**PRIORITY FAMILIES PROGRAMME BOARD**

**28th July 2014 (10am) at Northgate House Conference Centre**

**NOTES OF THE MEETING**

Present:

Hugh Disley (WCC-Chair), Nick Gower-Johnson (WCC), Jenny Butlin-Moran (WCC Safeguarding), Ruby Sarkaria (WCC), Ian Riley (WCC), Helen Hunt (Public Health), Bill Basra (WCC), Nicola Starr (WYJS) , Andy Davis (WCC), Donald Mcgovern (Probation), Carol Shuttleworth & Rachel Woodward (WCVYS), Rachel Jackson (NBBC), Helen King (WCC Public Health), Richard Hall (Warwick District Council), Nick Cadd (SDC), Sarah Powell (WCC), Nicky Nicholls (WYJS), Gill Bishop (WCC), Jane Williams (Health / WCC), Louise Timms (Priority Families Administrator)

1. **Welcome, Introduction and Apologies**

Hugh Disley welcomed all to the meeting and introductions were made.

Apologies for absence were recorded for:

Lesley Tregear (WYJS), Phil Evans (WCC), Liz Firmstone (WCC), Victoria Jones (WCVYS), Lindsey Lavender (Safeline), Nick Smallman (Nicholas Chamberlaine School ), Andy Fisher (Hartshill School) and Jo Prosser (DWP/JCP)

1. **Appointment of Chair for the meeting Board Membership Changes**

Hugh Disley was appointed Chair for this meeting.

The Board wished to record thanks to Ruby Sarkaria who will be moving on to another role in WCC for all her hard work with the programme finances and welcomed Ian Riley.

Thanks were given to Nicky Nicholls who has been a supporter of Family Intervention since its start and who will be leaving WCC to take up new opportunities in London.

Nick Smallman had now been replaced by Andy Fisher as one of our schools’ representatives. Andy is Head Teacher at Hartshill School and Chair of the Northern Area Behaviour Partnership.

1. **Notes of the Last Meeting (6.6.14)**

4.3 Supporting People Issue – Nick Gower-Johnson had followed this up with Hugh Gaster from Supporting People, and he is awaiting more information. Nick would ensure that the Board is formally consulted on the proposed Supporting People funding reductions.

It was agreed that notes be approved as a correct record

1. **Phase One Overview (up to 31.03.15)**

Regarding the PbR claim, information has been received back from partners, deadline is 22/08/14, and we are currently processing claim in preparation for Internal Audit’s work.

We hope that the claim will be for at least 70 families – to keep us on target for achieving our full number of families (805) by 31 3 2015.

The Board agreed that:

* We need to continue to record our successes and challenges
* We should continue to produce a range of case studies
* We should ensure we capture the partnership and user perspective on the effectiveness of the programme
* We must now use the DCLG cost: savings calculator to begin to capture the savings brought to the public sector by the work

It was reported that bespoke lists of families had now been sent to individual schools and that this information would be refreshed as often as possible - Thanks to The Observatory / Kate Rushall.

Hugh Disley asked if there had been analysis of the links between families and disability. It was agreed that this would be considered further and reported back to the next meeting

Attention was drawn to the DCLG report ‘Understanding our Troubled Families’ based on the Family Monitoring Data sent to DCLG by Warwickshire and other participating authorities.

* 1. **Review of Partnership Event**

All agreed that the Partnership Event went well, feed-back from attendees stated that they would have liked longer in the workshops. Interesting discussions in the workshops and the event was very positive. A short summary of the feedback and evaluations is being put together and will be shared with participants

It is hoped to repeat a similar event in the autumn when the Plan around Phase 2 is clearer.

A specific event aimed at colleagues from Health, Schools and Probation should also be considered

* 1. **Work with Schools, Health & ‘Probation’**

It was agreed / noted that:

1. The individual lists per school should really help their engagement with the Programme as should the revised Phase 2 criteria
2. Nick and Donald McGovern had a meeting arranged to discuss Probation engagement
3. Some progress was being made with health – especially in Rugby. We would continue to progress this – in particular with GP Practices and the Clinical Commissioning Groups
4. Gill Bishop and Nick Gower Johnson had met Jane Williams this week to establish how closer links with school nurses, midwives and health visitors can be made.
5. **Phase Two (beyond (31.03.15)**

It was noted that the WCC Cabinet had agreed that we should go on to Phase 2 of the Programme with effect from April 2015, subject to the product of an appropriate financial and organisational plan.

