



11.00am	Thursday 2 October 2008	Havering Town Hall Main Road, Romford
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MEMBERS:

Councillor Geoff Starns, Cabinet Member – Children’s Services (Chairman)

Andrew Ireland, Group Director – Children’s Services, London Borough of Havering

Professor John Harvey, Director or Public Health, Havering Primary Care Trust

Acting Commander Steve Wisbey, Havering Police

Diane Jenkin, Non-Executive Director, Havering Primary Care Trust

Kim Guest, CEO, HAVCO

Andy Kelly, Headteacher, Branfill Infant School

Noel Otley, Principal, Havering College of Further and Higher Education

EX-OFFICIO MEMBERS:

Councillor Michael White, Leader, London Borough of Havering

Ralph McCormack, Chief Executive, Havering Primary Care Trust

Cheryl Coppell, Chief Executive, London Borough of Havering Havering Primary Care Trust (Vacancy)

For information about the meeting please contact:

Philip Heady (01708) 432433

e-mail: philip.heady@havering.gov.uk



NOTES ABOUT THE MEETING

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Children's Trust Board Agenda

Thursday 02 October 2008, 11.00am, Havering Town Hall

Item	Background papers	Presenting officer
1 Apologies and Announcement of Substitute Members		
2 Minutes of Last Meeting and Matters Arising	Minutes of Meeting held 22 July 2008	
3 Review of Services for Children with 'Disabilities'	Report and appendix attached	
4 Date of next meeting	4 November 2008	
7 Any Other Business		

MINUTES OF A MEETING OF THE HAVERING CHILDREN'S TRUST
22 JULY 2008, 2:00-3:55PM, HAVERING TOWN HALL

Present

Councillor Geoff Starns, Cabinet Member – Children's Services (Chairman)
Andrew Ireland, Executive Director – Children's Services
John Harvey, Director of Public Health, Havering Primary Care Trust
Diane Jenkin, Non-Executive Director, Havering Primary Care Trust
Kim Guest, HAVCO
Eifion Price, Head of Children's Services

1. APOLOGIES

An apology for absence was received from Cllr Michael White and Noel Otley

2. MINUTES

Following the amendment of two minor typographical errors the minutes of the meeting of 29 April 2008 were approved.

3. MATTERS ARISING

PCT Joint Strategic Needs Assessment (JSNA)

As no report had been submitted to the board this item was deferred until the next regular meeting of the Board.

Circulation of Meeting Material / Papers

Members of the Board expressed disappointment at the lack of time given to them to read and consider material for this meeting. It was explained that the Board meeting followed the Executive by only days making delivery timings very short. The effects of the recent strike action exacerbated these difficulties. Members of the board asked that for future meetings, a ten day period be given between the meeting of the Executive and the meeting of the Board.

An 'e-distribution method of meeting material circulation will be introduced. This will be collated over the next few meetings to permit this method of delivery being employed in future.

4. MODEL of NEEDS CRITERIA / THRESHOLDS

The Director, Group Children Social Care and Learning presented the report to the Board, outlining the need to build and document a structure for the layers of care/support services offered/delivered to children depending on their needs. He introduced the use of the

Common Assessment Framework (CAF) and how this will be used to collate information in a common form to assist the delivery process.

The Board heard that consideration was being given to more locality based service delivery models, moving to a more preventative method of multi-agency working.

It was noted that whilst the thresholds proposed will provide trigger levels at which services may be offered; much debate could arise over individual assessments. The Board accepted the proposals but felt the list within the report before them, for the provision of the level three thresholds of children's social care service elements could not be exhaustive.

It was hoped that as the system became more widespread it could be expanded for CAM's services and other working for children with the highest levels of need. A 'one size fits all' type approach could not be used for all children, and therefore the thresholds levels proposed may need to be moving targets. The current thresholds had been benchmarked against surrounding local authorities.

The Board agreed the documentation of the threshold criteria was essential and will permit much greater consistency of approach to service delivery, although the assessment cannot become prescriptive. Some of the language used could be open to interpretation and therefore assessments will have an element of subjectivity. As the use of CAF rolls out, good practice and consistency can be developed and refined.

The structure and procurement process will need to be ratified by the Council.

A presentation on CAF will be given to the Board at a future meeting.

RESOLVED to note the report.

5. REVIEW OF SERVICES FOR CHILDREN WITH DISABILITIES

A report was tabled by the Head of Children's Services. The Board adjourned to read its contents.

Board Members were advised that a fuller report had been assessed by the Executive containing figures that were still to be verified. These were of a commercially sensitive nature and had therefore been removed from the version before the Board.

