

## Minutes

<b>Meeting title</b>	Early Help Board
<b>Date</b>	18 <sup>th</sup> May 2017
<b>Present</b>	Sally Churchyard (11-19 Preventative Services, B&NES- Chair), Shiela Willoughby (Health Visiting), Jo Lewitt (B&NES, public health commissioning), Marcia Burgham (B&NES, Preventative Services commissioning), Alice McColl (B&NES, Preventative Services commissioning), Amanda Davies (B&NES, commissioning), Caroline Dowson (B&NES, Integrated Working Team), Denice Burton (B&NES, Public Health), Heidi Limbert (B&NES, Children's Centre Services), Paula Bromley (B&NES, Children and Families Prevention Service), Jennifer Hyde (Bath Rugby Foundation), Lucy Fordham (Southside), Julie Evans (Curo)
<b>Apologies</b>	Debbie Forward (B&NES, commissioning), Ali Woodiwiss (B&NES, Specialist Services commissioning), Rebecca Potter (B&NES, Supporting People), Marie Porter (B&NES, Social Care Interface), Penny McKissock (Southside), Leigh Zywek (B&NES Social Care), Mel Hodgson (B&NES, People and Communities Communications Team)

	<b>Action</b>
<p><b>Minutes and Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. Summary of Boards and Groups with links to EHB: Decided that Ellie Weyman will update this document going forward.</li> <li>2. Early Help App promotion. Marcia Burgham is going to re-visit the App launch plan to do further promotion.</li> <li>3. Early Help offer documents- to be discussed under 'values' agenda item.</li> <li>4. Action Against Child Poverty- Alice McColl and Lucy Fordham to update the Board in this meeting.</li> <li>5. Ensuring GPs are aware of the Early Help Hub- Launch date is now set for the 26<sup>th</sup> June.</li> <li>6. Organisational Values covered on the agenda.</li> <li>7. Early Help Action Plan- Debbie Forward has drafted a new format for the Action Plan, based on the Council's Business Plan. This will go on the agenda for the July Early Help Board meeting for discussion. Alice McColl will be leading on the Housing sub-group going forward, picking up on the work that was started tracking cases and also looking at new ones. Rebecca Potter is reviewing housing related support sector for young people in B&amp;NES- also to go on the agenda for the July meeting. Paula Bromley updated the Board on progress from the first couple of meetings of the Housing sub-group. Curo has made a key change to the timescales for notifications of eviction, which are now going to the Duty Team with 6 weeks' notice. Marie Porter is then bringing these to the Early Help Allocation Panel. Curo</li> </ol>	

- has made fewer evictions this year, which is a big achievement.
- 8. CAF toolkit is nearly complete.
- 9. Debbie Forward is working on the Quality Assessment Framework. To be covered on the agenda.
- 10. Letter from Debbie Forward and Richard Baldwin to service managers re: ensuring management oversight and sign off of CAFs has not yet gone out.
- 11. Terms of Reference on the agenda.
- 12. Neglect Toolkit to go on the agenda for the July meeting.

Request made for EW to use full names in minutes rather than initials, for clarity and to add name of agency as well as people's names under attendees.

Alice McColl has met with Sarah McClusky to discuss capturing data from groups such as scouts, brownies and after school clubs. Alice and Sarah will meet again and discuss how to share information about the launch of the offer and the app.

Correction to minutes of 21<sup>st</sup> March: Page 7: Amanda Davies to talk to the Joint Commissioning Board about Early Help work.

*Update on Domestic Violence Funding from Lucy Fordham:*

Southside have secured funding from St John's for a 30 hours per week Specialist Support Worker and a 22.5 hours per week Therapeutic Support Worker. Both of these posts will be for 3 years. Adverts go out week commencing 5<sup>th</sup> June, so Lucy hopes to have workers in post by the end of July. The Specialist Support Worker will work with step-downs from the IDVA service and families who don't meet the threshold for the IDVA service. The Therapeutic Support Worker will work with children through play and creative activities. It will be possible for other agencies to refer into the service as well as taking step-downs from IDVA.

