

MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON TUESDAY, 10 JUNE 2014 AT 2.00PM

Present:

Councillor E P Foley – Chairperson

D K Edwards	M Jones	H J Townsend
C A Green	D G Owen	C Westwood
R M James	G Phillips	D B F White
P N John	C E Rees	R E Young

Registered Representatives & Co-opted Members:

Mr T Cahalane (Roman Catholic Church)  
Mr R Thomas (Primary School Parent Governor)  
Mr W Bond (Special School Parent Governor)  
Miss S O'Halloran (NAHT)  
Mr H Daniel (NAS/UWT)

Officers:

R Harries - Senior Scrutiny Officer  
J Monks - Democratic Services Officer - Committees

Invitees:

Councillor H J David - Cabinet Member - Children and Young People  
D McMillan - Corporate Director - Children  
C Dyer - Youth Offending Service Team Manager  
N Echanis - Group Manager - Integrated Working & Family Support  
M Davies - Principal Youth Officer  
M Lewis - Group Manager - Integrated Working

110 APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor R L Thomas - Work Commitments  
Mr K Pascoe - Work Commitments

111 DECLARATIONS OF INTEREST

Councillor Townsend declared a personal interest under Agenda Item 5 – Youth Service Review, as her sister is employed by the Youth Service.

112 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Children and Young People Overview and Scrutiny Committee held on the 17<sup>th</sup> March 2014 were approved as a true and accurate record.

That the minutes of a meeting of the Children and Young People Overview and Scrutiny Committee held on the 28<sup>th</sup> April 2014 were approved as a true and accurate record subject to Councillor Townsend being added to those Members who had submitted their apologies for absence at that meeting.

The Chairperson welcomed the invitees to the meeting.

113 YOUTH OFFENDING SERVICE

The Youth Offending Team Manager presented a report to inform the Committee on the findings of some research commissioned by the Youth Offending Service (YOS) in response to concerns regarding a succession of serious incidents throughout 2012 involving some young people who had taken overdoses, and had either admitted trying to end their own lives, or stated that they did not care if they lived or died. She informed Members that many of those youngsters viewed their lives with little value and although their intention was not to commit suicide, they often took risks with scant regard for the consequences. She explained that Officers were concerned that there was possibly an area of work they were missing where they could be more proactive to prevent those youngsters taking such risks.

Initially the Youth Justice Board (YJB) was approached regarding possible research and further behavioural analysis, and on advice from the YJB an independent researcher was commissioned, with the aim of producing a short report identifying any themes or patterns that may emerge to assist the YOS in developing practise to respond to the findings. Three main themes were identified: domestic violence in the family home; experience of bereavement of a close friend or family member and a young person's involvement in substance misuse. The observations made by the researcher are detailed under paragraph 4 of the report.

**One Member commented that the major concern was the reduction in Child and Adolescent Mental Health Services (CAHMS) input, with one nurse off sick and the decision to reduce the number of nurses.**

The Youth Offending Team Manager advised that the Leader had written to the Chief Executive of the Local Health Board expressing his concern, and since preparing the report the CAHMS input was now under review, which would take into account the amalgamation of services into Western Bay. She advised that there was the possibility of sharing two nurses across the three organisations, which could be backed up with a general nurse or sexual health nurse in order to meet the more diverse needs of some of these young people.

**Another Member referred to the lack of CAHMS facilities in Wales, which would not be resolved without additional resources. She added that 50% of young people were referred out of the area and they were not accessing mental health services as they should.**

The Youth Offending Team Manager explained that consultation on mental health services for young people was currently taking place and the results would be passed to the Committee on its completion in July. In response to a question from a Member, she explained that young people are referred to services across Bridgend according to their needs and the suitability of a particular service. She advised that the Team were mindful not to have a "scattergun" approach and referrals are carefully managed in order to avoid confusion.

**A Member asked how the identified potential areas detailed under paragraph 3.4, are disseminated to the wider community, such as the Police and what scrutiny could be applied to ensure stakeholders picked up on the lessons learned.**

The Youth Offending Team Manager advised that the information is sent to the Children's Safeguarding Board; however she would not be aware of what happened to that information thereafter. She informed Members that she would follow this up after the meeting. She welcomed the Chairperson's suggestions that Members visit the service.

