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Children's Services Improvement Board Chair – Stuart Smith 26 November 2020

Attendees:	Attendees:		
Name	Job Title		
Adrian Farley	Cllr - Lead Portfolio Holder Children and Families		
Ali-Jan Haider	Bradford CCG		
Alisa Newman	Superintendent West Yorkshire Police		
Amandip Johal	Head of Service - Safeguarding Reviewing and Quality Assurance		
Anne Lloyd	Head of HR		
Beverley Wilson	DfE Case Lead - Interventions		
Chris Chapman	Director of Finance and IT		
Claire Threapleton	HR Manager, Children's Services		
Craig Tupling	Vice Principal, Bradford College		
Darren Minton	Bradford Safeguarding Board Manager		
Dominic Barnes-Browne	Head of IT		
Frank McGhee	Programme Lead – Children's Services Commissioning and Finance		
Geoff Winnard	Councillor – Chair of Children's Overview and Scrutiny		
Ginny Robinson	Acting Headteacher, Midland Road Nursery and Abbey Green Nursery School		
Heather Lacey	Shirley Manor Primary School		
Irfan Alam	Deputy Director Social Care CBMDC		
Janice Hawkes	Assistant Director Children's Services Barnardos North		
Jill Asbury	Airedale ANHSFT (Jo Newman sub)		
Joanne Hyde	Strategic Director Corporate Resources CBMDC		
Kersten England	Chief Executive		
Laura Copley	Senior Data Analytics & Intelligence Officer OCX		
Mandy Helm	Head of Service – Bradford West Locality		
Marium Haque	Deputy Director, Education and Learning		
Mark Douglas	Strategic Director Children's Services CBMDC		
Michelle Holgate (nee	General Manager Community Services, Bradford District Care NHS Foundation		
Smith)	Trust		
Michelle Turner	Strategic Director of Quality and Nursing Bradford District and Craven CCG		
Mustansir Butt	Scrutiny and Overview Lead Officer (Corporate Resources)		
Nazia Khatoon	Staff Reference Group representative		
Parveen Akhtar	City Solicitor (Corporate Resources)		
Phil Hayden	Director of Programmes Children's Services and Innovation and Improvement		
Phil Witcherley	Head of Performance		
Richard Fawcett	Interim AD Safeguarding & Reviewing, Commissioning and Provider Services		
Sasha Bhat	Head of mental wellbeing CBMDC / NHS Bradford & Craven		
Shanaz Akhter	Staff Reference Group representative		
Steven Greenbank	DCI West Yorkshire Police		
Stuart Smith	Chair of the Improvement Board		



Traci Taylor	Principal Social Worker
Vicky Smith	Children's IT Programme Manager
In attendance	
Heidi Hardy	Programme Support Officer (Minutes)
Apologies	
Ann Baxter	Local Government Associate
David Walmsley	Assistant Director (Office of the Chief Executive)
Heather Wilson	Commissioner (Youth Provision)
Helen Hirst	Chief Officer Bradford CCGs
Jane Booth	Chair and Independent Scrutineer – The Bradford Partnership
Jo Newman	Named Nurse for Safeguarding Children / Airedale NHS Foundation Trust (sub for Jill Asbury)
Philippa Hubbard	Interim Chief Operating Officer & Director of Nursing Professions and
	Care Standards / DIPC
Rebecca Downs	Staff Reference Group representative
Susan Hinchcliffe	Leader of the Council
Tehmina Hashmi	Executive Principal, Bradford Academy
Peter Horner	Young Lives Bradford Manager VCS representative

Ref.	Notes / Action / Decision	Action Owner
1.	Welcome and apologies	
	Introductions were made. See above list of apologies.	
2.	Minutes of last meeting held 29 September 2020 and matters arising	
	The minutes were agreed as an accurate record. There were no matters arising.	
3.	Action Tracker	
	The following actions were closed:	
	0083, 0084, 0088, 0089, 0090, 0092, 0095, 0096, 0097, 0098, 0099, 0101, 0102	
4.	Directors update	
	MD confirmed that this month's 3 rd week of field work activity for the Ofsted assurance visit which was postponed will now take place on 15 th 16 th 17 th December 2020 and would be led by HMI Neil Penswick.	
	A specific focussed piece of work will take place in January 2021 looking at the contribution of Health Partners and Police in the Front Door. Safeguarding Advisors will do a short focussed piece of work around the Safeguarding Partnership looking at contribution to Front Door and to understand the issues.	