Due to funding ending, it looks likely that the IDVA service will be reduced to 1 IDVA, who could manage a caseload of between 21-25 people; the focus with the reduction in staff hours would have to be on short-term crisis support. Zoe Clifford was leading on a bid for transformation funding for an IDVA plus post, which would also include a support worker, but this bid is currently on hold.

**Early Help Board Revised TOR**

The terms of reference have been reviewed following agreement at LSCB that early help should be included within the Business Plan for LSCB and that the Early Help Board should become a sub group of the LSCB.

*Feedback:*

- Paragraph 1 should refer to Children and Young people's sub group.
- Number 4: scrutinising output, quality and outcome data: Could be more aspirational about proactively identifying families who may need early help from data intelligence. Include 'intelligence' and 'proactive' into this paragraph.
- Add in the 3 outcomes from the Children and Young people's plan.
- Include how information flow will work. Agreed that it would be useful to have regular updates from the sub-groups: CAF audit group, Best Start in Life, Parenting Strategy Group, Housing sub-group. These

<p>updates to be provided bi-annually as a written summary in advance of the meeting in which they are to be discussed. Also specify that the Chair of the Early Help Board provides feedback to the Early Help Board from LSCB and the Children and Young People’s sub group.</p> <ul style="list-style-type: none"> <li>• Improving Access to Information sub group can be changed for QAF sub group.</li> <li>• Governance Structure: The Professional Practice Group (PPG) carry out agency case audits. Discussion about whether the CAF audit group would better fit feeding into PPG. Debbie Forward to follow up with Chairs of PPG and CAF Audit Group.</li> <li>• Children’s Centres Advisory Group to be renamed as Early Childhood Advisory Group and to feed into Best Start in Life group, rather than directly to the Early Help Board.</li> <li>• In terms of accountability, need to be clear where the Early Help Board needs data evidence and where reporting is for information sharing.</li> <li>• Aim to finalise the TOR at the meeting in July.</li> </ul>	
<p><b>Complex Trio</b></p> <p>Paula Bromley provided an update on the work of the Complex Trio task and finish group. This piece of work yielded returns from 57-58 organisations and the report will be published on the JSNA (Joint Strategic Needs Assessment) website. The results provided assurance that organisations are routinely looking out for complex trio present in families and recording findings. The Connecting families team will go back to the organisations who participated to request data on individuals to check families are being worked with by the right service. There are data protection issues that need to be sorted out before this information is formally requested. Getting definitions right is key to ensuring the right people are identified.</p>	
<p><b>Early Help Values</b></p> <p>Paula Bromley advised that paperwork for the Early Help Offer and Hub has been delayed, due to the current inspection.</p> <p>At the last meeting of the Early Help Board, the culture strand from the Troubled Families maturity model was circulated for discussion. One of the actions arising from this was to look at writing a set of values for Early Help work, which can be incorporated into the Early Help Offer.</p> <p>Paula circulated a table showing organisational values from the different agencies represented on the Early Help Board and common themes from these. The Board then thought about the values that they thought were important for Early Help Work:</p> <ul style="list-style-type: none"> <li>• Challenging assumptions</li> <li>• Empowering/ enabling</li> <li>• Striving to make a difference</li> <li>• Tenacity/ passion</li> <li>• Believing in ability to change</li> <li>• Hope</li> <li>• Curiosity about behaviours</li> </ul>	

