

**CHILDREN'S WORKFORCE NETWORK IN ENGLAND (CWN)
BOARD MEETING
THURSDAY 22nd APRIL 2009
MINUTES**

Time: 10.00 for 10.30 – 15.00

Host: CWDC

Venue Address: NCVO, London

Present

Paul Ennals	NCB	Chair
Alvin White	CCSkills	
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 7
Vicky Witter	CWDC	for items 6 and 8
Katy Redgrave	CWDC	minute taking
Anne Frost	DCSF	
Chris Hutchings	DCSF	
Liz Morrey	DCSF	
Chris Hay	DSCF	
Linda Brooks	DCSF	
Janis Stout	DH	attending for Peter Grummitt
Owen Davies	GSCC	
Emma Westcott	GTCE	
Joan Munro	IDeA	
Martin Stein	IDeA	
Austin McNamara	LLUK	
Maggie Farrar	NCSL	
Alison Wall	NMC	
Lesli Godfrey	SkillsActive	
Paul Bonel	SkillsActive	
Pam Truman	Skills for Health	
Linda Millington	Skills for Justice	
Anne MacKintosh	Skills for Justice	
Hilary Emery	TDA	
Lynne Graham-Matheson	Canterbury Christchurch University, for item 10	
Liz Hryniewicz	Canterbury Christchurch University, for item 10	

Apologies

Mary Baginsky	CWDC
Jane Haywood	CWDC
Dominic Mahon	DCSF
Peter Grummitt	DH
John Bramson	TDA

0 Welcome and apologies

- 0.1 Paul Ennals welcomed colleagues to the meeting. The Board noted with sadness that Michael Leadbetter, Chair of CWDC and influential champion of social work policy, has passed away.
- 0.2 Attendees and apologies were noted.

Action

- CWN Project Management Team to send a message of condolences to Michael Leadbetter's family on behalf of CWN
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1 Paper 1 Minutes of previous meeting

- 1.1 The minutes of the previous meeting were agreed.
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2 Paper 2 Matters arising

- 2.1 (Item 2) The date of the CWDC research conference is still to be confirmed.
 - 2.2 (Item 12) The meeting of the three CWN regulators had taken place and there are plans to convene a meeting of all regulators, to look at their contribution to the 2020 Children's and Young People's Workforce Strategy.
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3 DCSF Progress Update on the 2020 Children and Young People's Workforce Strategy

- 3.1 Anne Frost gave a presentation on progress in implementing the strategy, which was followed by discussion. Key points relating to the new National Children and Young People's Workforce Partnership and CWN are as follows:
- 3.2 The National Partnership will take a strategic perspective and act as a stakeholder group. It will look at ways to draw in some of the successful CWN communications work.
- 3.3 The full membership of the National Partnership has yet to be confirmed, but will include senior representation from the following CWN members: GTCE, GSCC, CWDC, TDA, NCSL. Health representation is still being worked on, and the sector skills councils are invited to nominate one representative to attend on their behalf. There was some disappointment at the lack of further space for SSC representation. It was proposed that SSCs should identify a nominee, and look at how their sectors may be represented through other members.
- 3.4 Some concern was expressed about the risk of excluding those representing the wider workforce which does not necessarily see itself as part of the CYP workforce.

- 3.5 There was recognition of the need to ensure a robust link between CWN and the National Partnership.
- 3.6 DCSF noted the need to look at how the National Partnership will engage with children, young people and their families

Actions

- Anne Frost to provide a full National Partnership membership list to date, to inform a CWN decision on the most appropriate SSC representative, as well as her presentation slides for circulation
 - SSCs to identify a representative to take up the invitation to join the National Partnership, in time for its next meeting (likely to be June-July)
 - Paul Ennals to write to the Chief Executives of the five SSCs in CWN to invite nominations
 - SSCs to look at existing representation of their sector through other members of the National Partnership
 - Katy Redgrave to arrange a meeting between CWN Officers, Anne Frost and Maggie Atkinson (Chair of the National Partnership), as per Section 6 of Paper 3, to discuss
 - how to ensure a robust link between the National Partnership and CWN
 - the extent which the wider children's workforce is represented
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4 Paper 3 Implications of Workforce Strategy for CWN

