

**Meeting of Sutton Children & Young People's Partnership
Children's Workforce Development Group
held on 27 April 2007 at 2.00 am in Room 3, 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
	✓ Glenn Jones	Training Manager, ASSH (for Kate Enver)
	✓ Sally Goodman	Strategic Development Manager, C&F
	✓ Anne Gould	Training and School Governance Manager
	Sharon Jefferies	Early Years and Childcare
	Allison Jones	Childcare Manager, ESEY
	✓ Ian Lewis	Fostering and Adoption Manager (Chair of the Joint Training Group)
	✓ Maureen Prewer	Assistant Director, PCT
	✓ Toby Price	Disability Partnership Manager
Attending:	Jenny Wood	ContactPoint Implementation Manager
Notes:	Joan Martin	

1. APOLOGIES

John Cairns, Kate Enver, Sharon Jefferies, Allison Jones

2. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes – Agreed.

Matters Arising – None.

3. DRAFT WORKFORCE STRATEGY

Database for Workforce Information

Sally reported that the original data, which she didn't prepare herself, is unavailable. This will present a problem when it comes to additions and amendments. The only data received since the last meeting has been from Carshalton College. Next year it will be useful to use a template so that all returns are in the same format.

Corinne said that the multi agency workforce database is a massive piece of work. At future meetings this group will need to agree a dataset and look at data protection issues. Sussex use a very efficient multi agency database for staff working with children which took 2-3 years to set up.

Action:

- **Jenny to collect information and establish baseline.**
- **Add wording in Action Plan that we are pursuing this route.**

Outstanding Information

Lynda has provided feedback to strengthen sections in the plan relating to LAC and Safeguarding Children. No other feedback has been provided.

The following comments were made on the document:-

- Page 4 – include Governors but no other group of volunteers.
- Page 9 – the priority refers to extending membership. Include “of the Workforce Strategy Group” for clarity.
- Youth Services – Neil Sewell to provide wording (has since been forwarded to Sally).
- 14-19 – Peter Simpson to provide text. Stephen to follow up with Peter.
- Toby and Lynda to liaise regarding Children with Disabilities section.
- CAMHS section – Maggie Langridge was to have provided input but nothing has been received yet. Stephen to follow up with Kathy Wocial.
- Skills section – Sally to draft wording in respect of the changing skills required for the Child Concern Framework.

Appendix 2 : The assessment levels are: 1 – awareness, 2 – understanding, 3 – competence, 4 – excellence. Corinne had adjudged it a level 2 about six months ago however she said that this is not her area of expertise and opened the matter up for discussion. Ideally an aggregated view from the Council, the PCT and the Voluntary Sector should have been sought.

Appendix 3 : Corinne has further work to do on this.

Agreed:-

- **to consult without appendices attached.**
- **Glenn to send full descriptors of assessment levels to Sally and Toby.**
- **to leave as level 2 across the board.**
- **to include in the strategy that we have made an initial self assessment looking across agencies which we plan to review as part of the Action Plan 2007/08.**
- **Cathy and Anne to work on the assessment, send to other members of this group for comment and bring back as part of the finished document.**

The deadline for further comments is Wednesday 2 May. There will be further opportunity for amendments during the consultation period.

Agreed:

- **to go to consultation with gaps to reflect that those areas being given consideration.**
- **Sally to circulate the final copy to members.**

Consultation Process and Template

Both the Workforce Strategy and the CYPP Review will be consulted on at the same time.

There should be commonality on the number of questions on both the CYPP and the Workforce Strategy questionnaires. Both consultations should go to the same people by email with a link to the website. Those without email access will receive a letter.

The following questions to be included in the questionnaire:-

- Do you agree with priorities in section 12?

- How would you like to be kept informed?
- What areas have we missed?

Sally and Joan to work on and email round for comment by midday Monday.

The consultation period is 3-16 May.

4. **DRAFT PRIORITIES**

Work and Action Planning for 2007-08

Stephen expressed concern that lots of activities are marked out to him when others are undertaking the work. Corinne advised that a view was taken that activities should be assigned to Executive Heads in most cases, UMT members in a few.

The following points need to be considered:

- Have the right level of actions been captured?
- Timeline for 2007/08
- Project groups to lead on delivery of the 3 year priorities.

Sally said there are two new areas around leadership and recruitment and retention.

Agreed:

- **Kate, Sally and Stephen would meet to agree a process for progressing the Action Plan, structure of sub groups and the column headed “Who’s Responsible”.**
- **The Action Plan would be consulted on with the Strategy but without the last three columns.**
- **Discuss with people the actions they are responsible for.**
- **Any comments to be sent to Sally by end of Tuesday 1 May.**

Joint Training

The group met this week when a decision was taken to turn it into a Joint Commissioning group training across agencies.

It was agreed that a summary of approach to commissioning methodology to commissioning trainers/trainees would be useful.

Mapping has been completed. All groups have agreed that resources will be put to better use by opening training to partner agencies.

Work needs to be undertaken on the resources required. Sally said there are capacity issues with administration.

Anne has pursued with Dean the issue around future training budgets raised at the last meeting. Anne emailed his response to this group which refers to a future CMT report which Cryss will be preparing. Longer term issues regarding financing training activities exist.

Sally will draft a committee report only if Ian Birnbaum confirms it's going to The Executive.

5. CHILDREN'S WORKFORCE STRATEGY UPDATED SPRING 2007

LAC/Safeguarding documents can be downloaded from the CWDC website.

6. ANY OTHER BUSINESS

Communication

Communicating the future of children's workforce needs to be given consideration. Schools are aware via newsletters. Information could be shared with Council staff via Insight newsletter and the Council website. The Action Plan should include a section on how we communicate with staff.

7. DATE OF NEXT MEETING

13 June 2007, 10 am – 12 pm, Civic Meeting Room 2.