**Halton Children and Young People’s**

**Voluntary Sector Forum (CYPVSF)**

Minutes 21st October 2015

Play resource centre, Runcorn

1. **Welcome and Apologies**

**In Attendance:**

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| **In Attendance:**  Tracy Ryan – Local Offer Officer  Donna Wells – Young Addaction  Anna Aleksic – EAL Halton LA  Alison Gleeve – Halton and St Helens VCA  Hugh Shields – Groundworks CLM  Karen Tonge (MBE) – Halton Sports Partnership/Halton Table Tennis  Claire Lomax – Halton Play Council  Michelle Forder – Lead engagement Officer, HBC | **Apologies:**  Dave Packwood – Barnardos  Lois Wignall – Barnardos  Hitesh Patel – CAB  Kathy Boardman – Catch 22  Rob Lunn – Mamma Fit  Sandra – Body Positive  Ky Watson – Night stop Communities  Paul Hurst – Groundworks CLM  Jonathan Evans – Child Bereavement UK  Claire Lomax – Halton Play Council  Joyce Reilly – Halton Play Council  Sean o’Hare – Mako Education  Mark Morgan – Career Connect  Chris Sweeting – Youth Offending Team/ Graffiti solutions  Pauline Ruth – Health watch  Claire Bradbury - PIP |

NB: Actions are highlighted in **bold**.

it was noted that the traffic was particularly bad on 21st October which did effect attendance

1. **Previous minutes and matters arising**

Minutes were read and agreedby the group. Actions to be carried over are:

* **For JE to support/write press release once all business priorities and logo are in place.**
* **MF to look at a future event/session similar to the events (speed dating and network) that were organised to keep members informed around Special Education Needs and Disability (SEND) and Contact and Referral Team (CART) last year.** This will be added to Action Log
* **PH to attend next Early Intervention partnership meeting on 23rd November 15**

**Matters arising:**

An initial meeting took place around to discuss potentially setting up a school uniform pop-up shop. This is following a campaign by Youth Cabinet on this subject. It is thought that if a voluntary sector organisation could set up this as a Community interest company (CIC) model. It is though that Style factory would be a great organisation to pick up and they have been contacted. **AG suggested the shop also providing second hand prom dresses. MF to pass on**

**KT suggested that acronyms need to be explained in paperwork, or utilise a glossary that could be attached to papers, MF to make sure full title is written when first mentioned and see if there are any glossary’s written.**

1. **Local Offer**

The local offer is a website that the Local Authority has a duty to provide. This website details information about services that are available or signpost to someone who can provide information. It particularly focuses on SEND services. However, Halton’s Local offer is open to anyone and has information on for all children, young people and families.

The power point explains the local offer updates (presentation found at <http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/>

Voluntary sector organisations are asked to:

* + Have or develop a Halton website page or Facebook page to promote your ‘offer’ of services
  + Provide case studies to help promote their services and highlight how their service has helped children and young people
  + **Aiming High** logo on promotional activity/event posters help children, young people and parents know that their service is accessible and inclusive
  + Promote the Local Offer and using the online Feedback Form to help improve the website
  + Feedback helps to identify gaps in services

Currently recruiting for Local offer youth and parent ambassadors, poster has been circulated by MF. **TR to register with Volunteer centre and advertise opportunity.**

TR also asked for feedback on the new leaflet/poster which tells people what the local offer is and how it can be used **MF to send out with minutes**. Feedback can be sent to [Tracy.Ryan@halton.gov.uk](mailto:Tracy.Ryan@halton.gov.uk)

1. **Groundworks Cheshire, Liverpool, Manchester (CLM)**

**Presentation can be found at** [**http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/**](http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/)Tesco’s now donating their 5p charge for carrier bags to Groundworks CLM as part of their corporate responsibility. One area Groundworks focus on is alternate education, sessions are ran with small numbers to increase support (6 per course). Groundworks particularly looking for 16-18 year olds interested in Green Energisers (horticulture) educational programme and those interested in a furniture upcycling scheme. Contact is [Hugh.Shields@groundwork.org.uk](mailto:Hugh.Shields@groundwork.org.uk). **DW and HS to discuss working together in future**

