

**One Adoption West Yorkshire: Management Board**  
**Wednesday 6<sup>th</sup> February 2019: 1.00pm -3.30pm**  
**Merrion House, 7<sup>th</sup> Floor, Meeting rooms 703 & 704**

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| <b>Present:</b>    |   |
| Julie Longworth    | Chief Officer, Social Work, Leeds City Council (Chair)                          |
| Sarah Johal        | Head of Service, One Adoption West Yorkshire                                    |
| David Byrom        | Head of Service - Resources & Through Care, Bradford Council                    |
| Sally Mansfield    | Adopter   |
| Elaine McShane     | Service Director, Child Protection & Family Support, Kirklees                   |
| Julie Pocklington  | Practice, Improve & Development Manager, OAWY ( presenting Item 7)              |
| Sally Mansfield    | Adopter   |
| Julie McVeigh      | Project Manager, Voluntary Agencies Alliance                                    |
| Chanell Bryan      | Directorate Support Officer, Leeds City Council (minutes)                       |
| <b>Apologies:</b>  |   |
| Jancis Andrew      | Head Teacher Virtual School LA Children, Leeds City Council                     |
| Saleem Tariq       | Deputy Director, Children & Families, Leeds City Council                        |
| Victoria Gibbs     | Assistant Director Calderdale Council,  |
| Victoria Schofield | Service Director, Wakefield Council   |
| Jim Hopkinson      | Deputy Director, Children's Social Care, Bradford Metropolitan District Council |

## Minutes

|           | Item   | Action |
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| <b>1.</b> | <b>Welcome &amp; check in</b>  |        |
| 1.1       | Everyone was welcomed to the meeting and apologies noted.  |        |
| <b>2.</b> | <b>Minutes and Matters arising from 8<sup>th</sup> October 2019</b>  |        |
| 2.1       | The minutes from the previous meeting were agreed.   |        |
| 2.2       | <u>Head of Service report, 5<sup>th</sup> June – budget</u><br>The budget has been agreed across all the 5 local authorities.  |        |
| 2.3       | <u>Workshop: Matching</u> <ul style="list-style-type: none"> <li>SJ confirmed a meeting with Mercy Mission to progress discussions regarding increasing awareness within BME communities about adoption</li> <li>SJ has discussed tracking arrangements in Wakefield with Irene Livingstone (interim Head of Service) in terms of funding and staffing.</li> </ul> |        |



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| <p>2.4</p> <p>2.5</p> | <p><u>Feedback from the regional and nation picture</u></p> <ul style="list-style-type: none"> <li>National matching audit report to be sent with the minutes to the board members</li> </ul> <p><u>Dfe funding – Anna Freud Centre- Initial health assessments of children</u></p> <ul style="list-style-type: none"> <li>It was decided not pursue a regional application. Calderdale did apply; the outcome of that is not known</li> </ul>  | <p><b>SJ/CB</b></p>                 |
| <p><b>3.</b></p>      | <p><b>Head of service report (attached)</b></p>   |                                     |
| <p>3.1</p>            | <p>SJ presented this item. Report previously circulated, Highlights include:</p> <ul style="list-style-type: none"> <li>Staffing: Michelle Rawlings was appointed to Service Manger following Mary Brudenells departure from the Council.</li> <li>Accommodation; the team based in Bradford relocated from Sir Henry Mitchell House to Margaret McMillian Tower yesterday. It was thought this had gone well.<br/>EMc to pick up on the concerns raised in regards to the move from Halifax to Huddersfield.</li> <li>There remains to be issues with technology and accessing the local authority system from the Leeds laptops. Board members were asked to follow this up with their IT departments.</li> <li></li> </ul> | <p><b>EMc</b></p> <p><b>ALL</b></p> |
|                       | <p><u>Budget dashboard:</u></p> <ul style="list-style-type: none"> <li>The budget overspend at period 6 is detailed within the report. There's to be a further increase for interagency fees next year with an anticipated impact of £23k.</li> </ul>   |                                     |
|                       | <p><u>Partnership working</u></p> <ul style="list-style-type: none"> <li>There's a big piece of work around Letterbox. This was raised at Operational Leads group and is work in progress.</li> <li>Anne Tully is leading work on the Front Door and the interface with OAWY.</li> <li>Currently in the process of finalising the medical protocol in respect of medical advisors. Some issues are being progressed with two local authorities regarding capacity.</li> </ul>   |                                     |
|                       | <p><u>Centre of Excellence update report:</u></p> <ul style="list-style-type: none"> <li>The team are considering a multi-disciplinary approach to assessments and the correct method. The sustainability of this is a concern. A business case is being drafted and will be brought to the next board.</li> <li>There are strands of work within the NHS working with health providers and commissioners and the LA in a potential pilot regarding commissioning the whole CAMHS pathway in the</li> </ul>   | <p><b>SJ</b></p>                    |



