



## Minutes of meeting

<b>CHAIR:</b>	Debbie Pritchard
<b>MEETING:</b>	AXS Programme Board
<b>DATE:</b>	8 <sup>th</sup> March 2007
<b>VENUE:</b>	Reading Room, Coaver Club, Exeter
<b>ATTENDEES:</b>	Liam McGrath (LM), John Shaw (JS), Jenny Winslade (JW), Jacqui Hawley (JH), Paul Jones (PJ), Cathy Ellingford (CE), Debbie Pritchard (DAP), Tim Leishman (TL), Dave Roberts (DR), Kathy Beechen (KB).
<b>APOLOGIES:</b>	Ingrid Fisher (IF), John Davey (JD), Roger Kirk (RK), Cheri White (CW), Martin Spragg (MS)
<b>GUESTS:</b>	Jon Richards (JR), Robert Weeks (RW), Paul Northcott (PN), Pam Cowley (PC), Ruth Dale (RD), Dillon Hughes (DH).

ITEM	DETAIL	ACTION	BY WHOM
Matters arising	Minutes recorded as accurate, matters arising picked up through sections below.		
1. Highlights (Paper 1)	<p><u>2. Thresholds:</u> Partnership workshop produced first draft of common threshold document. Review and sign off due end of March Concern over descriptors different between thresholds work and AXS pathway.</p> <p><u>5. ISI:</u> Renamed as ContactPoint. Slippage at national level reported May 2008 to Sept 2008.</p> <p>Low project profile/exposure to the partnership and resource shortfalls</p>	Risk assess, report to board next meeting in more detail with options.	RW

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	<p>were raised and are being dealt with at a programme level.</p> <p><u>6. ISP:</u> Next steps to support information and data governance through a partnership group.</p> <p><u>9. AXS Networks:</u> Engagement through CT Executive, CTLF, Learning community Chairs, Schools, Governors. Some slippage past April 20<sup>th</sup> close date to accommodate scheduled meetings. Voluntary sector response to also come through Homestart. CYPs response to be through SLG.</p> <p><u>10. Training:</u> Social care largely absent from practitioner 'phase 1' training in 4 pathfinder areas.</p> <p>Requirement for executive level training.</p>	<p>Convene task group from partner agencies. Feedback plan for next board meeting.</p> <p>Agree engagement, report back at next board meeting</p>	<p>TL</p> <p>JS/DS</p>
<p><b>2. ContactPoint (Paper 2)</b></p>	<p>Quality Plan and Workforce analysis documents were signed off. Single person to represent the voluntary sector may prove difficult for the workforce analysis activity.</p>	<p>Discuss alternative process</p>	<p>RW/KB</p>
<p><b>3. Communications (Presentation with reference to previous hand out)</b></p>	<p>Key messages to be agreed at end of each board meeting. To contribute to Children's Trust partnership briefing process.</p>	<p>Discuss comms responsibility with each board member. Consider tools to evaluate if messages are getting out and feedback quarterly to board</p>	<p>RD</p> <p>RD</p>
<p><b>4. Partnership (Paper 4)</b></p>	<p><u>Board Membership Paper 3:</u> Reviewed the current and possible board membership. Consideration that new members need formal induction into AXS.</p>	<p>Discuss with IF with view to feeding back at next board meeting.</p>	<p>TL</p>

ITEM	DETAIL	ACTION	BY WHOM
	<u>Pathfinder area adoption paper 4:</u> Not discussed.	Revisit at next board meeting	Chair
5. Memorandum of Understanding (Paper 5 - tabled)	Concept of formally signing up to a partnership agreement. With a focus on the 'Scope of memorandum' are principles correct and what is missing.	Review scope in Section C of document and individually feed back to DR <u>before</u> next board meeting	ALL
	Next meeting: 26 March 2007 Time: 3.00 to 5.00 Venue: Coaver Club, Exeter	Review whether time can be moved to 2-4	TL