

**CHILDREN'S WORKFORCE NETWORK IN ENGLAND (CWN)  
BOARD MEETING  
THURSDAY 12 February 2009**

**Time:** 10.00 for 10.30 - 15.00  
**Host:** Skills for Health  
**Venue Address:** Maple House, Birmingham

**Present**

Paul Ennals	Chair	
Alvin White	CCSkills	
Jane Haywood	CWDC	
Deirdre Quill	CWDC	
Frances Evesham	CWDC	CWN Project Management Team
Paul Harper	CWDC	policy group lead, Youth Workforce Reform
Lisa Baldwin	CWDC	attending for Mary Baginsky, Workforce Data
Sarah Topp	CWDC	for item 6
Vicky Witter	CWDC	for item 7
Peter Logan	CWDC	for item 8
Hilary Ellam	CWDC	for item 8
Katy Redgrave	CWDC	minute taking
Marcus Bell	DCSF	
Linda Brooks	DCSF	attending for Chris Hutchings
Liz Morrey	DCSF	
Ian Haynes	Consultant	E Learning Strategy for item 6
Anoop Maini	Consultant	E Learning Strategy for item 6
Owen Davies	GSCC	
Emma Westcott	GTCE	
Joan Munro	IDeA	
Mark Wright	LLUK	
Alison Wall	NMC	
Paul Bonel	Skills Active	
Pam Truman	Skills for Health	
Linda Millington	Skills for Justice	
Hilary Emery	TDA	
Monica Farthing	TDA	
John Bramson	TDA	
Elaine Sauvé	Consultant	14-19 Diplomas for items 4, 5 and 10

**Apologies**

Mary Baginsky	CWDC
Chris Hutchings	DCSF
Dominic Mahon	DCSF
Peter Grummitt	DH
Maggie Farrar	NCSL
Anne MacKintosh	Skills for Justice

## **0 Welcome and apologies**

- 0.1 Paul Ennals welcomed colleagues to the meeting.
  - 0.2 Attendees and apologies were noted (see page 1).
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## **1 Paper 1 Minutes of previous meeting**

- 1.1 The minutes of the previous meeting were agreed, subject to the following amendment to the record of the Workstream Reports from policy groups:
    - 8.5 Integrated Working: Chris Hutchings queried how the youth support workforce is taken into account in the project referred to in point 10 of the report, which has been awarded an additional £20k.
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## **2 Paper 2 Matters arising**

- 2.1 (Item 4) The Youth Workforce Reform Implementation Plan update is to be tabled for the April Board meeting.
  - 2.2 (Item 6) The amended paper on CWN Accreditation from the November Board meeting was agreed and will be made available on the CWN website.
  - 2.3 (Item 11) The Board agreed to postpone the CWN appraisal process, to be revisited at a later date.
  - 2.4 (Item 15) The planned research conference on the theme of the impact of workforce reform may be deferred until a more appropriate time.
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### **3 Paper 3 Workforce Strategy presentation and discussion**

- 3.1 Marcus Bell gave a presentation on the background to and the content of the 2020 Children and Young People's Workforce Strategy. Slides have been circulated subsequently. There was wide-ranging discussion which included the following key points:
- 3.2 The new National Children and Young People's Workforce Partnership is likely to focus on three main types of work:
  - Progress on cross-cutting issues involving multiple partners;
  - 'Grand strategic issues' requiring partners' views, such as spending review priorities, how to respond to the labour market implications of recession and the raising of the participation age;
  - 'Intractable workforce issues' that have been hard for government to resolve and require collaboration with workforce representatives.
- 3.3 DCSF recognises that the division of responsibilities between the CWN and the National Partnership will need to be crystal clear, particularly in relation to sign-off processes.
- 3.4 A proposal on membership and remit of the National Partnership is currently before ministers.
- 3.5 Board members requested that the transfer of CWN work to other bodies should involve taking forward learning from the experiences of CWN through a handover process.
- 3.6 The new Social Work Taskforce aims to support improvement in frontline practice, and will involve a wide range of organisations in its work.
- 3.7 While NCSL has been appointed to take forward Leadership and Management work because of its expertise in that area, reassurance was given about the involvement of organisations linked to the whole children and young people's workforce. This will involve bringing in expertise from social care and youth work as well as education, particularly regarding training needs. There was a request for DCSF to communicate this message publicly.
- 3.8 The Strategy focuses on the need for local and national leadership, as DCSF does not see it as the government's role to offer guidance on further regional level collaboration which may take place voluntarily.
- 3.9 DCSF acknowledges the need to look more at transitions from children and young people's to adults' services.
- 3.10 It was suggested that cross sector approaches to performance management should be linked up with standards and qualifications.