It was noted that approximately £1M was coming into the borough to assist short rest-bite breaks.

The Board were informed that the review of services was a sensitive matter and although the report was not designed to devalue or demoralise staff working in the service, consultation had yet to be completed and it was felt essential that the staff involved are brought on board while the changes take place.

Concern was raised regarding the range of consultee groups used in the report's methodology. The Head of Children's Services informed Board Members that the Executive recognised the on-going need for the continual involvement of users and providers, and this was intended to be addressed by seminars and events.

The Board requested a wider consultation of the report with improved feedback mechanisms in a longer timeframe. It was noted that budgetary limitations and specialist availability had given difficulty in the reports compilation. The lack of any 'Register of Children with Disabilities' within Havering offered no natural starting point, therefore information from surrounding boroughs was used.

A 'need assessment' and 'care pathway' needed to be included. As parents are involved more closely, (much more than other Council services), in the design / commissioning of Children's Services Care, a need to manage unrealistic expectation is necessary.

The Board felt more groups should analyse the report and offer feedback. They did however note that the 'Aiming High Programme' will help combat the need for rest-bite care delivery. Board Members expressed the view that merely meeting Government targets may not compliment or fulfil the objectives and needs of the service or its users.

Following discussion it was **RESOLVED** :

- That further internal consultation was needed.
- To agree the reports recommendations regarding the 'Aiming High Programme' of funding for rest-bite care.
- That single agency action may be taken forward.
- To establish a 'Children with Disabilities and Special Needs Strategy and Planning Group'.

6. REPORT OF THE CHAIR OF THE CHILDREN'S TRUST EXECUTIVE

A brief verbal report was given outlining broad areas recently discussed by the Executive. These included the Provisioning Strategy, Locality issues and Participation for Young People Events (the Participation Strategy)

The report was **noted**.

7. FUTURE MEETING DATES

The Board noted its next scheduled meeting on 4 November 2008

It was also agreed that an additional Children's Trust Board meeting be held on 2 October 2008 at 11am.

8. ANY OTHER BUSINESS

None.

REPORT TO HAVERING CHILDREN'S TRUST BOARD

2ND OCTOBER 2008

SERVICES FOR CHILDREN WITH DISABILITIES

SUMMARY

At the meeting of the Children's Trust Board a report of reviewing services for disabled children was received. The Board requested further consultation take place and that a Strategy and Planning Group be convened. This report describes progress since the last Board meeting and makes further recommendations.

ACTION AND CONSULTATION RESULTS

Since the last Board meeting a lot of work has been done to prepare the bid for "Short Breaks for Families with Disabled Children". A separate briefing is before the Board.

The preparations for this bid have understandably dominated the agenda over the last two months. There have been consultation events and meetings and these have been an essential part of the process. However, voluntary groups and parents are now feeding back that the amount of consultations held is becoming onerous.

The domination of the bid proportion has also, in my view, distracted everyone from the broader nature of this review.

The further consultations culminated in a large multi agency event on September 26th 2008. The results of this will be tabled separately as there was insufficient time before this Board meeting to send them out in advance.

There are themes emerging from the consultation which the Board may wish to consider. These are, in no particular order:

- ❖ There is a feeling of stigma from the fact that parents and children become "Social Services Clients".
- ❖ The range of services and quantity of services are inadequate e.g., not enough carers, difficult to recruit staff.
- ❖ Some services are too slow and do not work in an integrated way e.g., Occupational Therapy services are slow and do not work effectively with the Council services such as Housing.

- ❖ There is a fear that people will be forced to accept direct payment arrangements without the help to administer the process.
- ❖ Parents would prefer reviews of service and strategy preparation to be parent-led. Possibly parents/voluntary sector should lead the planning and strategy group with administrative and practical support from the Council.
- ❖ Leisure and recreation services do not accommodate the needs of parents and disabled children.
- ❖ There is a lack of choice in the market place when it comes to service provision.
- ❖ Families do not feel any sense of control when services are used or new services developed.
- ❖ Unless the final consultation day produces a different result, the recommendations of the previous review have received broad support from agencies.
- ❖ The links between Children's Services and Adult Services, and the thresholds or eligibility need to be consistent.

The general themes emerging can therefore be summarised as:

- ❖ Help and allow parents and voluntary groups to exercise leadership.
- ❖ Many existing services are the right ones but they need to improve in quantity and quality.
- ❖ There is a sense of anticipation about the new services which can be developed but concern that they will be prescribed by the Council.

