

Minutes

Meeting title	Early Help Board
Date	12 th September 2016
Present	Debbie Forward, Louise Harvey, Lucy Fordham, Mandy Gardner, Caroline Dowson, Marie Porter, Lores Savine, Jo Lewitt, Marcia Burgham, Alice McColl, Jackie Fielder, George Samios, Marie Porter, Alison Woodiwiss, Emma Prout
Apologies	Tracy Pullen, Julie Evans, Denice Burton, Amanda Davies, Kevin Thatcher, Rebecca Potter, Paula Bromley, Sally Churchyard
Date of Next Meeting	Tuesday 8 th November 2-4pm, Civic Centre W1.2

	Action
<p>Minutes and Matters Arising</p> <ul style="list-style-type: none"> • Minutes agreed as a correct record. • Housing Task and Finish group now set up and first meeting taken place. 	
<p>LSCB Themed Review of Early Help</p> <p>DF explained the purpose of the LSCB Themed Review. An Early Help paper was produced for the meeting and has been circulated to members of the EHB. Data was collated for the first time In Q1 to show the level of Early Help activity and some of the outcomes achieved. This indicative data showed:</p> <ul style="list-style-type: none"> • A good take up of Early Help services and positive outcomes. • Universal services, especially Health Visitors, helping families access targeted support. • The data suggests a good understanding and application of thresholds. • However, the data showed further development is required with schools, adult services and housing in terms of understanding their role in identifying needs early and the potential to achieve positive outcomes for CYP through early help/targeted support. <p>The referral process is clear for safeguarding; we need to replicate this and make it equally clear for Early Help.</p> <p>Mixed views were expressed at LSCB about the effectiveness of local early help. Q1 data is indicative and suggests a lot of positive activity, however we now need to collect this over a longer period of time and consider trends, and ensure the evidence for outcomes is robust. The LSCB Chair proposed Early Help becomes part of the LSCB Business Plan which will further raise the profile of Early Help.</p> <p>A further paper is due to be taken back to LSCB in December to confirm governance arrangements and an ongoing annual report to LSCB on the</p>	

<p>effectiveness of Early Help each September. Summary of key points/suggestions/issues raised during discussions at LSCB included:</p> <ul style="list-style-type: none"> • To consider replicating the Integrated Assessment Panels (in place several years ago). • To improve exit planning following Step Down from Social Care into Early Help. This process needs to be clearer. • The need to explore further if we are missing any vulnerable families, especially those not meeting thresholds i.e. all the DV incidents reported by the Police (Guardian reports) to social care and health nurses. • The need to ensure consistent contact is made back to referrers for those not meeting thresholds. • Feedback from the Voluntary Sector Network on the LSCB paper is that Universal services need to better understand Early Help services and understand what their role is in identifying need and referring for targeted support. 	
<p>MP reported that Duty is aware of feedback re: C2 referrals and confirmed that information should go back to referrers within 5 days</p>	
<p>Actions:</p>	
<p>a) MP is doing more work alongside social workers to improve the exit planning for step down and is rolling out C2 informal workshops, which it would be helpful to promote these amongst early help services. MP suggested services contact Nicola Osborne (admin) to arrange or attend a workshop if they would find this helpful. LH will consider attending these workshops a future requirement for St John's Hospital funding. All agreed to promote attendance at the workshops in their services.</p>	<p>MP / LH/ All</p>
<p>b) The meeting thought it would be useful to find out more about the DV incident reporting process which may now change because of the implementation of the MASH. JL will check with school nurse whether info received shared with the schools. JL to share protocols re: Guardian report for information and future</p>	<p>JL / MP and AMC</p>
<p>c) The meeting also thought it would be useful have a look the outcome of those referrals to duty which do not meet the thresholds. There was discussion around the need to understand further the thresholds and levels on the windscreen. There are still C2 referrals being received where there has been no consideration of whether an Early Help service is more appropriate.</p>	
<p>d) DF and MP to do some further analysis around these and feedback to November's meeting and agreed to put on forward plan for a full discussion at the Early Help Board next March/ April.</p>	<p>DF/ MP EW</p>
<p>It is suggested this may be further addressed when promoting the Early Help App and that training and promotion should also include Heads/Governors, St John's and other voluntary sector services. The meeting felt there should be more recognition of the early help/identification of needs undertaken within the Voluntary Sector.</p>	<p>ALL</p>

