

**Meeting of Sutton Children and Young People's Partnership
Children's Workforce Development Group
held on 26 November 2007 at 10.00 am at Civic Offices**

Present	*	Stephen Ingram	Executive Head, Service Management (Chair)
		Susanna Bennett	Deputy Director, SCVS
	*	Cathy Brearley	Schools Workforce
	*	John Cairns	Connexions Manager, Sutton
	*	Corinne Delahunt	Head of Policy and Research
	*	Kate Enver	Head of HR, ASSH and Children's Services
		Maureen French	Assistant Director, PCT
		Sally Goodman	Strategic Development Manager, C&F
	*	Anne Gould	Training and School Governance Manager
	*	Ian Lewis	Adoption and Fostering Manager (Chair of the Joint Training Group)
	*	Toby Price	Disability Partnership Manager
Attending		Christine Taylor	Lead Inspector, Early Education
		Sharon Wyburgh-Davis	Quality & Training Officer, Early Years and Childcare
		Joan Martin	(notes)
		Jenny Wood	ContactPoint Manager

1. APOLOGIES

Susanna Bennett, Sally Goodman, Maureen French, Christine Taylor and Sharon Wyburgh-Davis.

2. MINUTES OF LAST MEETING AND MATTERS ARISING

Agreed with the following comments:

Data Collection - Cathy had spoken to the DCSF who were aware of the issues around data collection across agencies for input into the Strategy when it is next updated. Having received this encouraging news, the DCSF then informed attendees at the School Workforce Census Training that as the criteria would be difficult to change, they would be looking at a 4-5 year timeframe before a common set of data would be available to plan for the school workforce.

Agreed to determine:

- **What data to collect**
- **Why we are collecting it**
- **Timeline**
- **Benefits of doing it**

3. Matters Arising

None

4. Workforce Strategy

(a) Publication

Kate and Corinne had met and decided against a formal launch of the 2006 Strategy at the end of 2007. As an alternative the view had been taken to actively promote the Strategy and raise awareness through articles on the intranet and in internal newsletters.

(b) Communication

A Children's Workforce Strategy page has been set up on the intranet under Useful Links in the CYPLS area of Service Groups.

Since the meeting Communications team have advised that a link to this page had been placed on the home page of the intranet and an article would appear in the next Council newsletter, Insight.

As neither the intranet nor Insight were available to partner agencies, it was suggested that Stephen write to representatives on this group to cascade to their staff.

Discussion followed around setting up a site, bringing everything together in terms of workforce, training, personal development opportunities, etc into one place for the whole community and partner organisations to access easily. CAF forms would also be available at this site.

The obvious place would be the SCYPP website but for a number of reasons this would not be practical. The only means of editing the site is via Mary Maloney in conjunction with the website designer which made the process very complicated and time consuming. Further complications were that the site was password protected and user unfriendly. As a result the site was not well used.

A new Council website would be launched next year, with each group being given access to a number of pre-designed sites. This would be worthwhile investigating.

Agreed:

- **the principle of having a site for all to access**
- **Kate and Sally to work together to research the different options and, if necessary, develop the existing SCYPP site.**
- **Joan to keep the intranet up to date in terms of Workforce for cutting and pasting into whichever option is ultimately agreed.**
- **Kate, supported by Joan, to carry out a mapping exercise with partner agencies to ask them views on communication.**
- **The text of the Insight article would be shared with partner agencies as discussed above.**

(c) Action Plan

A discussion followed regarding outcomes to ensure actions have been delivered and the best way for this group to facilitate it.

Stephen said the Commissioning Group's Action Plan, now in its second year, had been monitored very successfully using symbols to indicate the progress made – completed, on target and off target. A report would then be made 6 monthly to the Commissioning Group who would focus on those activities which were off target.

If the same process was applied to this group, the difference that had been made to the workforce working with children would have to be determined by the end of March.

Stephen reminded the group that Kate and Cathy would lead on this area now that Sally had various aspects of Corinne's job to cover during her maternity leave.

Stephen encouraged members of the group to start to consider their areas of responsibility and next year's Action Plan.

Kate stated that the Government are currently placing a lot of emphasis on output. She suggested it might be helpful to create a framework to provide the group with their outcomes. This same information would also be available to inform JAR.

(d) Governance Arrangements

Stephen reminded members that this group reports to SCYPP.

It was agreed that:

- **Kate would provide updates on the Children's Workforce at every SCYPP meeting – six a year.**
- **all members of this group would keep a record of everything which had taken place and make it available to Kate on request to provide SCYPP with a complete picture of the current status of Children's Workforce.**

5. Local Social Partnerships

A Remodelling Working Party had been set up to deal with the three year remodelling strategy, working in partnership with the unions. This group had not met since July 2006.

Cathy had attended an event for members of LSPs in July.

Kate, Cathy and Stephen have discussed who would be best placed to lead on this piece of work which seems to sit within the remit of the Head of HR/HR Manger for Schools.

As the group has not met it was agreed that a new group with a clear remit should be set up. It was agreed that the group should report to the Children's Workforce Strategy Group. If the PCT have a similar group their issues would

also be of interest to the Children's Workforce Strategy Group.

Stephen said the settlement for school funding for the next three years would not be as good as recent years which had seen 6%. For the next three years, the minimum is 2.1%. The Government have included an additional 2.1% under "personalisation" which is part DSG and part School Standards Grant. Sutton's allocation over the next 3 years would be £4m. A significant proportion of personalisation funding would be targeted to those schools with the highest need.

Stephen had written to the DCSF for further guidance on the distribution of £4m. It is important money is directed towards developing children's workforce.

6. Joint Training Group

Three successful Manager's Group Training events had been held. Attendance was generally good however there were some gaps, particularly schools and the Police. Feedback received had been positive.

A concern was that no one was aware of the common core skills needed by people whose work would bring them into regular contact with children, young people and families and enable multi-disciplinary teams to work together more effectively. It would take time for those people to demonstrate a basic level of competence and should be a key part of the action plan.

Ian would write up the outcomes for senior managers to identify gaps.

Kate was covering for Dean Shoesmith while he was on secondment to Merton. It would fall under her remit to ensure the Council's overarching Workforce Strategy reflected not only what was being done locally but also corporately. By March data would be available from various groups to provide an overarching view across the Council.

Learning and Development money would also to be scrutinised corporately and provide the opportunity to look at better commissioning.

7. Any Other Business

Connexions – John reported that Prospects had not been awarded the Information, Advice & Guidance contract. From 1 April this would be delivered by CfBT. Staff have been reassured that their jobs are not at risk and would be TUPE'd over. There are a number of pressing issues which would have to be addressed over the coming months.

Information Sharing for Young People – Jenny and Grant Landon had delivered training. Consideration would be given to external providers which would be a legal requirement and have an impact on the JAR.

Maternity Leave – Stephen thanked Corinne for her contribution to the group and wished her and the baby well.

8. Future Meeting Dates

23 January 2008 at 10.00 am, Civic Meeting Room 5

26 March 2008 at 10.00 am, Civic Meeting Room 4

21 May 2008 at 2.00 pm, Civic Meeting Room 4

9 September 2008 at 2.00 pm, Civic Meeting Room 4

4 November 2008 at 10.00 am, Civic Meeting Room 4