**One Member asked for reassurance that the Youth Service would maintain progress in the service under Western Bay.**

The Youth Offending Team Manager advised that her colleagues in Swansea and Neath Port Talbot Councils also worked extremely hard to improve the service; however she stressed that there would always be young people who go into crisis, which they could not predict. She added that the title of the service under Western Bay will be the Youth Justice and Early Intervention Service.

The Head of Strategy, Partnerships and Commissioning advised that as the service moved towards collaboration, the Youth Offending Service Manager would be the key person in ensuring that information is disseminated and it was hoped that best practice would be replicated.

**A Member asked for assurance that there would be a scrutiny process under the new structure, as this was not mentioned in the report. He stated that all documentation from the Welsh Government had clearly indicated that any collaboration should have an inbuilt scrutiny process.**

The Corporate Director – Children explained that the report had been concerned specifically with potential self-harming and suicides among young people; however a report on collaboration could be brought to the Committee at a later date. The Youth Offending Team Manager advised that the scrutiny arrangements would be decided as they moved through the transition period.

The Cabinet Member – Children and Young People informed Members that CAHMS is an area of work he had shown a particular interest in. He suggested the Committee consider the provision and strategies of the service in Bridgend, as support and scrutiny would assist in raising the profile and ensure the attention of the Local Health Board, as he did not believe it currently had the focus and attention it required. He advised that he was on the Western Bay Youth Justice and Early Intervention Management Board along with Cabinet Members from Swansea and Neath Port Talbot Council and he was confident that scrutiny arrangements would be put in place for Bridgend.

The Chairperson thanked the Youth Offending Team Manager for her input.

### **Conclusions:**

The Committee expressed concerns regarding the lack of input from the Child and Adolescent Mental Health Service (CAMHS) and welcomed the YOT Manager's suggestion that they respond to the current consultation on Mental Health Services for Children and Young People in the Youth Justice System.

The Committee suggested that due to the difficulties experienced in accessing support from CAMHS, the YOS should be encouraged to refer young people to other agencies that deal with mental health, such as New Pathways, where it was possible and appropriate to do so.

The Committee also agreed that it would consider adding CAMHS to its Forward Work Programme in order to consider the issue in greater depth.

The Committee agreed that officers would arrange a site visit to the YOS Offices.

The YOT Manager agreed that she would establish what action had been taken by partners in relation to the findings of the research, which had already been shared with them. The Committee particularly wished to ensure that this would take place in the case of the Community Safety Partnership Executive Board, as there was a clear role for them in taking the findings forward and ensuring they were shared as widely as possible.

The Committee noted that the Youth Offending Service was in the process of merging into a regional service, based on the Western Bay footprint. The Committee expressed grave concerns regarding the accountability and transparency of the Western Bay project and stated the

importance of ensuring robust scrutiny arrangements. In the first instance, the Committee agreed that they would ask to receive the copies of the minutes and reports of the Western Bay Joint Committee. It was also agreed that whilst scrutiny arrangements are being developed and consideration should be given to a scrutiny member attending meetings of the Western Bay Joint Committee.

#### 114 YOUTH SERVICE REVIEW

The Corporate Director - Children presented a report to provide the Committee with relevant information and a current overview in relation to the consultation regarding the Youth Service Review (YSR). The Council's Youth Service made temporary operational decisions resulting in the transitory closure of 16 open access youth provisions across the Borough, pending the outcome of the consultation. Through the Medium Term financial Strategy (MTFS) funding for young people's services has been reduced and the consultation process will ensure statistically relevant data is analysed and collated to provide the basis of the youth review. The Youth Service in Bridgend has initiated a service mapping exercise of provision within local communities to ensure all current provision is captured. The service works with a range of individuals, including substance misuse, sexual health, involvement in crime and homelessness, as well as those young people with emotional and physical needs.

She welcomed the Committee's scrutiny of both the Youth Service and the Youth Engagement and Progression Framework, which she advised were interlinked, as there would be transformation of all children's services and changing the way they are operated. She informed Members that the Children's Directorate is required to make savings of £8.8m out of a budget of £40m, which amounts to a 39% cut in the Youth Service and 44% cut in the Inclusion Service. Overall this April, a total of 70 posts across the Directorate had been deleted.

