

BRIGHTON & HOVE CITY COUNCIL
CHILDREN & YOUNG PEOPLE'S TRUST BOARD

5.00PM – 25 SEPTEMBER 2006

BRIGHTON TOWN HALL

MINUTES

Present:

Brighton & Hove City Council: Councillor Hawkes (Chair); Councillors Mrs Brown, Bennett, Hazelgrove, Hyde, John, Kemble, McCaffery, and Mallender.

Brighton & Hove Primary Care Trust: Jean Spray (Deputy Chair), and Janice Robinson.

Non-voting Co-optees: Kerry Bridge (Youth Council), Ray Gold (Parent Forum), Lynette Gwyn Jones (Brighton & Sussex University Hospitals NHS Trust), Linda Hodgson (Parent Forum), John James (Chief Executive Primary Care Trust), Mo Marsh (South Downs Health Trust), Kevin Reeves (Youth Council), David Standing (Community & Voluntary Sector Forum), and Professor Imogen Taylor (Universities of Brighton & Sussex).

PART ONE

ACTION

13. PROCEDURAL BUSINESS

13A. Declarations of Substitutes

13.1 There were no declarations of interest.

13B. Declarations of Interest

13.2 Councillor Brown declared an interest in Item 16. Councillor Brown is Vice-Chair of Sussex Youth.
Councillor Kemble declared an interest in Item 16. Councillor Kemble is a member of Sussex Youth.

13C. Exclusion of Press and Public

13.3 The Board considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the

business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Section 100A(3) or 100 1 of the Local Government Act 1972.

- 13.4 **RESOLVED** - That the press and public be not excluded from the meeting during consideration of any of the items on the agenda.

14. MINUTES

- 14.1 **RESOLVED** - That the minutes of the meeting held on 19 June 2006 be approved and signed by the Chair.

15. CHAIR'S COMMUNICATIONS

- 15.1 The Chair, Councillor Hawkes, advised the Board members that this would be the last meeting that Jean Spray, Deputy Chair and John James would be attending. Both Jean Spray and John James were leaving the Primary Care Trust and would therefore no longer be eligible to sit on the Board. The Chair thanked Jean Spray for all her work for the Board, particularly in her role as Chair. Councillor Hawkes thanked Jean and John for their commitment to the Board and said that there had been a true partnership with the Primary Care Trust members. Everyone on the Board would be sorry to lose such valued members, and it was with regret that they would no longer be attending the meetings. A reception was to be held in the Mayor's Parlour at the conclusion of the meeting to thank the Primary Care Trust Members for their work with the Board.

- 15.2 The Chair advised the Board that Councillor Edmond-Smith had submitted a letter for inclusion on the agenda for this meeting. The letter had been submitted after the agenda had been agreed and dispatched, but the Chair had agreed to accept the letter.

- 15.3 Councillor Edmond-Smith attended the meeting to speak on the item. The letter stated:

"I note and welcome the news of the Whitehawk Children's Centre, and that it will serve the Bristol Estate, Craven Vale and Estate.

However, with regard to Pankhurst Avenue, I do not believe this to be a satisfactory solution. Access is an important issue and the Centre will not be easily accessible to people from the Pankhurst Estate, particularly with buggies and pushchairs. I understand there is no easy bus service.

The community has long argued for a centre within the Brighton General Hospital site. This would be an obvious solution for an area which has is sadly deficient in amenities. I therefore urge the Committee to progress plans for a centre at that site with all urgency.”

15.4 The Board was informed that plans were currently in progress to open a centre at Brighton General Hospital. Some staff within the hospital were being moved to free up space, some building works would be needed to ensure full access to the premises and some issues regarding capital expenditure needed to be agreed. However, these issues were in hand and it was hoped that a Centre would be opened within months.

15.5 **RESOLVED** – (1) That the letter of Councillor Edmond-Smith be noted.

(2) That it be noted that plans were in progress to open a Children's Centre at Brighton General Hospital.

