



## Minutes of meeting

<b>CHAIR:</b>	Debbie Pritchard (DAP)
<b>MEETING:</b>	AXS Programme Board
<b>DATE:</b>	23rd July 2007
<b>VENUE:</b>	Library, Coaver Club, Exeter
<b>ATTENDEES:</b>	Tim Leishman (TL), Dave Roberts (DR), Alison Lewis-Smith (ALS), John Shaw (JS), John Davey (JD), Kathy Beechen (KB), Roger Kirk (RK), Dillon Hughes (DH), Kev Peers (KP)
<b>APOLOGIES:</b>	Ingrid Fisher (IF), Supt. Ian Curtis (IC), Jenny Winslade (JW), Martin Spragg (MS), Paul Jones (PJ), Claire Rockcliffe (CR)
<b>GUESTS:</b>	Robert Weeks (RW), Pam Cowley (PC)

ITEM	DETAIL	ACTION	BY WHOM
<b>Comings and goings</b>	Devon PCT - Jenny Winslade has left the group. DASH - Roger Kirk will be replaced with Richard Newton-Chance. Our thanks for their contributions.		
<b>Matters arising</b>	Minutes recorded as accurate, matters arising picked up through sections below.		
<b>1. AXS Highlight / Risk Log papers 1 &amp; 2</b>	<u>Projects:</u> <b>1. CAF</b> Where does the Family Health Needs Assessment fit with the CAF. There is a need to go back to basics. Agreement that consolidation of assessment process needed.	To be considered as part of CAF Reference group (Paper 5 25/06/07)	DR
	Some feedback received that once a CAF has been done feedback to children and young people not	Raise with Pathway Coordinators.	DR

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	consistent.		
	Reported that there is more than one version of the CAF paperwork being used 'in the field'.	Raise with Pathway Coordinators. Upload 'masters' to AXS website.	DR TL
	Concern over consistency of assessment	Local management Boards and Pathway Coordinators to provide quality assurance role. Picked up through CAF reference group	DR
	Voluntary sector member for reference group to be identified in next 2 weeks	Pass to Julie Ford	KB
	<b>3. Lead Professional</b> Partners Supporting Change events held 17 & 19 July. See Appendix 1 attached for details.	This approach to inform the 'Managers' training module	PC
	Concern over ALL multi agency work to go through Pathway and it will become swamped. Puts emphasis on managing the pace at which this is rolled out.	Add to Risk Log.	TL
	<b>4. CAF IT/eCAF</b> DCSF guidance on national eCAF promised July 27 by national lead, advice to NOT purchase 3 <sup>rd</sup> party software.	Provide update at next Board meeting	TL
	<u>Enablers:</u> <b>10. Thresholds</b> Agreed that the Children's Trust Executive are to sign off the Thresholds protocol and guidance.	Timetable for end of 2007 to ensure full testing	TL
	Question over how staff will be trained in this 'enabler'	To be included in AXS 'toolkit'.	DR

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	Question over how they will be enforced i.e. if met or exceeded.	Form part of 'in practice' training. Flow chart to be considered  Test out through pathfinding. Monitor through Pathway Coordinators	PC  DR  DR
<b>2.ContactPoint (paper 3)</b>	Partner ContactPoint leads under development  DCSF and DoH agreement on data supply.	Produce role and expected capacity requirements for next board meeting.	RW
<b>3.AXS Network Consultation Feedback (Paper 4a &amp; 4b)</b>	Comments received by Board members present included: (i) Concern over name change from 'network' to 'clusters'. (ii) Further clarity that LLCs will remain (iii) TAC reference is currently more associated to children with disabilities (iv) Needs to be more prescriptive on the roll out. What this means for Pilot and Non pilot areas. What this means to staff. (v) Needs to be more prescriptive of the 'Devon' model. (vi) This needs to take us forward faster. (vii) Document too long. (viii) If the document was co written by the PCT and DCC then this is to be acknowledged. (ix) Agreement with the geographical configurations by all Board members. This is 19 networks (Exeter 3) which is forming the basis for reconfiguration across the health visiting, Social Care,	Revise document in response to item (iv) as this was unanimously voiced by board members.	IF

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	<p>and Joint Agency Service.  (x) This has gone on for too long, the consultation ended in April.</p>		
<p><b>4. Roll out (paper 5a - tabled)</b></p>	<p>An observation that the pathway coordinators make up for shortcomings in partner resource during the introduction of the new tools and processes.</p> <p>Integrated tools and processes now need to be closely linked with service reconfiguration.</p> <p>Clarify core membership needed in the areas.</p> <p>Clarity of 'what' is being rolled out required.</p>	<p>Add to risk log</p> <p>Discuss with leads</p> <p>Partners to fully engage in the process and provide delivery team with detail of who from their respective service needs to play a part. Pathway Coordinators to assist in this exercise</p> <p>Linked to Risk 12</p>	<p>TL</p> <p>TL</p> <p>ALL</p> <p>DR</p>
<p><b>5. Training Strategy (paper 5b)</b></p>	<p>The training strategy presented by Pam Cowley was endorsed by the Board.</p> <p>Training non attendance to be escalated to board members for resolution.</p>	<p>Amend to reflect actions detailed in these minutes.</p> <p>Develop training plan</p> <p>Provide a detailed breakdown of attendees to date and highlight gaps</p>	<p>PC</p> <p>PC</p> <p>PC</p>
<p><b>6. Key messages</b></p>	<p>Not discussed</p>		
	<p><b>Next meeting: 20 August 2007</b>  <b>Time: 2.00 to 4.00</b>  <b>Venue: TBC</b></p>		