

**Quality Standards Topic Expert Group**

**Health and wellbeing of looked after children and young people**

**Minutes of the meeting held on 15<sup>th</sup> & 16<sup>th</sup> November 2012**

**Meeting held at the NICE Manchester offices**

<b>Attendees</b>	<p><b><u>Topic Expert Group (TEG) members</u></b> Robert Tapsfield [Chair] (RT), Andrea Morris (AM), Caroline Cuckston (CC), (Day 1)Caroline Fry (CF), Clair Davies (CD), Cyra Mutesi-Kirenho (CM), David Graham (DG), Douglas Simkiss (DS), Gary Barnes (GB), Hannah Roscoe (HR), Helen Chambers (HC), Marion Saunders (MSa) (Day 2 only), Philip Taverner (PT), Sally Holland (SH), Valerie King (VK),</p> <p><b><u>External attendees</u></b> Sheryl Burton (SB), Berni Graham (BG), National Children’s Bureau, presenting field testing findings Day 1 only</p> <p><b><u>NICE Attendees</u></b> Laura Hobbs (LH), Michelle Gilberthorpe (MG), Nick Baillie (NB),Terence Lacey (TL), Linda Sheppard (LS), Rita Parkinson (RP), Simon Wilde (SW, Day 1 am only), David Tyledsley (DT, Day 2), Denise Woods (DW, Day 2), Nick Staples (NS), Nicola Bent (NBe Day 1) Jane Silvester (JS)</p> <p><b><u>Observers Day 1</u></b> Alix Johnson (NICE), Anna Poppa (NICE), Jennifer Hopes (NICE),</p> <p><b><u>Observers Day 2</u></b> Anna Poppa (NICE),</p>
<b>Apologies</b>	<p><b><u>TEG members</u></b> Marion Saunders (Day 1), Carolyn Hamilton (Days 1 &amp; 2), Caroline Cuckston (Day 2)</p>

Agenda item	Discussions and decisions	Actions
<p><b>1. Introductions and apologies. Declaration of Interest</b></p>	<p>RT welcomed the attendees and reviewed the agenda for the two days. Members of the Topic Expert Group (TEG) introduced themselves.</p> <p>RT informed the group of the apologies.</p> <p>The group agreed the minutes from the TEG2 meeting held on the 8<sup>th</sup> &amp; 9<sup>th</sup> May 2012 were an accurate record.</p> <p>It was noted that the Welsh Government would be using the NICE Quality Standard to underpin its new social care framework. It was noted that Gillian Leng would be attending a meeting with the Welsh Government later this week.</p> <p>RT asked the group whether they had any new interests to declare since the last meeting. The following interests were declared:</p> <p>HC noted that she did not work for, but was connected to, the NCB who carried out the field testing.</p> <p>HR noted that SCIE, of which she is an employee, was bidding to host the NCC for Social Care.</p> <p>SH noted that she is sat on a Welsh Government group concerned with social care.</p>	<p><b>Action 1:RP to provide members with a new declaration of interests form to complete and ensure that any declared interests are added to the forms</b></p>

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<p><b>2. Review of progress so far and objectives of the meeting</b></p>	<p>TL highlighted that the objectives of the day were to discuss consultation comments received from registered stakeholders, discuss and agree final amendments to the draft SCQS and discuss and agree the wording of a concise set of draft quality statements.</p> <p>TL reviewed the process for developing the quality standard (QS). He emphasised the need for clear, focused quality statements and reminded the group that the statements must be aspirational but achievable. He also asked the group to be mindful of any equality issues relating to each statement.</p> <p>TL informed the TEG that NICE would be adding an additional rationale section to accompany each statement. The purpose of the rationale section is to record important issues that aren't listed in the statement. TL asked the TEG for their support in developing this section.</p>	
<p><b>3. Strategic positioning of quality standards on looked-after children and young people</b></p>	<p>JS explained that the Department of Health (DH) &amp; Department for Education (DfE) jointly commissioned NICE to produce a quality standard on the Health and wellbeing of looked-after children and young people. TEG members and consultation comments highlighted a concern regarding the positioning of the QS and how it would fit within existing legislation and the current landscape.</p> <p>In response to those comments NICE have met with Ofsted, the DfE &amp; DH who agreed that they strongly support the focus of this QS but they recognise that they need to be useful &amp; used by the sector.</p> <p>The DfE, DH &amp; NICE will jointly develop a narrative on where the QS will fit into the system &amp; will agree it with Ofsted. NICE will keep the TEG informed of progress and noted that once complete, the TEG may be asked to reconvene to discuss the quality standard in the light of the narrative.</p> <p>The TEG queried if the LAC&amp;YP QS was a social care standard or a health &amp; social care standard. NBe explained that this topic is predominantly social care and that NICE are currently reviewing our library of topics &amp; looking for areas where integration may be an issue for consideration.</p> <p>NS informed the TEG that NICE have commissioned an independent organisation to evaluate the principles of the process used to develop the quality standards. They will be in touch with members and NS encouraged everyone to get involved in the process.</p> <p>LS informed the TEG that the QS would be integrated into the NICE pathway with links to other products that would help accessibility</p>	