The Way Forward – Recommendations

Taking account of the results of the latest consultation the Trust is advised:

1. To comment on the findings of the further consultation.
- 2a. Agree that the Strategy and Planning Group will be led by parents either directly or through a voluntary organisation.
- 2b. Agree a process to select the parents/voluntary group so that the chosen people will have the confidence of all service users regardless of the disability of their child.
- 2c. That the Council will provide practical support and resources to administer the group.
3. That this group be asked to:

- (i) Develop Terms of Reference.
 - (ii) Take responsibility for continuously reviewing needs and services.
 - (iii) Produce a draft strategy for services for children with disabilities for agreement by the Trust.
 - (iv) Make specific recommendations about how parent-led commissioning can be developed.
 - (v) Become a family recognised sub-group of the Trust.
4. Agree that the recommendations of the first review be all agreed in principle but subject to further consideration in light of the “Aiming High” bid.

EIFION PRICE
HEAD OF CHILDREN & YOUNG PEOPLE'S SERVICES
24TH SEPTEMBER 2008

Havering Children's Trust Board 22 July 2008

Report of Head of Children and Young People's Services

Subject: Review of Services for Children with Disabilities

Summary

The review of services for children with disabilities and long term conditions, commissioned by the Board, reported to the Trust Executive on 18 June 2008. The Executive accepted the 21 recommendations contained in the review aimed at improving the respite and support services available to children with disabilities and their families.

Recommendation:

The Children's Trust Board is asked:

- 1.. To note the key findings of the review.
2. To agree the recommendations and the plan proposed by the Children's Trust Executive to take them forward.

Background

The terms of reference of the review were:

'To review services provided and commissioned by Havering Borough Council and Havering PCT for Children with Disabilities and long term conditions with particular reference to:-

- Respite Care
- Access to local services including therapy services and equipment
- Children and Young People with Autistic Spectrum Disorders
- Identification and planning of services.'

Work undertaken included consultation with parents and key stakeholders and analysis and benchmarking with other Local Authorities and PCTs.

The review was carried out by Independent Consultants – Maurice Emberson and Beverley Escoffery who reported their findings and recommendations in a written report to the Children's Trust Executive on the 18th June 2008.'

Context

National research over recent years reinforces why Children's Trusts must improve their services to Disabled children who are:-

- 3.4 times more likely to be abused than non-disabled children (Sullivan and Knutson 2000).
- 13 times more likely to be excluded from school (Middleton 2002)
- 4 to 6 times more likely to have mental health problems (Foundation for People with Learning Disabilities and Lancaster University 2007)
- Twice as likely to have no qualifications (RPU October 2006)
- More likely to grow up in poverty – 55% grow up in low income families and it has been estimated that the annual costs of bringing up a disabled child is 3 times greater than a non disabled child.
- A disabled child can expect, by the age of 8, to have experienced 32 assessments (Council for Disabled Children 2007)

Methodology

A questionnaire for parents and slightly adapted it for use with Providers and staff was used in group meetings and facilitated discussions. In total 48 questionnaires were completed made up of 24 from Parents, 17 from staff and 7 Providers. Apart from expressing views on the matters contained in the terms of reference for the review, other important issues were raised were considered where possible.

The following individuals and groups were interviewed :

Anne Myatt – Chair of Romford Autistic Group (RAGS)
Mariana Ware – Development Officer Tree House
Trevor Simms –LBH- Service Manager –Special Needs
Chris Martin – LBH – Service Manager – Commissioning
Carol Balfe – LBH – Team Manager Family Link Scheme
Stuart Clarke – LBH – Special Needs Manager
Suzanne Farris – PCT Provider Service – Dir. Children Services
(Questionnaires were not asked to be completed by the above due to their high level of involvement in the service)

24 Parents of Children with Disabilities
9 members of staff from Special Needs Services (LBH)
8 members of staff from Children with Disabilities Team (LBH)
7 Managers of main providers for CWD in Havering.

Attempts were made to meet with members of the PCT Provider Team – O.T.s, Physios and Speech Therapists but without success in the timeframe of this review.

Findings

The report and analysis as presented to the Executive contains information and data which is sensitive and privileged. For example the report contains unit costs which could be commercially sensitive and also staffing data which cannot be shared by employers in a public forum.

However the key findings of the review are:

- There is a need for more respite provision

Service users and research highlighted that emergency respite, after school and school holiday provision is insufficient to meet needs. In addition there is a shortage of specialist carers for this group of children in particular those with autism. Specific leisure activities for children with disabilities are required.

