White (CW), Kev Peers (KP), Kathy Beechen (KB), Martin Spragg (MS), John Shaw (JS), Stuart Cavin (SC)
GUESTS:	

ITEM	DETAIL	ACTION/BY WHOM
Minutes and Matters arising	<p>Noted that a core principle is that the transition from <i>school action to school action plus</i> will trigger a CAF needs to be added to the Risk Log as this transition is currently inconsistent within schools</p> <p>Noted that DCC are convening a meeting in January to start the discussion of workforce modernisation.</p> <p>Workforce analysis short list of agencies engaged was circulated to the Board to see whether any gaps identified.</p> <p>Noted that the Teachers Consultative Committee have AXS implications for integrated working as a standing item</p>	<p>Add to risk Log/TL</p> <p>Feedback to TL by 28 January/ALL</p>
1. Highlight & Risk Log (Papers 1a/b)	<p>Status/resources of projects and enablers in the highlight report has shown a steady improvement over the life of the programme.</p> <p>Board members were invited to comment</p>	

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	<p>on any section as required.</p> <p><u>Projects</u></p> <p>1. CAF</p> <ul style="list-style-type: none"> <li>- Request for current CAF data to be analysed by age and service</li> <li>- Reference made to letter received by ALS from NHS staff member raising concern over lack of systems and processes to support CAF. This is to be expected during pathfinding: the implementation plan will support.</li> <li>- Noted that the quality of training material has improved. Do those who received earlier training need 'topping up'?</li> <li>- What is the approach to raising concerns over difficulty of implementing the integrated tools and processes with DCSF? What experiences/models can we take from similar rural/urban authorities?</li> <li>- CAF timings required. [Post meeting notes: This is identified in Risk 23.]</li> </ul> <p>6. Information Sharing Protocol Information sharing practice being raised through Information Governance (IG) reference group: to be brought to next board meeting.</p> <p><u>Enablers</u></p> <p>10. Thresholds Noted that if there are any amendments to be made to the thresholds documentation they should be sent to TL.</p> <p><u>Risks</u></p> <p>There was detailed discussion of the Risk Log. Comments on risks reviewed include:</p> <p>(3.) This risk may be tied to capacity of Education Psychologists.</p> <p>(12 &amp;13.) Noted that the 6 month ContactPoint slippage extends the running of a 'dual system' and there is greater risk of staff disengaging.</p> <p>(28.) Rephrase to be more general around 'cross border' working and not to be agency specific.</p> <p>(31.) Update to reflect that the Children Centre catchment areas do align with AXS</p>	<p>Provide details to Board/DR</p> <p>Assess training requirement/TL</p> <p>Review progress of statistical neighbours<sup>1</sup>/DR</p> <p>Report to board 28 January meeting/DAP</p> <p>Include as part of mitigation plan/TL Update description under risk/TL</p> <p>Rephrase action as appropriate/TL</p> <p>Seek clarity and update risk/TL</p>

<sup>1</sup> Somerset, Shropshire, Suffolk, Cornwall, Dorset, Herefordshire, Gloucestershire, Norfolk, East Sussex, Worcestershire

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	<p>Clusters. (34.) Amend risk to broader description</p> <p>(36.) Limited dialogue with the primary schools; formal discussion to be approached by School Association reps through implementation plan.</p>	<p>Reword as appropriate/TL Manage communications/ALL</p>
<p>2. ContactPoint (Papers 2)</p>	<p>Update received. Noted that:</p> <ul style="list-style-type: none"> <li>- National security review by Deloitte</li> <li>- six month slippage to initial deployment slot</li> <li>- Budgets ring fenced 08/09</li> <li>- Integrated ECM IT programme will subsume ContactPoint.</li> </ul> <p>Noted that 'Liberty' will be raising a legal challenge to ContactPoint.</p>	<p>Add to risk log/RW</p>
<p>3. Implementation Plan (Papers tabled)</p>	<p>Papers were tabled outlining policy context and CAF/LP descriptions.</p> <p>Agreed that the implementation plan will go to Children's Trust Executive March (not January) meeting to allow for the addition of evaluation findings and case studies. This will have minimal implication for roll out schedule.</p> <p>Discussion centred on the Multi Agency Working (MAW) arrangements and standard process. Points to note include:</p> <ul style="list-style-type: none"> <li>- Importance of thresholds</li> <li>- In principle systems will work only if there are local governance arrangements.</li> <li>- opportunity to merge with CTLF review in early January.</li> <li>- reference made to "needing a proposed model" to support a Team Around the Child (TAC) approach.</li> </ul> <p>Agreed that it was not the remit of the board to determine integrated models.</p> <p><u>Requirements Document</u> The paper outlining partner requirements was tabled.</p>	<p>Email papers to Board members and discuss with those absent/DR</p> <p>Review and feedback to DR for 28 January meeting/ALL</p> <p>Provide evaluation findings on MAW models/DR</p> <p>Review and feedback to DR for 28 January meeting/ALL</p>

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4. Local Change Groups (Verbal)	This item was discussed only in context of the remit of local AXS boards being transitory and primarily to support cultural (working practice) change..	
	<p>Next meeting: 28 January 2008  Time: 2.00 to 4.00  Venue: Cover Club, Exeter</p> <p>Proposed dates for 2008 on a six weekly cycle, all Mondays, avoiding half term/Bank Holidays to run from 2-4pm in Exeter</p> <ul style="list-style-type: none"> <li>▪ 10 March 2008</li> <li>▪ 28 April 2008</li> <li>▪ 9 June 2008</li> <li>▪ 14 July 2008</li> </ul>	Change meetings to run 6 weekly from 28 January 2008/TL