

**CHILDREN'S WORKFORCE NETWORK IN ENGLAND (CWN)
BOARD MEETING
THURSDAY 10th September 2009
MINUTES**

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

Present

Hilary Emery	TDA	Chair
Fiona Murray	CWDC	Minute taking
Jane Boyt	TDA	facilitator
Alison Wall	NMC	
Anne Frost	DCSF	
Anne Mackintosh	Skills for Justice	
Catherine Fitt	NCSL	
Deirdre Quill	CWDC	
Emma Westcott	GTCE	
Frances Evesham	CWDC	
Hilary Keogh	Ignite	
Jane Haywood	CWDC	
Jill Staley	TDA	
Lesli Godfrey	SkillsActive	
Owen Davies	GSCC	
Pam Truman	Skills for Health	
Paul Bonel	SkillsActive	
Paul Harper	CWDC	
Steve Woolland	Skills Active	
Stuart Mathers	DCSF	representing Sarah Conboy
Veronica Wellington	CWDC	
Vicky Witter	CWDC	

Apologies

Alvin White	CCSkills
Aidan Melling	NCSL
Austin McNamara	LLUK
Chris Hutchings	DSCF
Joan Munro	IDeA
John Bramson	TDA
Linda Millington	Skills for Justice
Mary Baginsky	CWDC
Peter Grummitt	DH

0 Welcome and apologies

- 0.1 Hilary Emery welcomed colleagues to her first meeting as interim Chair. Hilary praised the previous work of Paul Ennals and the Board wished him the best in his new appointment as Chair of CWDC.
 - 0.2 Deidre Quill introduced Veronica Wellington as the new lead for the CWN project management team who will be replacing Frances Evesham.
 - 0.3 Steve Woolland joined the CWN Board again as the representative from SkillsActive on behalf of the sport and recreation workforce.
 - 0.4 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.
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2 Paper 2 Matters arising

- 2.1 The Board agreed the Matters arising from the 22nd April meeting were complete.
- 2.2 On Paper 2A the CWN Governance visual, Paul Harper noted that there needed to be changes made to the diagram before it could be agreed by the Board.
- 2.3 These changes should include an extra box for CWDC as an Accountable body after the Programme Boards.
- 2.4 The CWN Project Programme Boards (IQF, Youth Workforce Reform, 14-19) should also be noted down as Policy groups.
- 2.5 There is no link between the CWN Board and individual members on the diagram, a two way arrow needs to be inserted to show this.
- 2.6 The Youth Board is not an accountable body but a responsible body.

Actions

CWN project management team to update the Governance arrangements diagram following agreement on the future role of CWN

3 Paper 3 the Changing Role of CWN

- 3.1 The Board received two presentations; Anne Frost presented the DCSF perspective and Jane Haywood presented the CWDC perspective on the Changing Role of CWN.
- 3.2 Following the presentations Jane Boyt the Facilitator for the workshop on this item, split the Board into groups to invite discussion from members of their views of the Changing Role of CWN and what the future holds.
- 3.3 The paper attached to these minutes sets out the results of members' discussions as agreed by the Board
- 3.4 The Board recognised the positive work and achievements that CWN has made to the workforce
- 3.5 The Board noted the importance of the continuation of Partnership working

Actions

- CWN project management team to circulate the draft CWN implementation plan and Comms plan to be agreed by Board members
 - CWN project management team to invite Maggie Atkinson and Stephen Studd to the December Board meeting to discuss the handover and continuation of CWN work through their respective organisations
 - Board members to have bi-lateral conversations in their relevant organisations to discuss the possible impact the closing down of CWN may have
 - Policy group leads to meet with the CWN project management team and discuss the risks of the management around their projects with the ending of CWN.
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4 Paper 4 Feedback from the National Partnership meetings

- 4.1 Paul Bonel updated the Board on the National Partnership meetings
- 4.2 Stephen Studd (SkillsActive) has invited Maggie Atkinson to meet with him to discuss the SSC involvement in the Partnership to clarify the best mechanism for raising issues in future.