- There is a need to improve access to existing services

More information is required regarding existing services and better information sharing between workers. Service users feel that therapeutic and Children with a Disability services are understaffed and there are not enough CAMHS services. Overall services needed to work in a more integrated way.

- There is a demand for behaviour and parenting support in the home for children with autism
- There is no common database or register for children with a disability
- The transition to adult services needs to be improved
- Increasing the amount of short term respite is a Government objective and under the Aiming High programme Havering will receive:

2008/09 £40k Revenue
2009/10 £280 k Revenue £141k Capital
2010/11 £904k Revenue £329 Capital

The recommendations of the review are reproduced below for discussion and agreement.

The Board Executive agreed on 18 June 2008:

- the recommendations were relevant and valid, but required prioritization and a strategy to assess their impact
- the extent to which data required commissioning would need to be established
- given an expectation from parents who had participated in the Review that action would be forthcoming, there would need to be a mechanism for feeding back to interested parties, via ,say, Conferences for (i) staff (ii) users and (iii) both staff and users

- certain of the recommendations provided short term “wins” whereas others had a longer term dimension and might require political endorsement. Group Director and Head of Children and Young People’s Services would need to consider the recommendations in detail
- a wider discussion with staff and users would be required at which the case for change would need to be made
- a Planning and Strategy Group be established which would convert , where appropriate, the recommendations into an action plan and strategy
- the Planning and Strategy Group be chaired by the Head of Service and include representation from Children’s Social Care, Education and Health
- the report be shared with the Children with Disabilities Team
- the outcome of the review would require endorsement by the Children’s Trust Board
- the content of the report, including the level of user dissatisfaction, and the recommendations to address concerns were relevant to the APA process and that the best approach would be one of honesty
- the review report not be made publicly available as there was a need to reflect and the report to the Trust Board with the recommended considered response will be a public document
- the recommendations in the report which had HR implications would need to follow the recognized procedures
- the appreciation of the Trust Executive for the work undertaken by Maurice Emberson on the review be recorded

Recommendations

Recommendation 1

That given the high unit costs of the Family Link Scheme consideration is given to either ending this service using the resources elsewhere for Children with Disabilities or to negotiate this service being provided by another provider.

Recommendation 2

That the Family Link Scheme is set a target to increase by 20% this year the number of overnight placements (from 316 to 380) and care hours (3200 to 3840).

Recommendation 3

That discussions take place with Leisure Services and CWD Parent groups to try and negotiate specific times and activities for CWD.

Recommendation 4

That the extended schools co-ordinator is asked to look into concerns that extended school services exclude provision for siblings and produce a short report to the Trust Executive on current resourcing and activity level in the extended service in the special schools.

Recommendation 5

To explore if the existing play scheme for CWD that operates in the summer holiday can be funded and extended to cover other school holiday periods.

Recommendation 6

Consideration is given to commissioning a new specialist fostering service for challenging CWD for long term (2 placements) and respite care (total 300 nights a year) via a tendering process. Costs would need to be set at approximately £1000 per week for the long term placements and £200 a night for short term respite. If this was achieved for a small number of children currently in placement it would reduce expenditure by approximately £160k a year.

Recommendation 7

That work starts now in gathering all information on CWD services in Havering and to liaise with the Children's Directory Co-ordinator to enable that the information is entered into the electronic Children's Directory as a priority and be operational from April 2009. This work to be undertaken by the proposed Development Officer for CWD (see 8.5 or commissioned out to the voluntary sector).

Recommendation 8

That the 1.5 OTs for Children currently in the Adult OT team is immediately transferred into the CWD team. Professional/clinical development and supervision would continue from senior OT in Adult Team

Recommendation 9

That the PCT undertake further work to determine if the numbers of Speech Therapist and OTs that are commissioned by them is sufficient and report back to the Children's Trust Executive in July 2008.

Recommendation 10

That Children Services give consideration to increasing the staffing level in the CWD team in 2009/10 through a Medium Term Financial Strategy (MTFS) within the Authority.

Recommendation 11

That consideration is given to establishing a Children with Disabilities Resource centre in Havering to base all staff working with CWD, provide information service to Parents and Children and provide meeting facilities for Parent Groups and Voluntary sector.

Recommendation 12

That the current Havering Autism Focus Group becomes a sub group of the proposed Children with Disabilities and Special Needs Strategy and Planning Group.

Recommendation 13

That the group is tasked in producing a proposed Autism Strategy document to be presented to the Children's Trust Executive in November 2008, via the Children with Disabilities and Special Needs Strategy and Planning Group.

Recommendation 14

That the membership of the Havering Autism Focus Group should be the same as already exists but with the addition of more Parents to achieve Parents making up at least 25% of the group.