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|  | <p>region. This is in the early stages of discussion and there is a meeting next week is the benefits of this for families and looking at the opportunities where regional working may add value and provide economies of scale.</p>  |                  |
|  | <p><u>Special Guardianship update:</u></p> <ul style="list-style-type: none"> <li>• SJ reported the work with Grandparents plus is going well. It was agreed that the work would be presented to Management Board for oversight. The Board acknowledged it's a positive piece of work.</li> <li>• There will be a further piece of work around the financial support for special guardians. Working with the department for education a financial consultant (John Short) will be overseeing this workstream. A stakeholder event is arranged for the 27<sup>th</sup> February. SJ to email details of the proposed work to the board.</li> </ul> | <p><b>SJ</b></p> |
|  | <p><u>Performance report:</u></p> <ul style="list-style-type: none"> <li>• Highlight report circulated. This quarter 30 adopters have been approved. 22% are from a BME background. 81 adopters have been approved this year as opposed to 69 last year. The use of early permanence placements is positive.</li> <li>• 15 adopters are on hold; an adoption advisor maintains contact and the majority do come back into the process.</li> </ul>   |                  |
|  | <p><u>Marketing and Advertising report:</u></p> <ul style="list-style-type: none"> <li>• Venues showing increased numbers for information events are Osset, Kernel House and Civic Hall. Spend per enquiry is going down whilst trend is increasing.</li> <li>• A segment on Look North news has helped gain interest.</li> <li>• A meeting with Mercy Mission will look to assist in raising awareness about the needs of children within BME communities.</li> </ul>  |                  |
|  | <p><u>Report regarding Peer Support:</u></p> <ul style="list-style-type: none"> <li>• An overview from the progress report was provided. It's a developmental project in terms of how it will work going forward. There have been 72 referrals, 30 have been recruited; 47 families are now being mentored.</li> <li>• Any expansion would need to include specific adopters.</li> <li>• The future of the project and where it's best placed will need to be determined over the coming weeks.</li> </ul>  |                  |



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|           | <p>Article regarding Peer Support (by adopter):</p> <ul style="list-style-type: none"> <li>• Very positive - noted.</li> </ul>   |  |
| <b>4.</b> | <b>Adopter Voice update</b>  |  |
| 4.1       | <p>Sally Mansfield (SM) updated the board on behalf of Samantha Parkin.</p> <ul style="list-style-type: none"> <li>• Website; helping develop adopter side of the website with secure login, written FAQs to go to the main site.</li> <li>• Centre for Excellence; helping shape the assessment framework and the multi-disciplinary team and meeting with the clinical psychologist attached to the project.</li> <li>• Involved in the prep training; the first trial of virtual reality training involving mentors.</li> <li>• Peer mentoring; recruited and trained 31 mentors. Currently supporting over 50 families with more referrals coming in.</li> <li>• Management of Facebook; 290 members on the page.</li> <li>• Workshops are ongoing</li> <li>• Continue with interviewing for with One Adoption West as vacancies arise.</li> <li>• Additional skills for learning; a resource pack to handout may be useful to develop.</li> </ul>   |  |
| <b>5.</b> | <b>Voluntary Agencies Alliance (VAA) Update</b>  |  |
| 5.1       | <ul style="list-style-type: none"> <li>• Julie McVeigh (JMV) gave some background to the VAA is and its members. Made up of adoption support and agencies working in the area; Adoption UK, PAC, Barnardo's, SAFA, After Adoption, Adoption Matters, Yorkshire Adoption Agency, Adopters for Adoption.</li> <li>• The group meet as an alliance to look at the ways to meet the needs of OAWY children and what they can do differently to support the regionalisation approach.</li> <li>• Funded to deliver 2 projects <ul style="list-style-type: none"> <li>○ Expertise project; completed a mapping exercise with a plan to access the information from the website. The next stage is to bring wider stakeholders into it. Suzanne Whiteley is trying to anticipate peer needs.</li> <li>○ Peer mentoring project; timescales around that are being considered.</li> </ul> </li> <li>• Another piece of work commissioned; Adoptteens have produced a young person's timeline with some key themes. This will be used in preparation training, a lot around contact and siblings.</li> </ul> |  |



