



Minutes of meeting

CHAIR:	Debbie Pritchard (DAP)
MEETING:	AXS Programme Board
DATE:	29 th November, 2007
VENUE:	Coaver Club, Exeter
ATTENDEES:	John Shaw (JS), Dave Roberts (DR), Richard Newton-Chance (RNC), Tim Leishman (TL), Alison Lewis-Smith (ALS), Dillon Hughes (DH), Stuart Cavin (SC)
APOLOGIES:	John Davey (JD), Ingrid Fisher (IF), Cheri White (CW) Kev Peers (KP), Kathy Beechen (KB), Martin Spragg (MS), Paul Jones (PJ),
GUESTS:	Ana Simons (AS), Bill Hall (BH), Robert Weeks (RW)

ITEM	DETAIL	ACTION/BY WHOM
Matters arising	None recorded	
1. Highlight & Risk Log (Papers 1a/b)	<p>Risk 2 formed the basis for much discussion</p> <p>Concerns/points raised included:</p> <ul style="list-style-type: none"> - local engagement of practitioners differs based on the active roll of the pathway coordinators (PWC). - 'day job' is not explained clearly by local managers. What can board members do to support final stage of pathfinding - As a universal service provider, Health perform a Family Health Needs Assessment (FHNA) on all unborn/newly born. This should feed into the CAF process where appropriate. This is being unpicked on a daily case by case basis. - Moving from School Action to 	<p>Cascade supportive messages to staff/ALL</p> <p>Provide a CAF reference group development update/DR</p>

ITEM	DETAIL	ACTION/BY WHOM
	<p>School Action Plus would trigger a CAF. This is a core principle.</p> <ul style="list-style-type: none"> - Have Teachers Consultative Committee (TCC) been kept up to date in AXS developments and the potential impact on school staff - No indication of typical roles that will perform the lead professional function - Schools cannot see a way forward without a 'coordination' function/role/person in each AXS cluster - Implementation Plan communications very important - Concern of rolling out too soon - Note that the Risk Log should be distributed with all papers - Note that the Joint Agency Service and Public Health are re-organising their resources around the AXS Cluster configurations. These are 12-18 month activities. - Whilst there is capacity in secondary schools to adapt to the Multi Agency Working (MAW) model, the same cannot be said of the primary schools 	<p>Add to risk log/TL</p> <p>Feedback at next board/TL</p> <p>Implementation Plan to detail/TL&DR</p> <p>Add to risk log/TL</p>
<p>2. ContactPoint (Papers 2a/b)</p>	<ul style="list-style-type: none"> - RW provided an update of ContactPoint Developments, financial position and forthcoming activities. 	<p>Provide financial breakdown to Board/RW</p>
<p>3. Learning and Development (Paper 3)</p>	<ul style="list-style-type: none"> - There was agreement in principle to strategy and next steps 	<p>Breakdown of functions in workforce analysis to be sent to board to identify gaps/AS</p> <p>Consider training implications during restructuring of services to AXS clusters. Ensure clear processes in place to accurately reflect up to date staffing/AS</p> <p>Consideration for providing training updates/iterations online/AS</p>

ITEM	DETAIL	ACTION/BY WHOM
	<ul style="list-style-type: none"> - Noted that there are concerns over voluntary sector not being able to contribute resources to training requirement. 	<p>Recommendation to scrutinise schools workforce numbers on an individual basis/TL</p> <p>Clarify the approach to partners delivering their own training/AS</p> <p>Add to risk log/AS</p> <p>Investigate the national guidance on training strategy for independent contracted services. Provide update at next Board meeting/AS</p>
<p>4. Implementation Plan (Paper 4)</p>	<ul style="list-style-type: none"> - Noted that paper refer to a mandate from the DCS. To be clear, the expectation is that Anne Whiteley writes to all partners and schools outlining the implementation of AXS and their role in cooperating - The plan will be comprehensive support all stakeholders and form the basis for all communication activities. - Noted that it is the intention to continue with differing multi agency arrangements such as Team Around the Child and multi agency panel. - Noted that several board members raised concern over not being coordinated/managed MAW to support the roll out. - Point made that current clustering is coterminous, e.g. schools, DAPH, DASH, 14-19. Suggestion this is a good model to build on. - Clarity of function of management arrangements. 	<p>Provide update on local Multi Agency Working arrangements at January meeting/DAP</p>
	<p>Next meeting: 17 December 2007 Time: 2.00 to 4.00 Venue: Cover Club, Exeter</p>	