Recommendation 15

That further work is undertaken with special schools, respite units and parents to explore the issue of supporting parents at homes by teaching them methods and techniques to manage autistic children.

Recommendation 16

That a small group be formed as the Register for Children with Disabilities Steering Group including appropriate representatives from Parents Groups, Social Care, Special Needs and PCT. This group should be a sub group of the proposed Children with Disabilities and Special Needs Strategy and Planning Group.

Recommendation 17

That the sub group report progress on the Register to the Trust Executive, via the Strategy and Planning Group, in September and November 2008.

Recommendation 18

That a Children with Disabilities and Special Needs Planning and Strategy group be established that reports to the Children's Trust Executive. The Chair will be a Head of Service and at least 25% of its membership will be parents. The group to have relevant existing and set up new sub groups to work to them. The group is tasked in producing a Strategy for Children with Disabilities by April 2009.

Recommendation 19

That a sub group is established as a matter of urgency to take forward the planning and proposed use of the Aiming Higher Monies (see 5.11)

Recommendation 20

That a full time post of Development Officer for CWD services be established and the post filled by 1st October 2008 at the latest. The post holder to work to the Strategy and Planning Group and managed on a day to day basis as part of the Research and Development Team in Children's Services. That the cost of the post (£45k with on costs) be jointly funded by Social Care, Special needs and PCT (funding from Social Care and Special Needs to come from their respective placement budgets).

Recommendation 21

That the Transition Group is tasked by the new CWD Planning and Strategy Group to produce a strategy and procedure for transition from Children services to Learning Disabilities, Physical Disabilities and Mental Health Services by January 2009

Conclusion

The service review has highlighted that major developments are required to meet the needs of children with disabilities and their families and the rising Government expectations of Local Authorities. Additional funds will be available from Government for the development of respite services but better co-ordination between agencies could improve the quality, quantity and value for money of existing services.

Eifion Price

Head of Children and Young People's Services

21 July 2008

Tel 01708 433002

AIMING HIGH

Introduction

In May 2007 the Treasury published Aiming High for Disabled Children: better support for families. It signalled the Government's intention to improve outcomes for disabled children and their families.

The Government recognises that the individual needs of disabled children and their families are best met through a personal and tailored response from both universal and specialist services. They also know that until now, too many families with disabled children have struggled to get the support they need, rather than having "the system" meeting their needs effectively.

The national programme commits to establishing:

A **Core Offer** to disabled children and families – a national set of expectations around information, transparency, participation, assessment and feedback. These standards will help shape local services.

A new **National Indicator on services for disabled children** which will be used to measure the experience of families with disabled children which will assist in better understanding and assess the performance of Local Authorities and PCTs across England.

Work to improve the quality and quantity of information held locally and centrally on disabled children, their families and the services they need through development of a **Full Service Offer**

Finance and Investment

The Government has announced investment of £340 million over the 2007 Comprehensive Spending Review period to develop:

- Access and empowerment
- Responsive services and timely support
- Improving quality and capacity

In February 2008 Havering Local Authority was allocated £40K through the Sure Start, Early Years and Childcare Grant to plan for the implementation of the transformation of short break services strand of the Aiming High agenda.

Havering's indicative grant allocation 2009-2011 is set out below. The allocation is dependent on the presentation of a final delivery strategy submitted to the Department for Children, Schools and Families (DCSF) by 31 March 2009.

Financial Year	Revenue	Capital
2009-10	£280,500	£141,000
2010-11	£904,900	£329,100
Total	£1,185,400	£470,100

Funding provided under Aiming High is for the improvement of services for disabled children, young people and their families. In 2008-09 this is restricted to the transformation of short break services as defined below. The £40,000 allocated for this financial year should be used towards meeting the short break full service offer. The memorandum of Grant clearly specifies the carry forward opportunities for capital but full revenue must be spent within the financial year specified.

Short Breaks

The DCSF Funding Allocation letter of 07 February clearly defined what is meant by a short break. Short breaks usually provide opportunities for disabled children and young people to spend time away from their primary carers. These include day, evening, overnight or weekend activities and take place in the child's own home, the home of an approved carer, or a residential or community setting. Short breaks can however also be provided through a temporary carer relieving the primary carer of their caring responsibilities without their being separated from the disabled child or young person.

Short breaks normally occur on a regular and planned basis and should be part of an integrated programme of support which is regularly reviewed. Short break provision can however, also be provided on an emergency basis. No short break should exceed 28 days continuous care and total provision over a year should not exceed 120 days.