16. **STRATEGIC REVIEW, SERVICE SPECIFICATION AND IMPLEMENTATION OF THE INTEGRATED YOUTH AND CONNEXIONS SERVICE**

16.1 The Board considered a report of the Director of Children's Services concerning the strategic review, service specification and implementation of the integrated Youth and Connexions Service (see minute book).

16.2 There was some discussion over the Youth and Connexions Service Board and, in particular, who would sit on the Board. It was agreed that there would be further consideration of the Membership and Terms of Reference of the Board, and that a report would be come to a future meeting with further details.

16.3 The Board had some concern over the funding for Connexions. It was agreed that a further report would come to the Board, providing further information about the funding allocation for Connexions grant for 2007/08.

16.4 **RESOLVED** – (1) That the national policy and standards and Connexions 'core requirements' in developing the integrated Youth and Connexions service be adopted.

(2) That the definitions of 'core', 'enhanced' and 'intensive' service provision as set out in the Children and Young People's plan be adopted.

(3) That the vision, mission and purpose statements, age ranges and title for the new service be adopted.

(4) That the key policy drivers for allocating resources to needs, establishing three area teams and deploying staff to them, collaborating with the voluntary and community sector and consulting young people in service delivery be implemented.

(5) That the weighting of levels of service provision as proposed (see Minute Book, Para 8.1 of report) be agreed.

(6) That the formula funding/weighting for youth provision in the three areas as proposed (see Minute Book Para 9.12 of report) be agreed.

(7) That it be agreed to transfer the case management of personal advisers from schools and colleges to the Youth and Connexions area teams/managers on a phased basis from September 2006.

(8) That it be agreed that area teams implement the Equalities and Diversity policies, including the establishment of 'safe places' and appropriate staff training.

(9) That it be agreed that in respect of the service specification for the Connexions contract and delivery Option C 'To develop the current, 'mixed economy' arrangements with different contractors delivering different elements of the Connexions contract as it evolves into the new integrated service' be adopted.

(10) That it be agreed that in respect of the service specification for the Connexions contract it be established within the C&YPT the necessary HQ management and staffing structure to deliver the Connexions core requirements using the budget already available.

(11) That it be agreed that in respect of the service specification for the Connexions contract it be agreed in principle to contract with Sussex Careers Ltd (and if appropriate other contractors and providers) to deliver the services specified for Careers IAG in schools and colleges and other Connexions statutory requirements.

(12) That it be agreed that in respect of the service specification for the Connexions contract it be required that any contractual arrangements for future Connexions service contract delivery

comply with the City Council's legal, financial and Human Resources requirements and obligations and establishes one single management unit for performance management of service delivery.

(13) That it be agreed that in respect of the service specification for the Connexions contract it be agreed that this contract will need to specify closely the outcomes and methodology required to ensure:-

- (a) that a maximum contract budget for Sussex Careers Ltd is agreed between £1m and £1.2m
- (b) that a minimum of 80% of resources are devoted to frontline delivery staff and that HG/management overheads are limited to 20%
- (c) That MIS and contract performance management is delivered centrally through the C&YPT team.
- (d) That the location and deployment of all personal advisers (including the current 'intensive' Pas, Career Pas and Client Advisors) is into three area teams based on the agreed formulae
- (e) That an agreed balance on caseloads and referrals of young people (between core/minimum and enhanced/supported/intensive needs) based on agreed weightings is established.
- (f) That a review of school PA allocation formula to include Year 11 NEET cohort weighting and other criteria is undertaken
- (g) That caseload management and referrals for all PAs is managed through the multi-agency area teams, including schools.
- (h) That integrated working, collaboration, referrals and interventions between Careers Pas, YSS intensive PAs and voluntary and community PAs within three area teams is established, ideally collocated in shared premises.
- (i) That from September 2006 the job title of all staff becomes 'Connexions personal adviser'
- (j) That clear contract compliance and performance management sanctions and penalties for failure to deliver targets are built into all contracts.