A letter has been received by Jim Graham, Chief Executive, inviting (in view of our high performance) Warwickshire to be an Early Starter for the expanded Troubled Family Programme (i.e. Phase 2)

There would be an attachment fee for each family of £1000 and £800 per family for

PbR. In addition the Trouble Families Coordination Grant would have an additional

£58,500 in this financial year. The expectation is the engagement of a minimum of

405 families by the end of March 15 out of a total of 2700 by 2020.

The criteria has been extended to include 6 areas including: domestic abuse,

children who need help, e.g. children subject to CP, young carers, risk of NEET,

children with a range of health problems, adults at risk of financial exclusion.

It is Important to judge the level of commitment by other services and agencies to go

through to Phase 2. A decision on the Early Starter invitation needs to be made by 15th August.

It was agreed that Nick Gower Johnson will send information of Phase 2 Early Starter opportunity and ask for views on the possible number of families and the level of commitment of support from partners.

Nick confirmed that there would be about 30 local authorities being offered the Early

Starter invite and final entry to Phase Two would be conditional on meeting targets for

Phase 1.

Finally , it was noted that WCC intended to convene a development group to help us finalise our approach to Phase “. This would meet 2/3 times starting in September. Nick would ask partners if they wished to be involved.

1. **Financial Report/ Cash Flow Forecast**

A financial report / cash flow forecast was presented by Ruby Sarkaria and Ian Riley. It was noted that the programme continues to be in a healthy financial state and that we now intend to ear-mark use of any ‘surplus’ to pump-prime / underwrite our work on Phase 2.

It was confirmed that conversations with the District and Borough Councils over their potential contribution to Phase 2 had now started and, as agreed with their Chief Executives, would now take place on an individual basis.

1. **a) Evaluation of Programme (Andy Davis)**

**b) Performance Management Report (Sarah Powell)**

752 total families worked with

KPI 1,2,3a,3b,4 and 5b are all on/exceeding target

KPI 5a Payment by Results (PbR) Funding Received

There is the potential to claim a further £567,100 in PbR by the end of the 3 year programme.

KPI 6 Agencies representation at local LCG meetings are showing 51%. Nick agreed to share with Jenny information about Social Care’s attendance at the meetings.

Andy Davis reported that Sarah's performance report had ensured that we have performance information available about the key indicators and outcomes of the Programme. In addition, he pointed out that:

 Warwickshire is participating fully in the ECORYS Family Monitoring Data (FMD) Programme and the recently published DCLG report 'Understanding our Troubled Families' is a rich source of data which shows a wide range of information about our families in relation to education, employment, crime, child protection parenting and health

 We have provided information about a sample number of our families (10%) to the ECORYS programme and we very much recognise the characteristics that have been described.

 We will continue to take  part in this programme and will be able to draw a lot of useful information from it as we move towards planning our financial and operational model for Phase 2.

 Similar progress has at last been made by DCLG regarding the on line cost savings calculator which was finally issued about 6 weeks ago. Sarah and Gill have been on a training course for the use of this run by DCLG. Whilst there is no requirement to use the calculator in Phase One, we are keen to input information for at least 10% of our families by the end of October and report back to the Board on the conclusions - it is good to note that we are doing this work in conjunction with colleagues in Solihull and Coventry.

 We know that demonstrating savings to the tax payer as a result of the Programme will be a major feature of Phase 2

The Evaluation Sub group has not met for some time – but will meet again in a few days and report back to the next meeting of the Board. There is a strong feeling that we should be beginning to capture information / data about the effectiveness of the programme in supporting sustained success by our families.

Nicola Starr and Nicky Nicholls presented the Family Intervention Report. It was agreed that this should be enhanced by the inclusion of closure data albeit in an edited form and that a short report on FIP performance would be produced by YJS for each meeting of the Board.

Nick Cadd asked that more specific information is made available to the next meeting of the Board regarding non engagement by families

Hugh Disley raised the issue of Workforce Development. As we now move into the second Phase, the work I likely to be resourced and delivered to 2020 and beyond. Family Support Workers should be given the opportunity to gain appropriate national / local qualification to support their career progression and continuously improve their delivery.

This would be followed up and an update presented to the next meeting of the Board.

1. **Any Other Business / Information Sharing**

Stratford District Council Housing Strategy would be made available by Nick Cadd on request

9 Next Meeting Date

Meeting Room 5, Northgate House Conference Centre, Warwick 10am 20th October 2014.