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5.	Improvement Update	
	Iran Alam, Richard Fawcett and Phil Hayden talked through the latest improvement update.	Claire
	Action : An update on all recruitment activity with regards to posts that have been to job evaluation to be provided to the next Improvement Board led by Claire Threapleton and relevant Heads of Service.	Claire Threapleton + HoS
6.	Vital Signs – September data	
	Laura Copley provided an update on the latest Vital Signs. Anne Lloyd provided an update on strategies. It was agreed the report needs to incorporate additional data with regards to looked after children specifically where response is required from Health Partners and other key responses. PEPs and Health Data is also to be included.	
7.	Audit report – September data	
	Amandip gave a reflection on work which continue on quality of practice.	
8.	The Bradford Partnership update	
	A discussion took place around timescales for SCR's and capacity of Health Visitors and School Nurses in particular their response to the most vulnerable children. A report will be presented to a future board on the concerns identified with regard to Public Health and the response of school nurses.	
9.	The Recovery plan for health assessments for children who are looked after	
	Discussion took place around health assessments for Children in Care and Designated Doctor capacity.	
	Michelle Turner and Michelle Holgate, on behalf of the 'health system' presented an overview of slides that showed progress made and key milestones around health assessments for Children in Care and Designated Doctor capacity and waiting time data. Interim arrangements had been agreed for designated and named doctor capacity at a 'placed based level' with a new model to be implemented by April 2021. The revised clinical model to provide the health assessments will be implemented by 1st April 2021.	
	It was agreed that the integrated performance dashboard would be shared by Michelle Holgate with Laura Copley on monthly basis and that the improvement trajectory slide would in future be included as part of the Vital Signs Report.	
10.	Update following full integrated HMI inspection of the Youth Offending Service (YOS)	
	Lisa Brett presented an update report which was accepted as showing significant progress had been made. There was clear direction in terms of the YOT service moving forward from recovery into improvement and following a similar model as Children's Social Care Improvement.	



Ref.	Notes / Action / Decision	Action Owner
	Action: Update report on improvement progress in the Youth Offending Service to be presented to the Improvement Board in 6 months time.	Lisa Brett
11.	Children's Services IT programme update and Modern Workplace update – including videoconferencing - managing demand and risks	
	Dominic Barnes-Browne gave an update on Children's Services ICT Programme. It was agreed Vicky Smith would present this update at the next meeting.	Vicky Smith
	There was an update on Modern Workplace timescales – specifically videoconferncing and use of Microsoft 365 (with Teams).	
	A decision is to be made as to whether tablets are to be continued to be rolled out to front line staff or whether the IT service are at a point to enable Microsoft 365 (with Teams) to be rolled out.	Dominic
	Action: Dominic Barnes-Browne and Irfan Alam to make decision on continuation or pause of tablets roll out.	Barnes- Browne/ Irfan Alam
12.	Staff Reference Group update	
	Representatives from the Staff Reference Group gave an update on recent activity. The group will be taking on board the You Said We Did staff suggestion scheme.	
	The group looked at findings form the recent staff survey. Staff highlighted strengths including:	
	A stable management team and shared vision. Regular supervisions taking place.	
	 Regular supervisions taking place Staff felt that the pandemic has been handled well and that they have felt 	
	supported, and clear about working conditions and how to keep themselves	
	and the children, young people and families safe.	
	Introduction of Practice Supervisor and CRW roles in each team.	
	Supportive managers	
	The are some challenges/development issues which will be addressed: • IT – not having the right equipment to do the job	
	Need to have a stable workforce	
	Caseload reduction	
	Managers need to support the pace of change	
	The chair thanked the staff for their important contribution and it was agreed that their report would appear as the first agenda item at future improvement board.	
13.	Any Other Business	
	None	