The Corporate Director – Children advised that the priority was to improve outcomes in Bridgend for children, young people and their families, and follow the Welsh Government policy which stipulates that those services should be delivered in a different way. At a later date this would inevitably result in changes to the Social Services and Wellbeing Act. The new national model of regional working guidelines for delivering school improvement and the way in which Youth Services are delivered has also changed in that the Welsh Government stipulates that the Youth Service should work more closely with the third sector and concentrate more as an Authority on increasingly targeting resources towards the most vulnerable children and young people.

She informed Members that the reason for the YSR was to identify ways of developing new techniques for delivering the services through engagement with local communities, the Town and Community Councils, the third sector and the voluntary sector to help deliver that universal provision and ensure integrated working. She advised that it was important those sectors did not take on work without the support of the Authority, whose role was likely to change in the future. The scheduled timeline for the consultation process is detailed at paragraph 4 of the report and the Corporate Director – Children advised that Cabinet had authorised a 40 day formal consultation, and on its completion would make a decision in January 2015 on progressing the model.

The Corporate Director – Children introduced the newly appointed Principal Youth Officer to her first meeting of the Committee.

The Principal Youth Officer explained that it was important to involve as many people as possible in the consultation, particularly those organisations that support children with additional needs, and the questionnaire is being formulated with the support of the consultation team. She informed Members that a wide range of mechanisms would be used to help people understand the consultation process, such as public meetings, workshops and schools, as well as through the Social Media such as Facebook and Twitter.

**A Member questioned why youth provision in some of the most deprived areas of the Borough had been closed. He stated that he had met with his fellow Ward Members,**

**elected Members and other interested parties such as the Police and Youth Workers in Caerau, but as yet had not received any feedback.**

The Corporate Director – Children explained that 31 posts had been lost from the Youth Service through the restructure to meet the MTFs and in advance of the YSR, and a short term operational decision was made not to offer open access youth services in some of those areas mentioned. She advised that the YSR would allow the Authority to continue working with those communities and if it could no longer afford to run those services, due to the Welsh Government instructing local authorities to work on a one-to-one basis with targeted groups of vulnerable young people, then the focus would be on who else could run them which would be the next stage of the review.

The Principal Youth Officer informed Members that through a revenue grant this year funding had been allocated to the third sector to provide universal provision, and it was hoped to allocate £30,000 across communities in the Borough to include areas of deprivation; the distribution of the funds would be decided at a meeting with the Bridgend Association of Voluntary Organisations (BAVO) next week. In addition, around £10,000 would be allocated for training third sector providers. She further explained that temporary arrangements had been made with some of the Outreach Teams so that street based provision and a mobile service are in place and to find out where the pressure points are to support those areas which are most in need.

**Another Member asked whether the Authority was moving from being a provider model to an enabling model service in view of reorganisation and the loss of some of the workforce. He added that he was concerned about accountability and control and would prefer the service to remain in-house.**

The Corporate Director – Children advised that the Welsh Government policy instructs local authorities to work more closely with vulnerable young people and schools, each secondary school being allocated a key worker. In order to develop more targeted work with vulnerable groups and one-to-ones, there would be less open access youth club provision.

The Principal Youth Officer stated that it would be a major challenge to ensure accountability, and therefore certain caveats have been attached to the grants provided to the voluntary sector so that people are clear on what is expected and systems have been set up to ensure they are supported.

**One Member referred to the community in Brackla, which has 2,500 children, 21% under the age of 16, yet the open youth service access had been removed from that Ward. She stated that she had only found out about the closure through a member of staff who was being made redundant from the service, and questioned why the Town and Community Council had not been informed of the closure, or given advice on how that provision would now be provided. She added that as there are a total of 4,000 young people up to the age of 25 living in Brackla, the closure of this service would have a knock-on effect as the young people would have nowhere else to go, which would ultimately result in complaints from residents.**

The Corporate Director – Children explained that the decision to close the provision in Brackla had been made at very short notice, as the Directorate was required to make savings within a matter of months. She advised that she would be consulting with the Town and Community Council Forum on this matter.

**Another Member asked whether accountability would be sought, when outsourcing, through CRB checks, qualifications and Safeguarding Certificates. She advised that Sport Wales had funds available for bids over £25,000 up to £250,000 to provide sports to various communities.**

The Principal Youth Officer advised that with regard to accountability, they were working with BAVO to look at Education Training Standards and providers would be required to undergo some quality assurance, their staff would need to be qualified and robust systems put in place before grants are allocated.