#### **Actions**

- **Katy Redgrave to circulate the presentation slides.**
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## **4 Paper 3 Implications of Workforce Strategy for CWN**

- 4.1 Paul Ennals presented a paper describing some of the implications of the 2020 Workforce Strategy for the role, function, work plan and membership of CWN, which depend on the outcomes of several reviews that affect Board members. He invited members to give a steer for CWN Officers to take forward discussions with DCSF on these matters.
- 4.2 The Board broadly agreed the proposed new core role of CWN in the delivery of projects where sector skills councils and similar bodies, with SSC-type remits, would take the lead. Thus IQF, Common Core, Youth Workforce Reform and Common Induction, as well as an additional project on Common Apprenticeships would be delivered through the CWN work plan. The Board will re-examine governance arrangements and hold preliminary discussions about CWN membership at the April Board meeting.
- 4.3 It agreed that Diplomas will continue to be part of the CWN work plan, but that it is not expected that additional DCSF funding would be received through CWDC for this work. The Diplomas policy group would welcome new members.
- 4.4 The Board agreed that consideration should be given to the role of the National Reference Group in relation to the Partnership.
- 4.5 The Board agreed to the transfer of the following CWN roles:
  - Leadership and Management
  - Regulation
  - “Thought leadership”
  - Data coordination
  - Statement of Values
  - Integrated Working

Scheduled meetings on any of these topics should go ahead as planned, to inform hand over information for the new ‘owners’ of the work areas.

- 4.6 The Board agreed to defer the Chairs and CEOs meeting planned for 24 February until early summer, when the future roles of our various agencies are confirmed.

### **Actions**

- Frances Evesham to draft a paper on governance arrangements for the April Board meeting agenda.
  - Paul Ennals to write to Chairs and CEOs about the deferral of the 24 February meeting.
  - Board members to brief their Chairs and CEOs about the current situation of CWN.
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## **5 Paper 4 CWN Work Plan 2009-2010**

- 5.1 Frances Evesham presented the latest draft of the Work Plan, which will be redrafted and circulated for comments and amendments, and presented for adoption at the April CWN Board meeting.
- 5.2 Of the eight proposed projects in the draft work plan, the Board agreed that the following six should go ahead:
- Integrated Qualifications Framework (IQF) (with a possible additional project to address long term alignment of Sector Qualification Strategies).
  - Common Induction
  - Common Core refresh
  - 14-19 Diplomas
  - Youth Workforce Reform
  - Communications
- 5.3 A seventh project may be Common Apprenticeships. Meanwhile the following two should be transferred elsewhere:
- Participation database (to CWDC)
  - Statement of Interprofessional Values for Integrated Working with Children and Young People (to National Partnership) - noting, however, that the Common Core refresh project will consider the embedding of the statement into the common core.

### **Actions**

- Frances Evesham to draft and circulate the next draft of the work plan before the April Board meeting, propose budgets for approval by CWDC/ DCSF and develop project initiation documents for new projects.
  - A joint paper on Diplomas and Apprenticeships to be presented to the April CWN Board meeting.
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## **6 Presentation: E-learning technologies congruent with the Children's Workforce agenda**

- 6.1 The Board welcomed the presentation by Anoop Maini and Ian Haynes, who can be contacted for further information via 0116 2745239, 0773 8173620 or [anoop@ocbmedia.com](mailto:anoop@ocbmedia.com).

### **Actions**

- Katy Redgrave to circulate slides.
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## **7 Paper 5 IQF Evaluation and Progress towards 2010**

- 7.1 Sarah Topp presented a summary of the IQF evaluation completed by PriceWaterhouseCoopers (PWC) with an action plan based on their recommendations, as well as the full evaluation report and a progress report. There was discussion about the risks associated with current levels of partner engagement with the project.
- 7.2 The Board noted the reports and agreed the proposed next steps:
- Before the next meeting, a short response to the evaluation report to be made available to partners.
  - The IQF Project Manager to reiterate the action plan, giving greater detail about where responsibilities lie and timescales for actions, and to prepare an update on progress for the April Board meeting.
  - In addition, the Board agreed that there is a need to see sign-off of the action plan at a senior level within each member organisation.
  - The Board will consider asking PWC to revisit progress made against recommendations in the evaluation.

