

# WEST LANCASHIRE DISTRICT CHILDREN'S TRUST BOARD MEETING



ACTION NOTES		PRESENT			
DATE:	8 September 2011	Angela Aspinwall-Livesey (Chair)	✓	✓	Joanne McGrath (JM)
		Greg Mitten (GM)	✓	✓	Mohammad Sarfraz (MS)
TIME:	2-5pm	Nighat Parveen (NP)	✓	✓	Ismail Karolia (IK)
		John Nelson (JN)	✓	✓	
VENUE:		Jonathan Hewitt (JH)	✓	✓	
Hillside School Shares Room, Egerton, Tanhouse, Skelmersdale		Louise Dawson (LD)	✓	✓	
		Jane Cass (JC)	✓	✓	
		Glenis Tansey (GT)	✓	✓	
		Richard Varey (RV)	✓	✓	
			✓	✓	
DISCUSSION ITEM		ACTION NOTES			BY
1.	<b>WELCOME AND INTRODUCTIONS</b>				
2.	<b>APOLOGIES FOR ABSENCE</b>	Carmel Forster (CF), Cllr Carolyn Evans (CE), Cllr Andrew Fowler (AF)			
3.	<b>NOTE OF PREVIOUS MEETING (JULY 14<sup>TH</sup> 2011) – ACCURACY</b>	Agreed			
4.	<b>NOTES OF PREVIOUS MEETING – MATTERS ARISING</b>	1) Best Start Lancashire – £2m has been allocated across the county, focussed on families who are 'just coping'. Skelmersdale Cluster has had meetings and money has been allocated. Children's Centres are currently recruiting staff.  2) Reading has been identified locally as a priority in Skelmersdale for children.			
5.	<b>Early Intervention</b>	2) The trust Board will form the membership of the Early Intervention Steering Group			

	<p><b>3) Review of Terms of Reference</b></p> <p>A -The meeting frequency of the group will be as per the normal Trust Meetings, which will be coordinated in line with EI requirements.</p> <p>B - TOR to reflect that exceptional meetings will only be called if the work cannot be met within the normal meeting arrangements, due to some level of urgency required.</p> <p>C – The Trust Board will also act as the funding subgroup for the Early Intervention project</p> <p>D – A review of the Terms will take place in February at the board meeting.</p> <p>Approved with amendments</p> <p><b>Project Report (Resource Panel)</b></p> <p>Page 5 – Joanne to check with West Lancs Community High to address key vulnerable group in membership</p> <p><b>Gap in Service Form</b></p> <p>JM to put (where applicable) after ‘CAF number’</p> <p>JM to input ‘has issue been raised before’ and what efforts have been made before’</p> <p><b>CAF escalation form</b></p> <p>Approved</p> <p><b>Pier Panel TOR</b></p> <p>JM to include special schools in membership</p> <p>Frequency will be one a month for first 6 months, every two months there after</p> <p>Documents can be disseminated through the trust website and partnership networks.</p> <p>JM confirmed she will investigate any concerns raised through forms before bringing to panel.</p> <p>There is a need to ensure the community is able to engage in the processes, through cascading and marketing. JM could also present at CVS event on November 23<sup>rd</sup>.</p> <p>To be able to make the process clearer there could be examples of filled out forms and cases it could be used in, with realistic outcomes. JM to work with CVS to market to community networks.</p> <p><b>Project Updates</b></p> <p>There is an under spend in the attachment project; JM requested if this could be used as additional small pots funding. <b>(Agreed)</b></p>	JM
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		<p>JM will provide quarterly monitoring reports for the Board on the Attachment Project.</p> <p>Marketing for the project will take place before 31<sup>st</sup> October, with a launch planned by the provider. (Agreed)</p> <p>JM to forward EI project specification to Richard Varey.</p> <p>EI champions could become part of the wider partnership group. Provider needs to be clear that the project is Children's Trust Funded.</p> <p>JM will publish a list of the training dates available through the project.</p> <p>Next round of small pots to be allocated in October. Board suggested that small pots are targeted in areas under represented.</p>	
6.	<b>Attendance at the Children's Trust Conference on 27<sup>th</sup> September.</b>	<p>Attendees will be</p> <p>AAL (PM ONLY)</p> <p>JN (AM only)</p> <p>JH(PM only)</p> <p>GT</p> <p>JM</p>	
7.	<b>Action Plan</b>	Action Plan has been finalised, JH to send to IK and MS.	<b>JH</b>
8.	<b>Dates for Next Meetings</b>	<p>Meetings</p> <ul style="list-style-type: none"> <li>- 30<sup>th</sup> November 2011, 2-5pm</li> <li>- 22<sup>nd</sup> Feb 2012, (including partnership meeting)</li> <li>- 22<sup>nd</sup> May 2012, 2-5 (to agree future dates at this meeting)</li> <li>- 17<sup>th</sup> July 2-5pm</li> </ul> <p>Annual Event</p> <ul style="list-style-type: none"> <li>- 10<sup>th</sup> February</li> </ul>	
9.	<b>LDAAT</b>	GT, JM and JC to take forward.	<b>GT, JM, JC</b>

10.	<b>LGBT report workshop</b>	Workshop to be held on 28 <sup>th</sup> September, 9-1 at the Investment Centre.  Requires representation from schools and other agencies, senior management. All to make recommendations on who to attend to IK.	<b>All</b>
11.	<b>ANY OTHER BUSINESS</b>	<ol style="list-style-type: none"> <li>1) Third Sector Lancashire is holding an event – Hearing on the commissioning of CYP services. West Lancs CVS to attend on behalf of the trust (GM)</li> <li>2) Feedback given on the youth Homelessness strategy. GM to remain the lead on this issue.</li> <li>3) WL CVS to attend launch of Lancashire Wide VCFS CYP consortium, Greater Together on 14<sup>th</sup> October.</li> <li>4) One Workforce Network event on 13<sup>th</sup> October. GM to attend as rep from the trust to provide Trust update.</li> <li>5) Partnership Agreement has been signed.</li> </ol>	<b>GM</b>  <b>GM</b>  <b>GM</b>  <b>GM</b>
12.	<b>DATE OF NEXT MEETING</b>	30 <sup>th</sup> November 2011- 2-5pm.	

Ismail Karolia, [Ismail@wlcvs.org](mailto:Ismail@wlcvs.org), 01695 733737  
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