**Conclusions:**

The Committee noted that the Authority is moving to an enabling model of youth service provision and no longer plans to provide the service directly itself. The Committee acknowledge the financial pressures facing the Authority, but expressed some concerns regarding this change. Specifically, the Committee had concerns regarding what Estyn's views of the revised arrangements might be, and had further concerns regarding the accountability of third party providers between Estyn inspections.

The Committee noted that the timeline for the review did not mention scrutiny as part of the decision making process. The Committee requests that the timeline be revised in order to allow Members to have sight of the results of the consultation before it is presented to Cabinet for a decision.

115 YOUTH ENGAGEMENT AND PROGRESSION FRAMEWORK

The Corporate Director - Children presented a report to inform the Committee of the progress being made regarding the implementation of the Youth Engagement and Progression (YE&P) Framework, which has superseded the Not in Education Employment or Training Strategy (NEET). The overarching aim of the Framework is to prevent young people becoming NEET in the first instance, and to re-engage them with education, training or work. This new Framework offers those young people most at risk the allocation of a single point of contact to ensure support is delivered in a coordinated way. It also offers the development of a Youth Guarantee to ensure every young person post-16 has access to a suitable place in learning.

All local authorities throughout Wales have been allocated £50,000 each by the Welsh Government to implement the Framework and have been requested to complete an action plan by March 2014, outlining how each intends to take forward implementation of the Framework. The action plan for Bridgend, attached at Appendix 1 to the report, was developed by a multi-agency task and finish group. Appendix 2 to the report outlines the basis of the Youth Engagement and Progression model, and the full version of the Welsh Government's guidance is available at [www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills). Further work to develop a more focussed implementation plan will continue via a strategic multi-agency group, as ongoing work continues to reduce the number of those young people who are NEET. The more recent performance linked with NEET in Bridgend is outlined in two graphs under paragraph 4 of the report and the Corporate Director - Children advised that the Framework had already had an impact in terms of NEET.

She then introduced to the Committee the newly appointed Group Manager - Integrated Working and explained that although there had been a reduction in the number of Group Managers, this new post was necessary for this new Framework. She stressed that the Group Manager would have a great deal of work to do in bringing together all the services in order to meet children's needs to prevent the need for them to access further services, and ultimately to prevent youngsters becoming NEET in the first place. She advised that the Group Manager had led the workshop to review the NEET strategy and would oversee, amongst others, Flying Start; the Youth Service; NEETs; Family Support across levels of need and the Education Welfare Service, developing them to become integrated, which she stated is the key to transformation, and is a major priority for all partner agencies. The work in terms of governance will be overseen by the Families and Learning Group, who in turn will be overseen by the Children and Young People's Partnership which is monitored by the Local Service Board.

**One Member asked what the outcomes from the workshop were and how it had informed and impacted on the Framework.**

The Group Manager – Integrated Working explained that the workshop was a review of where the service is now. The Chairperson requested that more information on the workshop be provided to the Committee.

**Another Member asked if the Youth Guarantee team is guidance or statutory from the Welsh Government and whether those young people could be guaranteed a quality education. She further asked whether this would impact on those young people who wished to return to education. She then referred to Tier 5 of Appendix 2, which showed the potential for young people to engage in voluntary work. She believed this was a token gesture, as those youngsters would still be reliant on benefits.**

The Corporate Director – Children advised that the Authority was required to follow the Welsh Government guidance and the Youth Guarantee looks to getting all young people either in full time education, training or working and that the training should be meaningful, allowing them to progress. She explained that it was not as clear in Wales as it was in England, where the school leaving age had been raised 18. However, a further Youth Guarantee clearly sets out the Authority's obligations to ensure that any 16 year old who wants to continue in education is supported to do so. With regard to voluntary work, she advised that this would be good for those young people who are NEET as it would provide them with skills and experience and was seen as a step into the workplace or further education.

**The same Member commented that she would not wish to see voluntary work being included and then being taken away from the NEET figures to make them appear lower. She asked how they could guarantee quality places for every 16 year old, given the financial implications placed on the Welsh Government's budget.**

**The Chairperson stated that those young people needed an advocate as they lacked an independent voice.**

**Another Member asked whether the funding to create a new post was just being spent for another management post instead of using the £50,000 towards more frontline lead workers.**

The Head of Strategy, Partnerships and Commissioning advised that the new post of an Engagement and Progression Co-ordinator was crucial in developing the Framework.