### **Actions**

- Sarah Topp to draft a short briefing on a CWN response to the evaluation.
  - Sarah Topp to present an updated action plan and progress update to the April Board meeting.
  - Senior managers within each organisation to be requested to sign off the action plan, once agreed by the Board.
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## **8 Paper 6 CWN Communications Strategy**

- 8.1 The Board agreed that the Communications Strategy should be tabled as an agenda item at the April or June Board meeting, when there is clarity about Partnership and CWN roles and responsibilities.

### **Actions**

- Vicky Witter to circulate the draft Communications Strategy for comment at a later date.
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## **9 Paper 7 Common Core refresh: 7A Common Core, 7B Byron Review, 7C Bercow report, 7D Teenage pregnancy**

- 9.1 Frances Evesham, Hilary Ellam and Peter Logan presented a paper on the Common Core refresh and the proposals for including recommendations from the Bercow, Byron and teenage pregnancy reports.
- 9.2 The Board agreed that the Pathways to Progression policy group will take on a role in the project structure as set out under Option 2 in Paper 7A.
- 9.3 The Board agreed in principle to the recommendations to take account of issues relating to the Bercow, Byron and teenage pregnancy reports in the Common Core refresh, as set out in Papers 7B, 7C and 7D, subject to minor amendments.
- 9.4 It was noted that the proposed need for a new qualification on teenage pregnancy was a matter for CWDC and Skills for Health.

### **Actions**

- Pathways to Progression policy group to work with CWDC on the Common Core refresh.
  - Common Core refresh to consider the implications of the Bercow, Byron and teenage pregnancy reports.
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## **10 Paper 8 Reports from CWN Policy Groups, including: 8A Common issues affecting mobility across the children's workforce (P2P) 8B Vision and principles for induction (P2P) 8C Data sharing protocol for information (workforce data)**

- 10.1 The Board noted the performance management reports provided by the policy group leads.
- 10.2 Pathways to Progression: The Board noted the draft recommendations in Paper 8A on Research into common issues affecting mobility across the children's workforce. It requested that the report be received at the next Board meeting, and agreed to hand it over to the National Partnership once it becomes established.
- 10.3 Pathways to Progression: The Board agreed to adopt the Vision and Principles for Induction set out in Paper 8B.
- 10.4 Workforce Data: The Board was pleased to note the latest draft of the Data sharing framework presented in Paper 8C and congratulated the policy group on this key product. It agreed to see the final draft once it is ready, and to hand it over to the National Partnership once that group becomes established.
- 10.5 Integrated Working: Recent events were very well attended and a report will be presented to the April Board meeting.
- 10.6 Leadership and management: it was agreed that this policy group would meet once more to consider learning to be shared.

## **Actions**

- Research report on mobility to be presented to the April Board meeting, before being handed over to the National Partnership.
  - Data sharing framework to be presented at a future Board meeting, before being handed over to the National Partnership.
  - Integrated working project to be on the agenda for the April Board meeting.
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## **11 Paper 9 Headline news from members**

11.1 The Board noted the contents of the paper.

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## **12 Summary of items for next meeting**

- Implications of Workforce Strategy - governance arrangements, terms of reference and CWN membership
  - Youth Workforce Reform Implementation Plan update
  - Work Plan (Project initiation documents and proposed budgets depending on approval by CWDC/ DCSF)
  - Discussion paper on children joining the children's workforce, including Diplomas and Apprenticeships
  - IQF evaluation paper
  - Research on mobility
  - Data sharing framework
  - Report from meeting of regulators
  - Integrated working project presentation
  - Communications strategy
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## **13 Dates of next Board meeting**

13.1 22<sup>nd</sup> April 2009, London, venue to be confirmed (deadline for papers 30<sup>th</sup> March 2009)

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## **14 Any other business**

14.1 There was no other business.

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**Close at 15.00**