<ul style="list-style-type: none"> <li>• Courage</li> <li>• Empathy</li> <li>• Trust</li> <li>• Transparency</li> <li>• Accountability</li> <li>• Person Centred/ Holistic</li> <li>• Evidence-based</li> <li>• Respectful interactions</li> <li>• Caring</li> <li>• Equality of relationships</li> <li>• Positive change</li> <li>• Empowering of staff and volunteers as well as service users</li> <li>• Wellbeing</li> <li>• Integrity</li> </ul>	
<p><b>QA Framework for Early Help</b></p> <p>There is increasing scrutiny of Early Help and the need to evidence effectiveness of work. Debbie Forward has drafted a Quality Assurance Framework, to be worked on with the Early help Board. The framework will put a robust system in place to ensure good quality assessments, plans, reviews and closures/ step downs and management oversight of these processes. There will be links to the CAF Quality Assurance Framework. Safeguarding standards are covered for commissioned services as part of the annual commissioning process. The voice of the child or young person should be integral to the whole process.</p> <p>A sub group of the Early Help Board will be established to take this work forward, which will start by mapping what standards and performance measures are already in place. An initial meeting has already been arranged for 14<sup>th</sup> June. Currently this comprises Debbie Forward, Marcia Burgham, Ali Woodiwiss, Paula Bromley and Caroline Dowson.</p> <p>Questions to feedback to Debbie:</p> <ul style="list-style-type: none"> <li>• Is there also a QAF for Specialist Services?</li> <li>• Cross reference with the Virgin contract quality section</li> <li>• Confirm the breadth of the task- who is the framework for?</li> <li>• What resources are needed to do the work?</li> </ul>	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Alice McColl, Amanda Davies and Jo Lewitt attended the ACE (Adverse Childhood Experience) conference organised by the Police. The ACE study looks at vulnerability factors in childhood and how that impacts later in life. Lots of new connections made at the conference and areas for consideration; including, how to implement training, how to commission trauma services, looking at what trauma screening is undertaken and how is the information used. There is a shift in the way the police are working in terms of preventative work. Dr Larkin, a speaker from the University of Sutherland provided useful insight into a link with physical health later in life as well as emotional health. Any further information will be</li> </ul>	

<p>cascaded to the Board.</p> <ul style="list-style-type: none"> <li>• FNP annual report has been published. Jo reported that the FNP service is now full. Lead supervisor left and another member of staff is currently stepped up into that role. Will probably be recruiting again.</li> <li>• Amanda Davies went to Bournemouth and has some feedback for Heidi regarding substance misuse and parenting support services. Amanda will meet with Heidi to update.</li> </ul>	
<p><b>Agenda for 27<sup>th</sup> July</b></p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Feedback from sub-groups?</li> <li>• Neglect Strategy Toolkit</li> <li>• Early Help Action Plan</li> <li>• Values: corresponding behaviours</li> </ul>	

### Summary of Actions

1	<p>Groups and Boards with links to EHB:</p> <ul style="list-style-type: none"> <li>• Take out meeting showing dates of next meetings.</li> <li>• Add column showing who the link person is from the group or Board to the Early Help Board.</li> <li>• Add Ellie's contact details at bottom of document for people to send any updates.</li> <li>• Delete Connecting Families reference from title.</li> <li>• Add Early Help Board subgroups at the bottom of the document.</li> </ul>	Ellie Weyman
2	Invite Marcia to Richard Baldwin's team meeting on 8 <sup>th</sup> June.	Ellie Weyman
3	Check if Ali Woodiwiss is going to the Early Help Offer launch and if she could then feedback to GPs.	Paula Bromley
4	Debbie Forward to liaise with Amanda Davies about talking to George O'Neill re: attending the Mental Health Forum	Debbie Forward
5	Letter from Debbie Forward and Richard Baldwin to service managers re: ensuring management oversight and sign off of CAFs has not yet gone out.	Debbie Forward
6	Update the Early Help Board TOR as recommended in bullet points.	Debbie Forward
7	Send further comments on the TOR to Debbie and Ellie	All
8	Set an annual programme for the Early Help Board to schedule reporting in from groups.	Ellie Weyman
9	Circulate the complex trio data request table to the Early Help Board, once ready.	Paula Bromley
10	Write set of Values, based on feedback from EHB meeting	Paula Bromley
11	Invite Sally Churchyard and Lucy Fordham to QAF meeting	Ellie Weyman
12	Further feedback on Quality Assessment Framework to go to Debbie Forward and Marcia Burgham	All
13	Jo Lewitt to circulate FNP report.	Jo Lewitt