### **Conclusions:**

The Group Manager – Integrated Working agreed that he would provide the Committee with the outcomes of the multi-agency workshop held on 28 November 2013.

In relation to Welsh Government's Youth Engagement and Progression Model (Appendix 2 to the report) the Committee wished it noted that they disagreed with the inclusion of voluntary work in the definition of Tier 5 – Young People Sustaining Education, Employment or Training. It was the view of the Committee that whilst there were many benefits associated with volunteering as a step forward, young people who were involved in voluntary work were still likely to be reliant on the state benefits and were not taking part in education or paid employment. Therefore, in the view of the Committee, this should not be included at Level 5.

The Committee had a number of concerns relating to the Youth Guarantee (a guarantee that every young person has access to a suitable place in learning post-16). The Committee had concerns regarding how the quality of places would be guaranteed in the light of reduced funding to the further education sector. This issue was of even greater concern due to the fact that, in the view of the Committee, there were very limited opportunities for young people to

express an independent voice. The Committee is of the view that Officers should engage with the Youth Council on this issue in order to establish methods of enhancing accountability for post-16 providers.

In relation to funding, it was agreed that the Scrutiny Officer would undertake additional research regarding the availability of European funding towards the implementation of the Youth Guarantee, and whether the UK government had taken up this opportunity.

The Committee agreed that it would continue to monitor the development and implementation of the action plan.

The Chairperson thanked the invitees for their attendance.

#### 116 **ANNUAL FORWARD WORK PROGRAMME 2014-15**

The Senior Scrutiny Officer presented a report outlining the suggested topics for consideration in the development of the Committee's Forward Work Programme for 2014/15. Following the development of the long list, Scrutiny Chairs and Officers took part in a work planning exercise in order to develop a shortlist of items and provisionally allocate each item to a meeting date.

##### **Conclusions:**

The Committee agreed the following topics for inclusion on its Forward Work Programme:

- Directorate Performance
- Business Plans
- Corporate Plan
- Budget Setting Process
- Young People Not in Education, Employment or Training (NEETS)
- Youth Offending Service
- Youth Service Review
- Looked After Children Strategy
- Looked After Children Budget Overspend
- Social Services Workforce Plan
- Serious Case Review and Regionalisation of the Safeguarding Children Board
- Statements of Special Educational Needs
- Annual School Performance Report 2013-14

The Senior Scrutiny Officer informed Members that at a recent meeting of the Scrutiny Chairs, possible budget savings within Scrutiny were discussed, and particularly the workload around the number of Research and Evaluation Panels. One of the proposals was for the five Scrutiny Committees to meet as one on a specified day in order to discuss all future Business Plans and Corporate Plans which are provided to the Scrutiny Committees. Members agreed that there was a need to look at those Plans together as part of internal collaboration.

##### **Conclusions:**

The Committee noted that discussions were ongoing regarding the means by which scrutiny of Directorate Performance, the Directorate Business Plan and the Corporate Plan could be revised in order to make more efficient use of the meetings available to the Committee.

The Committee agreed to add the following items to the FWP, subject to capacity being freed up by the implementation of revised arrangements as described above:

- CAMHS
- Youth Service Review – Results of Consultation
- Youth Engagement and Progression Framework Action Plan



The Committee noted that the FWP as it stood was heavily weighted towards Social Services issues with very few Education items. It was agreed that the Scrutiny Officer will facilitate further discussion of how this issue could be addressed and will provide the criteria used for long-listing items for inclusion, to enable Members to make an informed decision.

It was also noted that due to the number of policy and service changes being implemented as a result of the Medium Term Financial Strategy, it may be necessary to arrange special meetings in order to accommodate pre-decision scrutiny.

#### 117 CORPORATE PARENTING CHAMPION UPDATE

The Assistant Chief Executive - Legal and Regulatory Services submitted an update from the Committee's Corporate Parenting Champion on the work being undertaken by the Cabinet Committee - Corporate Parenting.

Councillor White, in his role as Corporate Parenting Champion, gave a brief update to Members and advised that Swansea City Council would be the host authority for the Adoption Service within Western Bay.