Short break services are specialist additional services required to support disabled children and their families; in other words, short breaks services are over and above the universal services available to all families.

Short breaks range from supporting disabled children and young people to access universal leisure-time services, through to providing specialist services at a local and regional level. In this context specialist services are services accessed by a particular group of children, i.e. disabled children.

It is clear that the breaks should be provided not just to those carers struggling to maintain their caring role, but also to those for whom a break would improve the quality of care they can offer. Short breaks should not be seen just as a crisis intervention, but should also be available routinely to help parents and carers to maintain and improve the quality of care they are able to provide.

Whilst the definition is extremely wide it does exclude periods of continuous care exceeding 28 days with a ceiling of 120 days in a year.

Local Authorities are also expected to work in partnership with Primary Care Trusts in securing effective service, joint planning and commissioning the provision of short break services. It is explicit that AHDC funding is conditional upon local authorities consulting with disabled children and their families on appropriate short break provision.

The Government has appointed Together for Disabled Children (TDC) to assist both PCTs and local authorities to achieve a step change in short break provision. TDC will facilitate network learning arrangements, disseminate learning and best practice and provide hands on support where required. However responsibility ultimately lies with local partners.

Consultation

In order to draw down funding until 2011 the Local Authority must demonstrate that it has consulted fully with parents, carers and young children who have a disability.

Children attending the Summer Playscheme, Corbets Tey, Dycorts and Ravensborne Special Schools are in the process of being consulted. A questionnaire specially prepared using symbols has been drawn up for Teachers and Practitioners to use to gain the view of the kinds of activities young children would wish to participate in and their views in short breaks and where they might be held. To date nearly 50 returns have been received and are in the process of being evaluated.

Parents were invited through the special schools, Children's Centres, Children with Disabilities Team, childminder lists and Health Visitors to attend a parent consultation on the Aiming High agenda at First Steps on the morning of 15 September 2008 and the evening of 17 September 2008.

In total eighteen parents attended the morning consultation and eight the evening consultation. Though the turnout was fairly limited a number of useful suggestions emerged. However, a clear theme across both sessions was the diversity of need and consequently the necessity of building in either diversity in provision or flexibility in purchasing provision.

Positive ideas that emerged included:

- A drop in for parents/carers accompanying their child where there was activities for the child to do and parents could chat, meet and support themselves.
- A parents' cooperative where parents used each other to provide short breaks.
- The usefulness of a six monthly newsletter as parents particularly of younger children just receiving a diagnosis weren't necessarily receptive to support but may be at a later stage.
- The need to have a range of carers available.
- For direct payments to be useful there will need to be a range of carers as referred to above and also variable rates of payment to reflect different needs.
- Befriending services were identified as being an area of need, People are prepared to use the direct payments to pay for a befriender and also suggested the notion that some students say at the Sixth Form College as well as others may be happy to act as volunteers to take the young person to an activity.
- Supporting access to universal settings was a theme. There was a desire to be able to access swimming pools, etc. at times when a noisy or flapping young person would be accepted, not disrupt the enjoyment of others and not cause difficulties for the parents. This also meant that facilities e.g. for a mother to

support the changing of an adolescent young man/ toileting/hoisting/ parking etc would need to be available

As part of the consultation exercise the idea of establishing the Havering Additional Needs Database was discussed and appeared to be universally supported. There was also a strong feeling that the establishment of a parent forum, which could act as a single point of contact for the Authority and be a strong voice representing the diversity of the need within parents, would be a very positive development. The Government has release additional funding for this understood to be £3,300 for this financial year for a voluntary sector led bid.

The Action plan describes fully the steps taken in consulting those groups directly affected by Aiming High and stakeholders.

Next Steps

In order to meet the Government's requirements by 31 March 2009 a Draft Full Service Offer for Aiming High is attached for discussion at Appendix A.

The Action Plan for delivering the entire strategy is attached at Appendix B.