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<p><b>4. Communication &amp; engagement strategy</b></p>	<p>SW (communications) gave a brief presentation to the TEG regarding communication, dissemination &amp; engagement.</p> <p>SW informed the TEG about the role of the social care fellows currently in post and their work to promote NICE in the field.</p> <p>The TEG was asked to give the names of any organisations that NICE could contact with the aim of promoting the quality standard. The group identified Public Health England, and Association of Directors of Children’s services</p>	<p><b>Action 2: SW to contact suggested organisations</b></p>
<p><b>5. Presentation of findings from field testing including Q &amp; A session</b></p>	<p>SB and BG presented a summary of the field testing report. It was noted that thoughts picked up by the TEG in this section would be considered alongside consultation comments in the afternoon session of this meeting.</p>	
<p><b>6. Recap on principles of quality standards</b></p>	<p>TL explained the remit of the group was not to redefine the evidence base, instead to focus on making the statements as clear and precise as possible.</p>	
<p><b>7. Presentation &amp; discussion of consultation feedback</b></p>	<p>MG gave a brief overview of the consultation comments received and highlighted that there had been positive feedback. One area that the consultation pinpointed was the phrase “those under leaving care arrangements”. The TEG agreed to replace these words with “care leavers” throughout the quality standard.</p> <p>MG advised the group that they would consider statement-specific comments received from the consultation as well as the field testing report, as they discussed each statement.</p> <p>MG also highlighted that responses will be formulated to comments received from registered stakeholders and these responses will be published on the NICE website alongside the final quality standard.</p> <p>MG reminded the TEG that they will be able to comment on the next iteration of the QS following the TEG 3 meeting. There may be further amendments subject to discussion with the TEG Chair and following internal assurance processes, including Guidance Executive.</p>	<p><b>Action 3: MG to replace the phrase “those under leaving care arrangements” with “care leavers” on the QS title page and throughout the QS</b></p>

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<p><b>8, 9, 10, 11 Presentation, discussion and agreement of final statements</b></p>	<p>MG explained the process that would be followed for the drafting of the quality statements. The TEG had to decide if each QS should be retained subject to relevant amendments, threaded through other statements or removed.</p> <p>The TEG considered draft quality statements 1 to 12 as outlined in the draft quality standard and in the summary paper 3.7 prepared by the NICE team.</p> <p>The TEG agreed to progress draft statements 1, 5, 6, 8 and 9 to the final quality standard with some amendments, including changes to some measures in view of discussions and review of consultation and fieldwork feedback. The focus of certain statements was refined.</p> <p>The TEG agreed that draft statement 2 &amp; 3 should be integrated to form a new quality statement on stable placements that meet looked-after children and young people’s needs and preferences, with re-written structure, process &amp; outcome measures.</p> <p>The TEG also agreed to develop a statement on warm &amp; nurturing care.</p> <p>The TEG agreed to integrate QSt4 as a measure within QSt5.  The TEG agreed to integrate QSt10 as a measure within QSt8.  The TEG agreed to integrate QSt11 as a measure within QSt1.  The TEG agreed to integrate QSt12 as a measure within the Qst on warm a&amp; nurturing careQSt1</p> <p>The TEG agreed that the technical team should consider reordering the draft statements and that when the TEG receives a draft of the quality standard for comment, they will suggest any changes to ordering as required.</p> <p>The TEG agreed to review the extra rationale section that will be included in the updated draft QS and feedback any comments.</p>	<p><b>Action 4: NICE team to make amendments to statements, include a rationale section and seek TEG comments on the final QS.</b></p>

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<b>12. Summary of final statements</b>	MG presented a summary of the revisions to the TEG and stated she would revise the statements which would then be shared with the TEG group for comment before being presented to NICE's Social Care Programme Board and Guidance Executive.	
<b>13. Summary of Equality impact assessment</b>	<p>The TEG considered and discussed equality issues. It was acknowledged that LAC&amp;YP as a whole are identified as a vulnerable group, but particular issues of different subsections of the population will need to be considered. Key aspects discussed were:</p> <ul style="list-style-type: none"> <li>Autistic spectrum</li> <li>Special educational need</li> <li>Speech &amp; language communication needs</li> <li>Disability</li> <li>How do young people communicate their preferences</li> <li>Sexuality</li> <li>Exploring identity</li> </ul>	<b>Action 5: MG to consider vulnerable groups in the equality impact assessment and potentially inclusion in equality and diversity considerations sections of statements where relevant.</b>
<b>14. Next steps, timelines, final QS product &amp; endorsement</b>	<p>The TEG was presented with the next steps, including key dates in the QS development process.</p> <p>NB gave a brief overview of the endorsement process. NB asked the TEG to consider their organisations or suggestions of other organisations who could endorse the standard.</p> <p>The TEG asked the NICE team to clarify who qualified as an endorsement partner. It was noted that there were clear criteria for who could and could not be an endorsing partner.</p>	<p><b>Action 6: TEG members to discuss endorsement with own and any other relevant organisations</b></p> <p><b>Action 7: NICE to provide detail of criteria for endorsing partners to TEG members</b></p>

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<p><b>15. Support for commissioners and others using the quality standard</b></p>	<p>DT (costing and commissioning) outlined the role of the costing and commissioning team and advised the group that they will develop a support document for commissioners and other users to accompany the QS. DT stated that the purpose of this document is to help commissioners and service providers consider the commissioning implications and potential resource impact of using the QS</p> <p>DT asked for TEG input in developing the document and informed them that they will have an opportunity to look at the work and comment on it. The TEG queried the following points:</p> <p>DW (Implementation) outlined the role of the implementation team and advised the group that work was underway regarding the positioning of the QS.</p>	
<p><b>16.AOB</b></p>	<p>RT asked the group for any other business in which there was none.</p> <p>RT thanked the group and advised they may be reconvened for a single meeting in the new year to agree and finalise revisions that have been discussed today. RT reminded the group of their responsibility to keep any paperwork and discussions from the meeting confidential.</p> <p>RT closed the meeting.</p>	