He took Members through the report and reported that the Children's Commissioner's review on independent and professional advocacy services for looked after children (LAC) and young people, care leavers and children in need, which was published in March 2012, had set out 29 key recommendations of which 11 were directed to the Welsh Government. The remaining 18 were directed to local authorities, as the review had concluded that local authorities in Wales were failing in their duties in relation to independent professional advocacy for the vulnerable groups.

An audit was carried out by the Authority which had identified a number of gaps in the current service at the time. In light of this, a procurement exercise for a new contract commenced in December 2013 resulting in a two year contract for independent professional advocacy and independent visiting being awarded to Tros Gynnal Plant, a leading Welsh children's charity who work with some of the country's most vulnerable children and young people, offering them and their families independent and confidential support.

Councillor White further reported that in his role as Corporate Parenting Champion, he had recently attended the LAC Awards Ceremony and the One Year Celebration of the Integrated Family Support Services (IFSS). He described how it had been a pleasure to be invited to the Awards Ceremony, which recognises the skills, talent and hard work of LAC and young people, giving them the opportunity to have their achievements recognised. The One Year Celebration of the IFSS provided the opportunity to meet with the families involved, hear of their experiences and the positive difference the service had made in their lives.

Councillor White then presented a short DVD which had been made by the IFSS team and some of the families who had been referred to the service. The DVD informed Members of how much the service had meant to those families and how it had already succeeded in reducing the LAC population and children on the child protection register.

The Chairperson thanked Councillor White for the quality of his report.

Conclusions: The Committee noted the Corporate Parenting Champion's update.

#### 118 COPORATE PARENTING CHAMPION NOMINATION

The Senior Scrutiny Officer presented a report to request the Committee to nominate one Member as its Corporate Parenting Champion to represent the Committee as an invitee to meetings of the Cabinet Committee – Corporate Parenting.

RESOLVED: That the Committee nominated Councillor D B F White as its Corporate Parenting Champion to represent the Committee at meetings of the Cabinet Committee – Corporate Parenting and noted the appointment of the Chairperson of the Children and Young people Overview and Scrutiny Committee as an additional invitee.

119 NOMINATION TO STANDING BUDGET RESEARCH AND EVALUATION PANEL

The Senior Scrutiny Officer presented a report to seek nominations for the Budget Research and Evaluation Panel in line with the Corporate Resources and Improvement Overview and Scrutiny Committee's recommendations made as part of the 2014-15 budget setting process.

RESOLVED: That the Committee appointed the Chairperson and Councillor M Jones to sit on the Standing Budget Research and Evaluation Panel

120 APPOINTMENT OF A CO-OPTED MEMBER TO THE CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE

The Senior Scrutiny Officer presented a report to propose the re-appointment of Mr Kevin Pascoe as a co-opted Member on the Children and Young People Overview and Scrutiny Committee.

At its meeting on the 5<sup>th</sup> August 2013, the Committee agreed to recommend to Council that Mr Pascoe be appointed as a non-voting co-opted Member of the Committee until May 2014, due to his long standing as a Member of the Committee as a registered representative, as well as his knowledge of and contribution to the work of the Committee. This was agreed by Council in September 2013, and as part of the original decision, it was agreed that the arrangement would be reconsidered after May 2014. It was proposed that this arrangement should continue until the next Local Government elections, after which the appointment would be reviewed.

RESOLVED: That the Committee recommended to Council the appointment of Mr Kevin Pascoe as a co-opted Member on the Children and Young People Overview and Scrutiny Committee.

121 FORWARD WORK PROGRAMME UPDATE

The Scrutiny Officer presented a report outlining the items due to be considered at the next meeting of the Committee on the 2<sup>nd</sup> September 2014, and further sought confirmation of the invitees to attend the subsequent scheduled meeting to be held on the 13<sup>th</sup> October 2014.

**Conclusions:**

The Committee noted the topics due to be considered at the meeting of the Committee scheduled for the 2<sup>nd</sup> September 2014 and acknowledged the invitees to attend the subsequent meeting on the 13<sup>th</sup> October 2014.

The Chairperson thanked Rachel Harries for her sterling work in covering the Committee whilst Rachel Keepins' was on maternity leave. Rachel Keepins is due back in August and will be in attendance at the next Committee meeting.

The meeting closed at 5.30pm.