1. **Volunteer centre – St Helen’s and Halton Voluntary, community Action (VCA)**

The Volunteer Centre based at St Helen’s and Halton VCA can assist people to work out what volunteering they want to do and point them in the direction of suitable organisations and opportunities. They campaign for good practice in volunteering and work with organisations to support them to develop their volunteering offer; promoting safe and legal practices and supporting logistics of working with volunteers. There is a 90 minute training session available for organisations to raise awareness. Normal contact is AG, However Alison is to be seconded to Mersey Gateway project so best to contact Halton VCA on 01928 593112.

1. **Representatives feedback**



Safeguarding board and exec

Agenda at last board meeting used to look at serious case review (SCR). This was an unusual SCR as the young person (YP) is still alive. It was really good for learning and development. Recommendations are due 5th November 2015 . there will be recommendations around communication between professionals and creating opportunity to listening to the child/YP. **DW to inform VSF when SCR is released.**

Halton Children’s Safeguarding Board will now charge for non- attendance here are the procedures:

All cancellations/withdrawals from training courses should be made at least 7 working days in advance of the course, in writing, to: safeguarding.training@halton.gov.uk

When advance notice (7 working days or more) is not possible the applicant’s Line Manager must notify the HSCB Business Support Team of the reasons for non-attendance on the day of the training, in writing, to: safeguarding.training@halton.gov.uk.

All organisations will be charged for late cancellation made less than 7 working days prior to the course and for non-attendance on training. These will be:

£50 for half day course

£75 for full day course

Exemptions to this policy will only be made in the case of staff sickness, verified by the line manager in writing. Managers will be informed via email of charges for non-attendance that have been incurred.

CSE – CSE team will stop operation at the end of October. So CSE meeting tomorrow will look at evaluating this and look at what needs to be done going forwards. In Halton there have been 3 cases of hum an trafficking, 2 missing YP linked to CSE and 2 honour based cases that are known. In the New Year there will be training on female genital mutilation (FGM), forced marriage and honour abuse. This and other training will be available for professionals DW has sent list to JG so should be available on workforce development page on Halton Children’s Trust <http://www.haltonchildrenstrust.co.uk/index.php/workforce-development/> **DW will also send training to MF who will send out via email.**

NEET Strategic group

There were discussions about the mental health and wellbeing prevention and promotion group’s terms of reference and structure. There was also information on NEET figures and progression. Members asked if these figures could be shared **MF to find out**. There is also a Teenage parent and YP directory now available on [www.halton.gov.uk/yourfuture](http://www.halton.gov.uk/yourfuture). AG is unable to attend the NEET meeting on 19th January **can a member cover the date? Please let MF know.**

Youth opportunities and development board

Looking mainly at Children and adolescents mental health service (CAMHS) transformational plan, which is a national agenda to improve CAMHS they have been feeding into the plan which has now been submitted.

1. **Action Plan**

MF presented draft action plan based on discussion at last meeting. Members were happy with changes and suggested a few wording changes for the front page. **MF to amend and send out.** Action plan will be updated after each meeting and will stay on agenda to check on progress.

1. **CYP VSF name and logo**

It was discussed at last meeting that the forum needed a new logo that was more recognisable and that could be used on documents and paperwork. At the last meeting it was discussed that ‘fusion’ was a possible name. MF has done some research testing of name which was not well received another suggestion was INterACT. The group preferred INerACTION. **MF to send name and brief discussed at previous meeting to HBC design team and will bring back possible logo/s to a future meeting**.

1. **Future agenda items and guests**

10 minutes presentation slots were arranged as follows:

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| **November** | Child Bereavement UK  Toy Library |
| **December** | Health Watch  Career Connect |
| **January** | RASAC  Mako Education |
| **February** | Wellbeing Enterprises (TBC) |
| **March** |  |

**Date of next meeting:**

**Wednesday 18th November 2015 10-12 Boardroom, Municipal building, Widnes**