- 4.1 Frances Evesham presented proposals for revised sets of aims, objectives and governance arrangements to support the delivery of the Government Vision for the Children's Workforce to 2020.
- 4.2 The Board agreed that the CWN Vision and Aim should be agreed at the September meeting, taking into account a confirmed vision for the 2020 Strategy following the recent consultations. The Board wished to include the wider children and young people's workforce within CWN's aims, and to reflect the following points from the original 2005 CWN vision of a workforce that:
- Supports integrated and coherent services for children, young people *and families*
 - Remains stable and appropriately staffed, whilst exhibiting flexibility and responsiveness.
- 4.3 The CWN objectives set out in Section 3.1 will be reviewed in September. The Board agreed on the importance of including clear communications with those in the wider CYP workforce.
- 4.4 CWN membership will be reviewed in September, and there will be consideration of whether to invite representation from additional SSCs, including Government Skills and the cross-cutting Third Sector Skills body.
- 4.5 The Board agreed that there needs to be communication before September with the CWN National Reference Group about the ways in which CWN is changing.

DCSF communications staff are currently looking at how to pull together communications with stakeholders, including the NRG.

- 4.6 Following a wide-ranging discussion about CWN ways of working, the Board agreed the governance arrangements set out in Sections 7 and 8 of the paper. There was a request for a diagram or flowchart to be produced showing these arrangements. The Board noted that these ways of working provide governance for projects undertaken, but agreed that there may be a need to consider other working arrangements for non project activity.
- 4.7 Paul Ennals' two year contract as independent Chair of CWN comes to an end in the autumn, and a mechanism will need to be identified for appointing a new Chair.

Actions

- CWN Board to discuss at the June meeting:
 - Formal linking arrangements with the National Partnership
 - CWN ways of working and delivery mechanisms
 - CWN Board to review the following issues at the September meeting, taking account of the Board's discussions today:
 - Aims, objectives, terms of reference and membership
 - Arrangements for the appointment of the Chair and Vice-Chairs
 - Role of the CWN National Reference Group and CWN Communication Strategy
 - Paul Ennals to communicate the current CWN position in his forthcoming Message from the Chair in the CWN eBulletin, which will also be available on the website
 - CWN Project Management Team to produce a diagram of CWN governance arrangements
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5 Paper 4 Entry routes to the children's workforce: diplomas and apprenticeships

- 5.1 Frances Evesham presented a paper asking the Board to consider the development of additional CWN action on diplomas and a CWN cross-sector strategy on apprenticeships.
- 5.2 The Board noted the urgency of improving the offer of apprenticeships to the children and young people's workforce, in the light of rising youth unemployment. There was agreement that there is a place for a cross-sector apprenticeship for the CYP workforce to be developed. The Board noted forthcoming discussions on apprenticeships are scheduled by the National Partnership.
- 5.3 The Board discussed the progress of the current 14-19 Society, Health and Development Diploma and the need for further thinking about the aims that CWN would like to achieve through diplomas.
- 5.4 It was agreed that some scoping work should be undertaken to inform further decisions on future CWN work on both diplomas and apprenticeships. There were suggestions that possible groups to take on the work could include an IQF qualification leads group or Pathways for Progression, depending on capacity issues.

Actions

- Frances Evesham to ensure scoping is undertaken for future CWN work on diplomas and apprenticeships, through current policy groups
 - Liz Morrey to inform CWN of outcomes of April meeting of the National Partnership relating to apprenticeships and diplomas
 - CWN project leads meeting to discuss apprenticeships and diplomas in May
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6 Paper 5 CWN Business Plan 2009-10

- 6.1 Vicky Witter presented the amended CWN Business Plan for 2009-10, which was signed off by the Board. The Board also approved project governance arrangements contained in the attached CWN project proposal mandates: 5A Common Induction, 5B Common Core Refresh, subject to some rewording of the latter to clarify alignment with the IQF.
- 6.2 The Board approved Paper 5C on working towards a graduate-led workforce and requested that the IQF Project Board include a cross-sector plan for graduate level and Level 3 qualifications, as set out in paragraph 3.4.

Actions

- Linda Millington to reword the 5B Common Core Refresh project proposal mandate to clarify alignment with the IQF
 - CWN Project Management Team to circulate amended paper
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7 Paper 7 Reports from CWN Policy Groups

7.1 6A Youth workforce reform implementation plan

7.2 Paul Harper presented the plan and 2009-10 budget, which were approved in principle by the Board, subject to the following comments, and any amendments from the Youth Programme Board meeting on 23 April 2009.