Appendix A DRAFT Full Service Offer for Aiming High

<i>Offer</i>	<i>Characteristics</i>	<i>Proposal</i>	<i>Actions</i>	<i>Risks</i>
*Information, advice and guidance	One stop shop e-contact Telephone Face to face Resource Near Central Romford e.g. on site of Drop-in	New post established: Co-ordinator for short breaks. Act as one stop shop Reach BME, single fathers and other minority or hard to reach groups Coordinate access to Drop-in	<ul style="list-style-type: none"> • Appoint to post • Prepare list of carers • Prepare list of places to go/things to do • Training of parents • Set up Website • Establish list of volunteers for befriending • Produce 6 monthly newsletter(see Parent Services Coordinator) 	<ul style="list-style-type: none"> • Implies responsibility for quality • Holiday cover
Eligibility criteria	Clear and fair Wider cover	All children who have successfully claimed DLA(?)(1090 under 16 as of Feb 2008)		
Promote direct payments/individualised budgets as preferred means of additional support	Payments must reflect true costs	Training provided by Coordinator for short breaks	Training offered parents Increase capacity of Direct Payment system	<ul style="list-style-type: none"> • Increase in number of claimants • Lack of control over quality • Overspend
*Performance Monitoring		Extend development of person centred planning	Appoint lead teacher to LSS Team	
*Drop in near central Romford	Time limited Evenings/ Saturdays Include siblings Age range to 11? Free at point of delivery	Drop in for parents to use for shopping/hairdresser etc	Eligibility criteria Identify suitable premises Equip with disabled friendly outside play area, Videos, soft play area,	Limited use Capital cost(spent by March 2011) High staffing costs

			sensory room.	
*Parent/child club	Available 52 weeks one morning and one afternoon a week at 2 venues ideally one in north and one in south of borough. Have sensory rooms, soft, play areas and outside disabled friendly play areas. Limited staffing as all children accompanied by parent/carer	Base at Children's Centres e.g. Ingrebourne, First Step	Build outside play area at Ingrebourne	Capital cost(spent by March 2008) May use instead of nursery.
Therapeutic group work for babies	760 one hour/ baby sessions a year delivered at First Step for babies up to 2 years in groups of up to ten.		Commission Under Fives Inclusion Service to deliver	£6,716
Sitting @ child's home	Day	Use registered childminders/Family Link	<ul style="list-style-type: none"> • Need direct payments • Entries on IAG database • Cross Border links with B&D and Thurrock 	Sufficient OTs and physiotherapists. Sufficient supply of sitters
	Overnight	Use registered childminders/Family Link		
Sitting @ sitter's home	Day	Use registered childminders/Family Link	<ul style="list-style-type: none"> • Need direct payments • Entries on IAG database • Cross Border links with B&D and Thurrock 	
	Overnight	Use registered childminders/Family Link		
Sitting @ Children's Centres	Day	An offer at Children's Centres	<ul style="list-style-type: none"> • Booking system established • Charging system in 	May use instead of nursery

			place	
Emergency sitting	Day/night Salaried		•	
Befriending Services		Grant fund expansion of existing services. Use of Direct Payments Expand volunteer scheme	•	<ul style="list-style-type: none"> • Limited use • Capital cost • High staffing costs
*Extended holiday play scheme	<ul style="list-style-type: none"> • Cover all school holidays • Include siblings 	Holiday clubs for a proportion of all major holidays including half terms	• Extend current scheme	
*Youth Club	<ul style="list-style-type: none"> • Targeted groups • Provision 14+ 	Weekly youth clubs for targeted groups	<ul style="list-style-type: none"> • Identify demand • Identify key groups • Provide training • Transport? 	<ul style="list-style-type: none"> • Capital cost(spent by 2011) • High running costs • Ghettoising
*Transition planning for all young people with a disability	<ul style="list-style-type: none"> • All major transitions are planned for and information smoothly passed between agencies. 	<ul style="list-style-type: none"> • Lists of vulnerable young people at: Pre → YR Y6 → Y7 Y11 are prepared. • Planning meetings discuss all these young people. • Information as to options provided automatically. 	<ul style="list-style-type: none"> • Construct lists • Strengthen role of choice advisor 	
Extended school provision for ASD youngsters	<ul style="list-style-type: none"> • Use familiar settings, e.g. Ravensbourne 	<ul style="list-style-type: none"> • Offer extended evening and holiday provision (excluding Bank Holidays and weekends) 	• Appoint additional staff	• Financial
Breaks for those with	• Sessional	• Extend drop in	• Supported by PCT	

complex health needs	<ul style="list-style-type: none"> • Overnight @ home 	<ul style="list-style-type: none"> • Hospice at home 	<ul style="list-style-type: none"> • Supported by PCT 	
*Supporting access to universal settings	<ul style="list-style-type: none"> • Enhance physical access • Playground modified for disabled young people • Dedicated time at swimming pool/cinema etc 	<ul style="list-style-type: none"> • Small works only • Car parking • Part of role of Parent Services Coordinator 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Money to be spent by March 2011
*Establish a parent services coordinator post.	<ul style="list-style-type: none"> • Establish a parents' forum • All disability sectors represented • Has access to meeting rooms and admin support • Establish a carers' cooperative for mutual support • Maintain the additional needs register • Newsletter and updates for parents of youngsters with disabilities • Promote access to universal services 			

