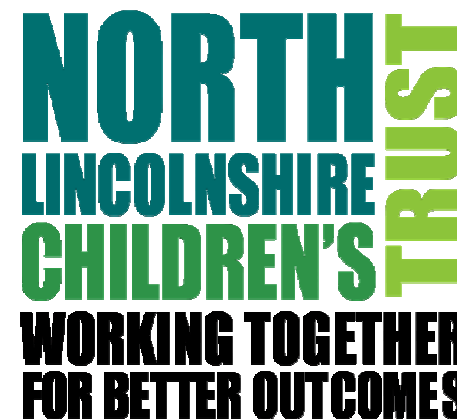


# CHILDREN'S TRUST BOARD

## ACTIONS AND DECISIONS LOG



### ACTIONS OUTSTANDING

Action No	Min No	Date	Title/Description	Action	Target Date for completion	Responsible Officer	Date Completed/ Comments
NO ITEMS							

## ACTIONS PENDING COMPLETION BY TARGET DATE

Action No	Min No	Date	Title/Description	Action	Target Date for completion	Responsible Officer	Date Completed/ Comments
NO ITEMS							

## ACTIONS COMPLETED TO BE ARCHIVED FOLLOWING REPORT TO BOARD

Action No	Min No	Date	Title/Description	Action	Target Date for completion	Responsible Officer	Date Completed/ Comments
A11	4.1	18-Jun-10	Children's Trust Partnership Arrangements Progress Update	CTB partners to commit to attending partnership meetings and fulfill agreed responsibilities as outlined in the CT Memorandum of Understanding (attendance will be monitored)	Ongoing	ALL	Ongoing Attendance log developed for monitoring purposes EMBEDDED
A14 A32 A64 A81 A97	8 10 10 12 9	18-Jun-10 27-Aug-10 20-Oct-10 10-Dec-10 01-Apr-11	Agreed Communication Messages from Children's Trust Board	Communication messages to be identified at each SP and fed back to Julie Poole after each SP meeting	Ongoing	SP Chairs	Ongoing Communication leads identified for each SP Developing links with SPs to identify key messages and communication priorities Ongoing EMBEDDED
A15 A34 A66 A83	1 1 1 1	27-Aug-10 20-Oct-10 10-Dec-10 01-Apr-11	Children's Trust Board Forward Plan	CTB members to inform Julie Poole of any forward plan entries	Ongoing	ALL	Ongoing EMBEDDED
A16 A35 A67 A84	2 3 3 3	27-Aug-10 20-Oct-10 10-Dec-10 01-Apr-011	Matters Arising	Progress on actions to be submitted to Julie Poole	Ongoing	ALL	Ongoing Action log in place Action log to be rag rated Completed actions to be archived CT Board to challenge actions out of time EMBEDDED

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A19	4.1	27-Aug-10	Voluntary representation on partnerships	Diversity impact assessments to be undertaken as part of the development of partnership planning arrangements	By March 2011 for SP plans and ongoing	SP Chairs	Ongoing DIAs completed for CYPP and drafts in place for Child Poverty Plan and Disabled CYP Plan IIA's completed for Safeguarding Plan and CIC Plan Diversity VFT taking responsibility for monitoring compliance EMBEDDED
A20	4.1	27-Aug-10	Children's Trust Partnership arrangements – proposals for Strategic Partnership updates	SP chairs to ensure SP minutes and actions/decisions log (including progress) are distributed to CTB in a timely fashion and that if appropriate, any relevant issues be put to the CTB prior to publication of the SP minutes	Ongoing	SP Chairs	Ongoing EMBEDDED
A29	9.3	27-Aug-10	Communications Update: Uengage	Stakeholder engagement and communications VFT to co-ordinate the use of Uengage across the Trust	Ongoing	VFT	Ongoing Uengage used for three childcare surveys and work ongoing to develop survey within fostering services Considering using Uengage as means of polling for UKYP local elections Uengage system no longer the preferred system across the NLP – alternative systems utilized e.g. Survey Monkey Uengage now re-licensed until February 2012 Ongoing use of appropriate survey tools EMBEDDED

Action No	Min No	Date	Title/Description	Action	Target Date for completion	Responsible Officer	Date Completed/ Comments
A36	3	20-Oct-10	Actions and Decisions Log	Completed actions to be archived and decisions/current actions to be published on ENLCM website	Ongoing	JP	Ongoing EMBEDDED
A37	3	20-Oct-10	Actions and Decisions Log	Report writers to assist Board Secretary in preparing action notes (ongoing)	Ongoing	ALL	Ongoing Relevant action notes checked with leads prior to distribution EMBEDDED
A74	7.1	10-Dec-10	Children's Trust Reforms/ partnership working legislative update and local implications	Partnership arrangements to be reviewed	April 2011	ST	Ongoing Rationalisation of partnerships built into annual review
A79	11.2	10-Dec-10	NLP QPR/ LAA performance progress reporting	Children's Trust CYPP performance reporting framework to be developed for the next CTB	April 2011	MB/JP	CYPP Q3 reported into April Board and future progress against the CYPP to be reported into future CT Board meetings
A80	11.3	10-Dec-10	Risk Log	Risk log to be developed by next CTB	April 2011 and ongoing	JP	Risk log developed and identified risks arising from progress report on agenda at April 2011 CT Board and each meeting thereafter
A76	9.1	10-Dec-10	Partnership Consultation Process	Planning documents to follow the partnership consultation process as required	Ongoing	JP	Consultation process agreed and relevant documents published onto partnership website to go through consultation process as appropriate
A85	4.1	1-Apr-11	CYPP Young People's Media Version	Business case to be developed for the CYPP media version to be built into the September curriculum	September 2011	Julie Poole/ David Vasse	Under development outside CT Board process for implementation in Autumn 2011

