



Minutes of meeting

CHAIR:	Debbie Pritchard (DP)
MEETING:	AXS Programme Board
DATE:	25 th June 2007
VENUE:	Library, Coaver Club, Exeter
ATTENDEES:	Tim Leishman (TL), Dave Roberts (DR), Supt. Ian Curtis (IC), , John Shaw (JS), Martin Spragg (MS), John Davey (JD), Alison Lewis-Smith (ALS), Kathy Beechen (KB), Roger Kirk (RK)
APOLOGIES:	Kev Peers (KP), Dillon Hughes (DH), Liam McGrath (LM), Jenny Winslade (JW)
GUESTS:	Robert Weeks (RW), Collette Germon (CG)

ITEM	DETAIL	ACTION	BY WHOM
Comings and goings	Liam McGrath has left the Board		
Matters arising	<p>Minutes recorded as accurate, but for <i>'the management arrangements to deal with disputes when operating in the lead professional function'</i> being omitted. This is picked up within the Local Partnership Agreements ref: Appendix 1</p> <p>It was agreed that Police personnel will not undergo an enhanced CRB as their own vetting /checking process more detailed.</p> <p>1.3 Discussions with Brian Grady are underway regarding Grant making activity</p> <p>1.7 Police BA resource to be taken to Chief Officer group for</p>		

ITEM	DETAIL	ACTION	BY WHOM
	<p>consideration. 1.10 Thresholds protocol and guidance has been escalated through the LSCB to Virginia Pearson for appropriate management within Health</p> <p>PCT Response received</p> <p>Appendix with outline schedule minutes missing</p>	<p>Upload to web</p>	<p>TL</p>
<p>1. AXS Highlight report - paper 1</p>	<p><u>Projects:</u> 2. Lead professional function has not yet infiltrated middle management. It was recognised that this is the duty of the partnership organisations.</p> <p>6. Information Sharing Protocol - agreement that needs to be signed off at Chief Officer Group</p> <p><u>Interdependencies:</u> AXS Networks consultation response from PCT received.</p> <p>Clarity of next steps being sought.</p> <p>Opportunity to pilot a managed network arrangement centred</p>	<p>Provide further detail of the LP function to clarify what the partners are signing up to.</p> <p>Provide Board with LP training material.</p> <p>Send Board members pathfinder Local Partnership Agreements</p> <p>Prepare paper with appropriate details</p> <p>Chief Officer group to make decision with supporting rationale on next steps. <i>PMN: On agenda for next AXS Board meeting</i></p> <p>Provide update at next board</p>	<p>DR</p> <p>TL</p> <p>DR</p> <p>TL</p> <p>IF</p> <p>DR</p>

ITEM	DETAIL	ACTION	BY WHOM
	around CASP project in North Devon	meeting <i>PMN: On Agenda for next Board meeting</i>	
Evaluation (papers 3a, 3b & 4)	<p>Targets set questioned by some pathfinders. Replacement of current assessments in pathfinding areas discussed including:</p> <ul style="list-style-type: none"> - Connexions - APIR - YOS - Onset - PCT - Family Health Needs Assessment. <p>Further development through Local Partnership Agreements. Entry criteria needs to be consistent.</p> <p>Concern expressed that current approach is focusing on cases 'stuck in the system'</p> <p>Possible evaluation criteria included</p> <ul style="list-style-type: none"> - No. cases presented - No. CAFs performed - No. cases escalated - No. cases returned to Level 1 or Universal. Monitoring period 3 monthly <p>Clarity of how Social Care Helpdesk function feeds into AXS pathway</p> <p>Evaluation covering the formative i.e. tools and processes which will feed into the summative evaluation conducted nationally by Newcastle University research focusing on the impact on outcomes.</p>	Feedback to next board meeting	DR
2.ContactPoint (paper 6)	Massive demand for communications. Agency leads require further establishing across CYPS and PCT.	<p>Produce briefing note outlining role</p> <p>Raise at SLG requirement for 3 CYPS leads - one for each branch</p> <p>Provide names of suitable</p>	<p>RW</p> <p>TL</p> <p>JW/ALS</p>

ITEM	DETAIL	ACTION	BY WHOM
	Quality Assurance role requiring further development	candidates based on localities. Provide update of engagement with DCC 'Audit' function.	TL
3.CAF Process (paper 5)	Need for reference group agreed in principle by Board	Provide suitable nominations to support this activity. Provide update of membership at next Board	ALL TL
Forward Planner	Next meeting: 20 August 2007 Time: 2.00 to 4.00 Venue: to follow	Review timetable of next batch of meetings	ALL

Appendix 1

AXS PATHFINDER LOCAL PARTNERSHIP AGREEMENT June 2007

Legal Context

The Children Act 2004 (Sections 10, 11, and 12) sets out very clearly that a wide range of agencies are required to work together to promote well being and safeguard children and young people. The ECM: Change for Children programme sets out in detail what is expected of agencies in local areas, with the local authority taking lead responsibility. Regulation, guidance and inspection regimes will make it clear that we need to be able to clearly demonstrate our active engagement with these processes.

AXS Programme

Children and families will be supported most effectively when the CAF, the lead professional and information sharing procedures are planned and delivered in an integrated way, to offer a continuum of support.

The AXS Pathway is the conceptual framework through which Devon Children's Trust plans to bring together the whole spectrum of children's services into a single system. The key principles embodied in the AXS Pathway are to identify needs at an early stage, to prevent the escalation of difficulty by providing a timely and preventative response, either by providing early intervention through multi agency co-ordination of services or by identifying the need for specialist services. The pathway provides an identifiable route through a range of services to ensure that a variety of needs at the range of levels can be identified, tracked and supported.