7.3 It was suggested that the targets for graduate recruitment and apprenticeships uptake could be increased if additional funding was available. Cross-cutting links should be made more explicit, as well as emphasising the position of the youth workforce as part of the wider children and young people's workforce, and the commonalities with other sectors in terms of the move from a managerial to a coaching and supervision model of management.

Action

- Paul Harper to inform Paul Ennals of the scale of any changes made by the Youth Programme Board on 23 April, in order for the plan to be approved or brought back to the CWN Board, as appropriate.

7.4 6B IQF Evaluation Action Plan

7.5 Sarah Topp presented a summary of progress against the draft IQF Action Plan following the discussion at the February Board meeting. Board members were thanked for supporting the virtual sign-off of the Action Plan. Several members stated that individual meetings about their implementation plans with IQF and DCSF staff have been particularly useful for strengthening their organisation's engagement. The Board agreed that a senior representative of each CWN organisation will sign off their own Implementation Plan, and to commission further evaluation to inform the next stages for launching the IQF in April 2010.

Actions

- Members to send signed Implementation Plans for their own organisations to IQF project team by 31 May 2009
- CWN Board to commission a further evaluation of IQF to begin in November 2009

7.6 6C Mobility Research

7.7 Linda Millington presented the final report, "Research into common issues affecting mobility across the children's workforce". The Board signed this off, noted its recommendations and agreed to pass it to the National Partnership.

Action

- Liz Morrey to advise on how to pass the report on to the National Partnership

7.8 6D Policy Group Reports

7.9 The Board noted the contents of this paper.

8 Paper 7 CWN Communications update

8.1 Vicky Witter presented a brief update on CWN communications work, which was noted by the Board.

Actions

- CWN Communication Strategy to be discussed at a later Board meeting
 - CWN project leads meeting and CWN communications specialists teleconference both to discuss CWN communications in May 2009
 - CWN communications planning meeting to be held in July 2009
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9 Paper 8 Leadership and Management update: Consultation on development programme for Directors of Children's Services

9.1 Maggie Farrar presented a brief update of the progress made by NCSL in partnership with TDA and CWDC in developing the programme, and thanked CWN partners for their overwhelming support.

9.2 The Board noted the speed with which NCSL has picked up this work. Members were encouraged to keep up to date with developments via the following website www.ncsl.org.uk/dcs, and to ensure that their organisation takes up its invitation to have representation at one of the consultation events on 30th April or 21st May.

Actions

- Members to attend one of the consultation events on 30th April or 21st May
 - Maggie Farrar to present a more detailed update at the June Board meeting
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10 Paper 10 Participation databank "Children and Young People's Views of their Workforce. Interim Report to the Children's Workforce Network"

10.1 Lynne Graham-Matheson and Liz Hryniewicz of Canterbury Christchurch University took questions relating to the findings of the participation databank project commissioned by CWN.

10.2 The Board agreed in principle that any databank that is produced should be accessible to organisations beyond CWN.

10.3 The final report will be circulated to Board members, and the task and finish group for stage 1 of the project will hold its final meeting to discuss next steps.

Actions

- CWN Project Management Team to circulate final report
- Participation databank task and finish group to hold final meeting on 6th May

11 Paper 11 Headline news from members

11.1 The Board noted the contents of the paper, and Joan Munro distributed copies of the final report from the IDeA integrated workforce strategy project, "Moving forward together: Joining up workforce strategies".

12 Summary of items for next meeting

- Proposal on diplomas and apprenticeships
 - Update on DCS development programme
 - Report on transitions project
 - Integrated workforce strategy project presentation, with guests from London Borough of Barnet
 - CWN vision and aims
 - Formal links with National Partnership
 - CWN ways of working/ project delivery mechanisms
 - Identification of SSC nominee to sit on the National Partnership
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13 Dates of next Board meeting

13.1 The date of the next Board meeting is 18th June and will be hosted by SkillsActive, at their offices on Tottenham Court Road, London.

13.2 The following Board meetings will be held on 10th September and 17th December 2009. **The scheduled date for 15th October has been cancelled** due to the short timescales between meetings. Bimonthly meeting dates for 2010 will be arranged shortly.

14 Any other business

Close at 15.00