Actions

- To clarify if Anne Frost's minutes from the meeting with the Partnership could be circulated more widely to SSC representatives.
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5 Paper 5 One Children's Workforce Framework and Tool Development

- 5.1 Deirdre Quill introduced Hilary Keogh to the Board, as the lead consultant who is working with CWDC on the development for the One Children's Workforce Tool (OCWT)
- 5.2 The Board was verbally updated with the developments to date of the OCWT. The tool is a large piece of work from CWDC's perspective and partners have helped in developing the framework. 150 out of 152 trusts have used the tool and signed up.
- 5.3 The Board were asked to consider the Added Value to Partners of adopting the Framework and Tool
- 5.4 Hilary Keogh demonstrated to the Board an online walk through of using the Tool. Hilary explained that they are currently developing the support forum on the website for conversations and collaborations. The team are also about to launch two mini tools that will target individual workers and organisations
- 5.5 A non service delivery organisation could in principal use the Tool. The Board suggested that there could be pilot user testing. This pilot could be tested within the wider children's workforce.
- 5.6 Some concern was expressed over SSC leads adopting the Tool and the management of heavy work loads. Hilary Keogh advised that the OCWF project management team would be on hand to offer support to all users
- 5.7 CWN members agreed that they would be willing to take part in the pilot user testing and engage in conversations with Hilary Keogh of what they want and need in their sectors
- 5.8 Members were in agreement that with the developments of the future of CWN it was not appropriate for CWN to adopt the OCWT but that Board members' individual organisations should engage, adopt and promote

Actions

- Hilary Keogh and the One Children's Workforce Project Management team are to liaise/engage with each CWN Board member to provide support and encourage adoption of the Tool in their relevant organisations
 - For the One Children's Workforce Project Management team to carry out user testing within the wider children's workforce
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6 Paper 6 Entry Routes to the Children and Young People's workforce: Children's Workforce Apprenticeships

- 6.1 Vicky Witter presented the Paper on Children's Workforce Apprenticeships and the proposal to develop a cross sector apprenticeship
- 6.2 The Board agreed that after the decisions made about the future of CWN, it was not appropriate for CWN to develop a cross sector apprenticeship and it should be carried forward by CWDC to consider development at a later date

Actions

- CWDC to consider the development of a cross sector apprenticeship at a future time.
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7 Paper 7 Equality Scheme Stakeholder Groups

- 7.1 Deirdre Quill presented the paper to the Board on behalf of Susan Waterson (CWDC) about Equality Scheme Stakeholder Groups and asked each CWN member to consider the partnership approach and to provide a lead contact to carry this work further
- 7.2 Lesli Godfrey informed the Board that there has been work previously carried out by a network of Equality and Diversity officers from Skills for Business. Toolkits and resources were produced as a result but the work was discontinued. Lesli noted that it may be worth contacting Skills for Business for further information and advise
- 7.3 The Board agreed the importance of work in Equality and Diversity and agreed to the proposals in the paper

Action

- Each CWN member should provide a lead contact for Equality and Diversity to represent their organisation
 - CWDC and TDA should revise the work done by Skills for Business (7.2) and add more value to this so as not to repeat work already done
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8 Paper 8 Reports from CWN Policy Groups

Paper 8A Pathways to Progression Terms of Reference

- 8.1 Vicky Witter updated the Board on the meeting of the CWN Project Leads, which took place on the 11th May 2009. Paul Harper informed the Board that the meeting was a helpful forum for Policy leads to look at their respective interdependencies of each of their projects. The follow up meeting was put on hold due to the uncertainties of the future of CWN.
- 8.2 **Youth Workforce Reform Programme:** Paul Harper reported to the Board that there were significant numbers of training places available which was notable in responding to the Every Child Matters agenda. The DCSF are in the process of

approving the re-naming of the programme to the 'Young People's' Workforce Reform Programme'. The Communications plan has moved on and will launch nationally in autumn 2009. National data collection has been approved and the State of the Youth Workforce report should be publicised in the next month.