<p>A key challenge is how we measure and evidence outcomes. Michelle Vittozzi, Commissioning Support and Contracts Manager, is convening a meeting to discuss outcomes and measuring them in a more robust way for commissioned preventative early help services in October. An update will be provided to the next meeting.</p> <p>AMc reported that THRIVE training, which is available in schools and can potentially be used in VCS could provide a way of ensuring consistent measuring. LH confirmed that St John's is currently investigating an impact measurement.</p>	DF
<p>Update from the Early Help Task and Finish Groups</p> <p>i) Improving Access to Information MB/JF confirmed that the Early Help App is currently being tested and should be available to launch wider by the end of September. EP expressed concern that social workers do not have the technology to access the app and how, despite the Council's intention to encourage staff to use their own devices, this was not appropriate for all staff. MB reassured EP that, as part of rolling out the App to relevant staff teams, this would include training on preventative early help services available and that 1 Big Database is still available and from 1st October will just feature B&NES services. The App is primarily aimed at staff who are supporting families or working with children and young people including childminders, housing services, scout & guide groups etc. but who may not have access or understand what early help is or how to refer. ACTION: MB to discuss with AW the maternity health App and to ensure there is a reference to this.</p> <p>ii) Best Start in Life/ pre-conception JL explained how there is now a draft terms of reference for this group which will be shared with providers. The group consists of commissioners across - 0-5 services (Maternity, Health Visitors, Maternity) and NHS England and a key priority is to work collaboratively, to ensure there are shared outcomes and aligned services and pathways. The group will also ensure local issues are addressed including information sharing between services and knowing if a CAF is in place.</p> <p>EP raised a concern about the increase in mothers coming through Duty who are suffering from psychosis and asked what support is available? DF confirmed there is a perinatal mental health bid currently being submitted to the NHS to enhance local services. The application is being made as the basis of the Sustainable Transformation Plan (STP) footprint, which includes B&NES, Wiltshire and Swindon.</p> <p>JL reported that the eligibility for the Family Nurse Partnership is changing and broadening out. She will update the next meeting.</p> <p>iii) Housing and Early Help MB updated the Board on the key actions arising from the Housing and Early Help Group initial meeting on 10th August:</p> <ul style="list-style-type: none"> • Ensure all housing colleagues have access to the new Early Help App. • Amending the Prevention of Eviction Protocol to read: "all copies of 	MB/AW

<p>Notices to be shared with Housing Options and any other agencies involved”.</p> <ul style="list-style-type: none"> • Investigate whether Notice of Eviction could prompt a referral to Early Help service or CAF instead of automatic referral to Social Care and explore options for reviewing and simplifying C2/ CAF and referral process as part of continuing review of ‘front door’ arrangements. • Arrange another meeting to particularly look at the issue of non-engagement which is a key factor in most case studies. <p>Following the first meeting, Curo have already updated the arrears process to ensure agencies are notified via email at pre-court stage of intention to seek a possession order against a tenant, rather than at point of notice to evict (therefore ensuring that families have access to appropriate support earlier to prevent their needs escalating).</p> <p>iv) Parenting Strategy Sub Group S Churchyard had prepared a paper for the EHB which was circulated on behalf of the Parenting Strategy Group. The paper requests a steer from the EHB about the future delivery of the parenting programme for parents of older children.</p> <p>Agreed it would be useful to re-visit/ refresh the needs assessment undertaken which confirmed the needs of 11+ parents and 5+ parents so we can ensure that appropriate parenting support is put in place.</p> <p>The Board gave the Steer towards option 2: “To contribute part or all of the budget into another part of the People and Communities department or into other commissioned provision where there is an existing infrastructure to support effective delivery.”</p> <p>Action: AMc to feedback to SC and the Parenting Strategy Group. Action: AMc suggested it would be useful to have a diagram depicting all of the Task and Finish Groups. Agreed to circulate with the minutes.</p> <p>v) Early Help Quality Assurance CD reported how the terms of reference of the CAF Quality Assurance Group has been refreshed and an Interim Chair from Specialist Commissioning has been appointed. A new audit tool is being piloted to enable the group to look more at qualitative data and to enable a better understanding of the needs. The group meets quarterly to review 5 assessments and are looking to recruit more members to ensure there is representation from a range of agencies.</p> <p>DF said we need to ensure there is consistency in quality across all Early Help assessments (CAF and single agency), and also the assurance/ audit processes undertaken by the CAF audit group and the quality assurance undertaken by commissioners. DF said she would like to engage with providers and other interested agencies to review and develop some standard quality criteria/ standards and a quality assurance process that could apply across all early help assessment and plans.</p> <p>Action: Quality Task and Finish Group to be set up and communicated. LH interested- and providers to be invited.</p> <p>AW and SB suggested this group should consider the feedback from the</p>	<p>AMc</p> <p>MB</p>
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<p>recent external audit/peer review that was undertaken in the SEND team (particularly looking at EHCP)</p> <p>Useful to contact Chris Jones and Rosemary Collard for further information.</p> <p>SB reported how she is coordinating an outcomes based workshop for health practitioners. Action: SB to circulate flyer for this event.</p>	SB
<p>Review of the Early Help Action Plan</p> <p>See attached V.1.8 of the Early Help Action Plan. The meeting reviewed and updated the Early Help Action plan.</p>	
<p>AOB</p> <ul style="list-style-type: none"> • Future Meetings- Tuesday or Thursday am 10-12.30, bi-monthly. • Joint Targeted Area Inspection (Domestic Violence) details of this and forthcoming LSCB to be shared • Action Against Child Poverty: LH urged members to read the latest Joseph Rowntree publication “We can solve poverty in the UK” and suggested that tackling poverty is a real priority for the Board. Debbie agreed at a future meeting to allow 25 minutes on the agenda to look at this issue in wider detail as Louise confirmed there has been an increase in their cases suffering poverty and DV. 	

Summary of Actions

Services contact Nicola Osborne (admin) to arrange or attend an informal C2 workshop if they would find this helpful	All
JL will check with school nurse whether info received shared with the school. JL to share protocols re: Guardian report with schools.	JL
EHB steer re parenting programmes to be communicated to SC and Parenting Strategy Group	AMc
Circulate a table showing all Task and Finish Groups	EW
Quality Task and Finish Group to be established and communicated. LH interested- and providers to be invited.	MB
SB to forward outcomes based workshop flyer	SB
Communicate details of Joint Targeted Area Inspection and LSCB event	AMc
DF and MP to do some further analysis around these (C2s) and feedback to November’s meeting.	DF/ MP
MB to discuss maternity health App with AW and make sure reference to it in EH App	MB