What do Integrated Processes aim to achieve?

- Earlier, holistic identification of needs
- Earlier, more effective intervention
- Improved information sharing across agencies
- Faster, more co-ordinated delivery of service for the Child
- Better service experience for children and families

Scope of Local Partnership Agreement

The Local Partnership Agreement seeks to establish an understanding of expectations and requirements of local partner organisations within the context and scope of the Path finding phase of the AXS Programme.

It is acknowledged that in practice there remain unresolved issues and potential difficulties in securing total commitment and engagement at this juncture. Through the path finding process any specific difficulties identified and presented by partners in practical commitments to full filling the requirements will be escalated to the AXS Board and the Programme Champion for further action and resolution.

Multi-Agency Working Requirements

At the heart of AXS is the concept of integrated multi-agency working and partners at all levels are committed in principle to the participation of their organisations and their staff towards the development and implementation of:

- The Common Assessment Framework (CAF)
- The Lead Professional role (BHLP)
- Multi Agency Meetings / Team around the Child (TAC)
- Information Sharing Protocol (ISP)
- Contact Point
- Service Directory

Detailed information on the use of those prescribed tools and processes will be contained within the Inter-Agency Practitioners Toolkit.

However, where relevant and to outline understanding of the particular requirements of partners within this pathfinder programme, certain important aspects are highlighted here.

The Common Assessment Framework (CAF)

- The use and completion of the Common Assessment wherever it is appropriate to do so.
- A commitment to using the Common Assessment Framework as a means of collating and sharing information about children, young people and families between agencies
- Maintenance of quality standards and evaluation of the effectiveness of the use of the CAF.
- Agreement to utilise the interim CAF / IT system and the electronic Common Assessment as it becomes available.

The Lead Professional role

- Ensuring that all staff understand the role of the Lead Professional
- Providing sufficient Practitioners to act in the role of the Lead Professional
- Providing appropriate levels of supervision and support to enable staff to fulfil the role of lead professional

Budget Holding Lead Professional

- empower practitioners and in particular those practitioners taking on the lead professional functions, to work in a more client centred way with children, young people and their families, through enabling them to have access to and control over a more flexible and devolved funding model for services and supports for individual children, young people and families
- promote a more responsive, transparent and creative use of existing resources for individual children, young people and their families with additional support needs
- enable those carrying out the lead professional functions to have access to and greater control over individual budgets for children, young people and families which avoid the need for ownership of potentially over-burdensome financial and auditing processes in relation to these

Multi Agency Meetings / Team around the Child (TAC)?

- A willingness to host multi-agency meetings in respect of individual unborn babies, children and young people.
- Commitment that staff will attend multi-agency meetings where appropriate
- Participation in the development of and implementation of a common multi-agency plan to support individual children and young people with additional or complex needs utilising the concept of Team around the Child and/or Multi- Agency Panel arrangements.

TAC is a collective term to describe the agencies and practitioners that are working with the same child. Children with multiple, complex needs may require the support of many different agencies. The term 'TAC' helps to emphasise the importance of the full range of practitioners working effectively together as a team.

The Common Plan is a simple planning tool to be used by Lead Professionals to plan, co-ordinate, monitor and evaluate multi-agency support to a particular child or family. It is used to effectively co-ordinate the work of the Team around the Child (TAC). The plan is to be used to improve and streamline multi-agency planning to meet identified needs. It enables cross-agency clarity and commitment.

Conflict Resolution

Lead Professionals remain accountable to their employing organisation. They are not responsible or accountable for the availability or quality of services from other agencies.

Where there is dispute about the allocation of a Lead Professional to a child that clearly needs one, the dispute should be addressed firstly at practitioner level within locally agreed forums and not in the presence of the child or family. If practitioners cannot agree on who takes the Lead Professional role, the decision should be taken between their respective Line Managers, escalated by the Pathway Co-ordinator. If there is still no resolution, this will be escalated to Senior Managers on the AXS Board. If there is still no resolution, the decision will be taken by the Director of Children's Services.

Where there is a concern about the conduct or performance of a Lead Professional or a member of the Team around the Child, resolution should be made at the lowest possible management level. There should be clarity on the use or otherwise of existing formal complaints and disciplinary processes. The needs of the child should always be kept in mind during any inter-agency dispute or complaint.

Monitoring and Evaluation

The monitoring and evaluation of interventions made is an integral aspect of overall good practice in working with children, young people and their families and should not be perceived as an unnecessary added bureaucracy.

Additionally, the evaluation of intended benefits and outcomes is an essential component of the path finder process to ensure learning is captured and used to inform the further development and implementation of integrated working arrangements across Devon.

All partner organisations, managers and practitioners will be required to engage, support and co-operate with appropriate systems and processes designed to enable the regular

collection, interpretation and review of information relating to the achievement of agreed outputs and targets.

This Local Partnership Agreement will be reviewed in December 2007 before the AXS Pathway is further rolled out to all children and young people aged 0-19 years across Devon.

AXS Pathfinder - Local Management Board

AXS BOARD PARTNERS	Name	Position	Organisation	Signature
Primary Education				
Secondary Education				
Special Education				
CYPS YOT				
CYPS Soc Care				
CYPS DYS				
CYPS EPS				
CYPS Early years				
JAT				
PCT				
Connexions				
Police				
Voluntary Sector				