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A86	4.1	1-Apr-11	CYPP Young People's Media Version	Young people to attend Secondary Heads meeting to promote the Youth Council, develop links with school councils and establish the ambassador scheme	July 2011	Youth Council members	Following preparation, two young people attended the Secondary Heads meeting in June 2011 to do a presentation. Letter and posters distributed to secondary heads at the meeting resulting in an additional two young people attending the Youth Council the week after the heads meeting. Follow up email sent.
A87	4.2	1-Apr-11	Adolescent Lifestyle Survey Initial Findings	ALS full report to be made available to the next CT Board	July 2011	Richard Wilcock	Full ALS report on agenda.
A88	5.1	1-Apr-11	Strategic Partnership Strategies, Plans and Protocols	NHSNL to make changes to the Information Sharing Protocol by 8 April 2011 and amendments to be made	July 2011	NHSNL	Amendments made and Information Protocol published on the partnership website (linked to NLC website)
A89	5.1	1-Apr-11	Strategic Partnerships, Strategies, Plans and Protocols	Participation Strategy and Child Poverty Strategy to be distributed for consultation and presented to the next CT Board	July 2011	Julie Poole/ Susan Twemlow	Participation Strategy and Child Poverty Strategy on agenda for July meeting following consultation period
A90	5.2	1-Apr-11	Progress against CYPP Q3 October to December 2010	CT Board members to reflect on the detail of the Q3 report and feedback any progress for the Q4 report	July 2011	Julie Poole/ Susan Twemlow	Q4 progress report on agenda at July meeting (includes proposals regarding CYPP annual review)
A91	6.2	1-Apr-11	Delivering the CYPP: One Vision One Workforce – progress in implementing the single organizational model	Membership of Workforce Implementation Group to be reviewed and lead on the implementation of the workforce action plan	July 2011	Susan Twemlow	Co-location and Integration meeting (which is accountable to the Transformation Strategic Partnership) has taken on the responsibility of monitoring the delivery of the Workforce Strategy and action plan

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A92	6.2	1-Apr-11	Delivering the CYPP: One Vision One Workforce – progress in implementing the single organizational model	Strategic priority to receive a details focus at the next CT Board will be 'close the gaps' focusing specifically on vulnerable children having priority access to services	July 2011	Susan Twemlow to lead – ALL to contribute	Focus on 'close the gaps' on agenda at July meeting
A93	7.2	1-Apr-11	North Lincolnshire Local Government Improvement and Development Safeguarding Peer Review Action Plan	Progress reporting against wider functions will be managed via the LSCB forward planning system	Ongoing at each LSCB meeting	Mick Gibbs	Ongoing EMBEDDED
A94	8.2	1-Apr-11	Risk Log	Improving monitoring and tracking systems for CAF, challenged through the CT Board and the LSCB	Initial progress reported to next LSCB then ongoing	Susan Twemlow	Increased focus on monitoring and tracking systems for CAF. Take up of CAF and outcomes progress reported into appropriate partnerships and up to CT Board
A95	8.2	1-Apr-11	Risk Log	Monitor progress of Apprenticeship Action Group and performance and CT Board to provide challenge and support as required	Monitored through quarterly progress reporting	Jo Moxon/ Julie Poole	Progress of Apprenticeship Action Group and outcomes for young people included in CYPP Q4 progress report
A96	8.2	1-Apr-11	Risk Log	Progress against areas of identified risk to be reported in the CYPP Q4 report	Quarterly reporting	Julie Poole	Actions against identified risk included in Q4 progress report

**DECISIONS TO BE KEPT AS LIVE DOCUMENT ON ENLCM**

Decision No	Min No	Date	Title/Description	Decision
D57	2	1-Apr-11	Notes from 10 December 2010	The notes were agreed as a true record.
D58	3	1-Apr-11	Actions and Decisions Log	The actions and decisions log was noted.
D59	5.1	1-Apr-11	Strategic Partnership Strategies, Plans and Protocols	CT Board members approved the Workforce Strategy, Path to Success Plan, 0 to 11 Plan and CIC Strategy. Pending further amendments, the Information Sharing Protocol was also approved.
D60	5.2	1-Apr-11	Progress against CYPP Q3 October to December 2010	CYPP Q3 progress report was accepted by CT Board members
D61	6.1	1-Apr-11	Transforming Community Services: Case for change for integrated area working across the care system	CT Board members acknowledged the information paper regarding the NHSNL TCS case for change.
D62	6.2	1-Apr-11	Delivering the CYPP: One Vision One Workforce – progress in implementing the single organizational model	CT Board members acknowledged the progress made against the strategic priority One Vision One Workforce
D63	7.1	1-Apr-11	LSCB Annual Review Report 2010	CT Board members agreed to the priority actions identified within the LSCB review
D64	7.2	1-Apr-11	North Lincolnshire Local Government and Development Safeguarding Peer Review Action Plan	CT Board members agreed that the safeguarding partnership arrangements be reconfigured in line with the recommendations from the peer review
D65	8.1	1-Apr-11	NLP update including revised NLP structures	CT Board members accepted this update for information only