- 8.3 **Integrated Qualifications Framework:** Frances Evesham informed the Board that the IQF is progressing well. The website is now ready for user testing by CWN partners and will be publicly launched in April 2010. All SSB partners have sent in their implementation plans for vocational qualifications; this has been helpful in development. Higher Education implementation plans are due in October. Significant work is happening to ensure the IQF is made available to the wider workforce.
- 8.4 **Pathways for Progression:** Paper 8A the Pathways to Progression Terms of Reference were agreed by the Board. Anne Mackintosh informed the Board that Skills for Justice has won the contract for the Pathways for Progression work until March 2010. Following this meeting there will be a meeting for the policy group on the 17th September. The group will be working on the three strands around Induction and Vision and Principles. An invitation to tender is out at the moment to independent consultants, to investigate how the Vision and Principles are being embedded and how the Children's workforce are using this.
- 8.5 **Common Core:** Pam Truman reported to the Board the development of the Common Core Refresh. The consultation period has been extended until the end of October. There are three phases to this project; Phase one: Evidence gathering, Phase two: Validation and buy in by key stakeholders, Phase three: Development of refreshed Common Core. Initial feedback from the consultations has been positive and the Common Core is seen as a popular delivery tool. It was queried during the meeting whether all stakeholders had been given an opportunity to contribute to the Common Core Refresh consultation. Information to be circulated to all CWN members for onwards transmission to their organisation, which would hopefully widen the consultation contributions further.
- 8.6 **14-19 Diploma in Sport and Active Leisure:** Paul Bonel reported on the policy group on behalf of Sue Hook that the project is developing well.
- 8.7 **14-19 Diploma in Society, Health and Development:** Paul Bonel informed the Board that a meeting with local authority Children's leads ensured that they are onboard with the Diploma. There is also a need to engage with the wider workforce. An evaluation of the SHD Diploma is due to be published at the end of September 2009. The first year of delivery of the project feedback has been positive; from children and around children's learning. Paul noted that there was a need for development of a Diploma for the Children's workforce.

Actions

- Vicky Witter to arrange the second CWN Project Leads meeting
- Pam Truman to send out to Board members information to CWN members for onwards transmission to their organisation of details of the Common Core Refresh consultation
- IQF team to show the Board a demonstration of the website at the December meeting

9 Paper 9 Headline news from members

- 9.1 The Board noted the contents of the paper and Hilary Emery asked Board members to disseminate these helpful news items from partner organisations into their own organisations.
- 9.2 Hilary Emery encouraged Board members to take part and encourage colleagues in their respective organisations to get involved in the online consultation questionnaire from Skills for Justice – please follow the link below;
- Work continues on developing national occupational standards for the justice children and young people's workforce. More information can be found at <http://www.skillsforjustice.com/template01.asp?PageID=653>

10 Summary of items for next meeting

- Follow up on the decisions made at the September CWN Board meeting to close the current board at the December meeting, transition work to other groups including discussion with the National Children's and Young Peoples Partnership, maintain contact electronically and hold a disbanding review in July 2010 to ensure transfer has been successfully completed
- Sign-off CWN Changing Roles Report including follow-on actions and new accountability arrangements up to disbanding review meeting July 2010
- Draft communications plan post CWN changing role
- Addressing the remaining issues for CWN going forward?
- Demonstration from the IQF team of the IQF website
- Play shaper presentation from SkillsActive
- Report from Policy Leads meeting

11 Dates of next Board meeting

- 11.1 The date of the next Board meeting is Thursday 17th December and will be hosted by CWDC at their offices at City Exchange, 2nd Floor, 11 Albion Street, Leeds.
- 11.2 **The scheduled date for 15th October has been cancelled.** The final meeting date for July 2010 will be arranged shortly.

12 Any other business

12.1 The CWN Board would like to thank Skills for Health for hosting the September Board meeting.

Close at 15.00