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|           | <ul style="list-style-type: none"> <li>• The early permanence project; Linked with identifying EPP training champions Mentors are invited to attend training. Judith Sargent at Barnardo's has a rolling programme of training.</li> <li>• Foster to permanence; is a pilot scheme delivered by Barnardo's. The aim is to place those children deemed more difficult to place using early permanence. Previously discussed at Operational Leads group in January. Attendees agreed to consider any suitable placements.</li> </ul>  |  |
| <b>6.</b> | <b>Adoption Allowances</b>  |  |
| 6.1       | <ul style="list-style-type: none"> <li>• A confidential report was discussed amongst the board. The report gives a sense of some on the issues across the region. It was suggested to continue with this piece of work and come up with some firm recommendations and options for progressing this work to aim to achieve parity across the region.</li> </ul>  |  |
| <b>7.</b> | <b>Education work across the region</b>   |  |
| 7.1       | <ul style="list-style-type: none"> <li>• Julie Pocklington (JP) presented a presentation for the board.</li> <li>• New duty: Local Authorities received funding to implement the new duties across west Yorkshire of £179k</li> <li>• Support OAWY and the Virtual Schools develop best practice guidance to improve awareness of the vulnerability and identifying and meeting the needs of previously looked after children</li> <li>• The adoption education advice line was devised to help to identify the training needs of staff (reciprocal arrangements between OAWY staff and local Virtual Schools).</li> <li>• The West Yorkshire School survey went out to over 200 schools (60% primary schools). The finding from that were highlighted.</li> <li>• Moving forward; <ul style="list-style-type: none"> <li>○ Develop a shared way of working when moving children on to adoption – protocol for moving school aged children</li> <li>○ Shared knowledge base – e.g. Sensory integration training (including Educational Psychologists)</li> </ul> </li> <li>• The possibility of certain teachers, lecturers having a specifically designed lanyard which relates to their knowledge/ experience and understanding of adoption was referred to.</li> </ul> |  |
| <b>8.</b> | <b>Feedback on the regional and national picture</b>  |  |
| 8.1       | <ul style="list-style-type: none"> <li>• Item 6 above</li> </ul>  |  |



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| <b>9.</b> | <b>AOB</b>  |                             |
| 9.1       | <ul style="list-style-type: none"><li>• <u>Joint Committee</u>: The minutes from this meeting will be included in the Joint Committee papers which is a public document.</li><li>• Mays board meeting to be rearranged to June to tie into Joint Committee meeting dates.</li><li>• Special Guardianship has been added to the remit of the national Adoption leadership board looking at modernising permanence. The board is to consider the tasks associated to that and ensure an identified approach.</li><li>• The issue of contact post adoption and rethinking practice is a key area of interest for OAWY. There is growing national interest in this and there may be the opportunity to be involved in a pilot project working with University of East Anglia and other partners over the next year.</li></ul> | <b>CB</b><br><br><b>ALL</b> |
| 10.       | <b>Date of next meeting</b><br>June – TBC   |                             |