- Entry level services available to all those claiming DLA

Appendix B Aiming High for Disabled Children DRAFT Action Plan

ACTION	OBJECTIVES	ACTION	LEAD	TIMESCALE	TIMESCALE
Introductory meeting with TDC	To examine the scope of AHDC and the LA's progress to date	Identify strategy group representatives	Trevor Sim	June 2008	Yes. First Introductory meeting 25 June 2008
Strategic Regional Lead from TFDC identified	To ensure and establish a clear link between TDC and the LA	Fiona Fitzpatrick identified as Regional Lead. Meeting with local Representative to be established	TDC	Sept 2008	Yes. First meeting of Regional Lead and Local Representative 9 Sept 2008
Consultation with children	To seek the view of very young service users on the services they wish to receive via the Summer Play Scheme and the LA Special Schools	Draw up simple consultation questionnaire with symbols Inform parents of children whom are being consulted	Children with Disabilities Team Family Link	July 2008 September 2008	Summer Playscheme consultation July 2008 Special school provision Sept 2008
Identify PCT representation on Strategy Group	To ensure all key stakeholders are represented	To liaise with PCT to establish appropriate representation	Trevor Sim	Sept 2008	Yes. PCT representation established 4 Sept 2008

ACTION	OBJECTIVES	ACTION	LEAD	TIMESCALE	TIMESCALE
Draw up outline full service plan	Map out the core offer actions and risks for implementation	Map the core offer criteria and highlight actions and risks in implementation	Trevor Sim	Draft full service offer complete 1 Sept 2008	Draft full service offer complete 1 Sept 2008
Undertake parental consultation supported by TDC	Seek the views and comment of parents of disabled children	Identify Appropriate venue	Carole Balfe	June 2008	Yes. First Step Pre-school
		Draw up fliers and posters	Carole Balfe	June 2008	Yes
		Identify consultation facilitators	Trevor Sim	July 2008	Yes
		Draw up consultation Questionnaire to analyse results	Trevor Sim	August 2008	Yes
		Undertake consultation	Strategy Group	September	Met in full 15 & 17 September 2008

ACTION	OBJECTIVES	ACTION	LEAD	TIMESCALE	TIMESCALE
Establish Parents Forum to support AHDC Strategy Group	As per the guidance set up and establish an informed parents forum to support implementation of AHDC	Identify appropriate parents Set up working party Establish Terms of Reference	Chris Martin	November 2008	
Identify management and administration support	To secure dedicated management support and administration to meet the objectives of the action plan and the delivery of AHDC	Gain approval to establish a temporary post to undertake specific tasks Identify personnel options Appoint to temporary post	Trevor Sim Sarah Metcalf Trevor Sim	October 2008 September 2008 November 2008	
Establish strategic input from Children's Trust	To ensure clear project implementation of the AHDC agenda and appropriate representation and communication	Identify Children's Trust Champion for AHDC Establish communication channels between Children's Trust and Strategy Group	Ave Price Ave Price	October 2008 October 2008	

ACTION	OBJECTIVES	ACTION	LEAD	TIMESCALE	TIMESCALE
Mapping /audit	Gain a clear understanding of all the provision currently available for children with disabilities, its location and accessibility	<p>Draw up and map all current provision</p> <p>Map the location of all current provision via GGP</p> <p>Map the accessibility of all current provision including opening times and dates.</p>	<p>New appointment</p> <p>New appointment</p> <p>New appointment</p>	<p>November 2008</p> <p>November 2008</p> <p>November 2008</p>	
Consultation Analysis	Analyse the results of the consultation document and map them against the core offer delivery plan	<p>Draw up a consultation report based on feedback</p> <p>Plot and map results against delivery plan and current provision</p> <p>Identify gaps in delivery plan</p> <p>Report findings to consultees and Children's Trust</p>	<p>New appointment</p> <p>New appointment</p> <p>New appointment</p> <p>New appointment</p>	<p>November 2008</p> <p>November 2008</p> <p>December 2008</p> <p>January 2009</p>	

ACTION	OBJECTIVES	ACTION	LEAD	TIMESCALE	TIMESCALE
AHDC strategy	Draw up the Havering AHDC Delivery Strategy for submission to TDC	Clear draft strategy with Strategy Group Present draft strategy to Children's Board Submit Initial Delivery Plan to TDC	Sarah Metcalf Sarah Metcalf Trevor Sim	December 2008	