(14) That in respect of service provision contracted or commissioned to the voluntary and community sector it is recommended that the Board

- (a) obtains information from all the current voluntary and community organisation contractors on their performance against targets in 2006/07
- (b) offers them (and, if appropriate, other contractors and providers) the opportunity to bid for new/further

commissioned work in 2007/08 should funding be available

- (c) specifies the contractual requirements/compliance and performance management arrangements of bid, including CCIS compliance and reporting and ensures that decisions on commissioning demonstrate coherence with other C&YPT grant aid and follow the priorities of the Children and Young People's Plan.

(15) That it be recommended that a Youth and Connexions Service Board be set up, whose main role would be to provide the strategic lead for the new Youth and Connexions Service in delivering the Children and Young People's Plan targets and monitoring its performance and delivery.

(16) That there be further discussion on the Membership and Terms of Reference for the Youth and Connexions Service Board and that a further report would come to the Board in due course.

(17) That a further report would come to the Board in due course providing further information about the funding allocation for Connexions grant for 2007/08.

17. CYPT INFORMATION SHARING FRAMEWORK

17.1 The Board considered a report of the Director of Children's Services concerning the work underway for the development of an Information Sharing Protocol (see minute book).

17.2 **RESOLVED** - (1) That the development of an Information Sharing Framework be endorsed.

(2) That the structure and content of the Information Sharing Framework be agreed.

(3) That the principles stated in paragraph 3.2 of report (see Minute Book) be agreed.

(4) That the draft content of the CYPT Information Sharing Agreement and support further development of the document be agreed.

18. AUDIT ARRANGEMENTS FOR CHILDREN & YOUNG PEOPLE'S TRUST

18.1 The Board considered a report of the Director of Children's Services outlining the arrangements for the internal audit of the

Children & Young People's Trust (the Trust) and seeking approval of those arrangements that will exist between the Internal Audit providers to the Council, the Primary Care Trust (PCT) and South Downs NHS Trust (SDH) (see minute book).

18.2 The Board discussed the audit arrangements. It was felt that the audit report should go to the Scrutiny Committee unless there were substantial issues raised in the report, in which case it should come to this Board.

18.3 **RESOLVED** - (1) That the proposed internal audit arrangements outlined in the report be approved.

(2) That Audit reports would go to the Children & Young People's Overview & Scrutiny Committee and reports would go to the Children & Young People's Trust Board only where there were substantial issues raised in the report.

19. DfES PARENTING PATHFINDER BID

19.1 The Board considered a report of the Director of Children's Services outlining the DfES Parenting Pathfinder project proposals and the benefits this will bring to the city (see minute book).

19.2 **RESOLVED** - That the proposals outlined in the report (see Minute Book) be agreed.

20. STRATEGIC REVIEW OF PARENT/CARER SUPPORT SERVICES

20.1 The Board considered a report of the Director of Children's Services setting out the proposed scope for the strategic review and redesign of parent/carer support services (see minute book).

20.2 **RESOLVED** - That the Board mandates the review and agrees to the scope as set out in the Review Initiation Document.

21. SAFE AT SCHOOL: BULLYING AND HARASSMENT – ANNUAL REVIEW OF INDICATIVE LEVELS OF BULLYING AND HARASSMENT IN SCHOOLS

21.1 The Board considered a report of the Director of Children's Services concerning the progress of work in schools to reduce levels of bullying and harassment (see minute book).

21.2 **RESOLVED** - (1) That the progress made with this area of work be noted.

(2) That the work on bullying and harassment in the authority as a whole, including reviewing the annual summary of racist

incidents recorded by schools, continues to be supported.

22. ITEMS TO GO FORWARD TO COUNCIL

22.1 **RESOLVED** – That no items go forward to Council.

The meeting concluded at 6.30 pm

Signed

Chair

Dated this

day of

2006