

**Chief Officer Confirmation of Report Submission Cabinet Member Confirmation of Briefing**

**Report for: Mayor  
Mayor and Cabinet**









<b>Date of Meeting</b>		
<b>Title of Report</b>	Response for CYP Select Committee - Common Assessment Framework	
<b>Originator of Report</b>	Executive Director, Children & Young People's Directorate	<b>Ext. 48527</b>

At the time of submission for the Agenda, I confirm that the report has:

<b>Category</b>	<b>Yes</b>	<b>No</b>
<b>Financial Comments from Exec Director for Resources</b>		
<b>Legal Comments from the Head of Law</b>		
<b>Crime &amp; Disorder Implications</b>		
<b>Environmental Implications</b>		
<b>Equality Implications/Impact Assessment (as appropriate)</b>		
<b>Confirmed Adherence to Budget &amp; Policy Framework</b>		
<b>Risk Assessment Comments (as appropriate)</b>		
<b>Reason for Urgency (as appropriate)</b>		

*R. M. Maney*

Signed:

Executive Member

Date: 30/06/08

*Frankie Selhe*

Signed:

Director/Head of Service

Date: 30/6/08

**Control Record by Committee Support**

<b>Action</b>	<b>Date</b>
Listed on Schedule of Business/Forward Plan (if appropriate)	
Draft Report Cleared at Agenda Planning Meeting (not delegated decisions)	
Submitted Report from CO Received by Committee Support	
Scheduled Date for Call-in (if appropriate)	
To be Referred to Full Council	

<b>MAYOR AND CABINET</b>		
<b>Report Title</b>	Response to CYP Select Committee – Common Assessment Framework	
<b>Key Decision</b>	No	<b>Item No.:</b> 17
<b>Ward</b>	All	
<b>Contributors</b>	Executive Director, Children and Young People’s Directorate	
<b>Class</b>	Open	<b>Date:</b> 9 July 2008

## **1 Summary**

On 5 September 2007 the Mayor and Cabinet received a report from the Children and Young People (CYP) Select Committee about the Common Assessment Framework (CAF). The Mayor asked the Executive Director to comment and provide advice on the views and recommendations of the select committee.

## **2 Policy context**

**Protection of children** : Better safeguarding and joined-up services for children at risk.

## **3 Purpose**

To respond to the issues raised by the CYP Select Committee.

## **4 Recommendation**

The Mayor is asked to agree the response and refer it back to the CYP Select Committee..

## **5 Background**

- 5.1 The Committee questioned the impact of data protection issues on the implementation plan and remain highly concerned about the likelihood of delivering the project within a secure environment and the ongoing issues in relation to the current plans for the Council’s data protection and information management systems. Particular concerns were raised about the security of e-mails and the electronic storage of personal data. The Committee questioned the likelihood of full implementation by April 2008 and expressed the view that whilst officers are working to national deadline, further consideration should be given to the impact

of the resistance from some agencies and practitioners on the target implementation date.

- 5.2 The Select Committee recommended that an in-depth review of the data protection issues is undertaken and that officers report progress against the CAF implementation plan to the Committee.
- 5.3 This report responds to concerns about the CAF, outlining a short summary of progress together with planned action over the rest of the year.

## **6 Response**

### Secure Email

- 6.1 Officers have been gradually improving the security of information transfer.
- 6.2 There are a number of different types of secure access to records in Lewisham. Lewisham hospital has remote VPN token based access into their network. Social Care staff working can be issued with tokens and the Council's legal department can be granted a single day access to look at extracts of records in cases in legal proceedings.
- 6.3 Lewisham's Youth Offending team has been using the CJIT secure email system for almost three years. The YOT team has 40 users and the system is in daily use for files, documentation, reports etc being shared with the police and courts and report it as reliable with few system problems. The system allows secure email traffic between local authorities, the police, central government, the probation and court service. It now also allows for email users in health to set up an account and smaller partners can also apply for access.
- 6.4 Following the establishment of the CJIT system it was agreed that other users could use the system , and following a pilot which ran in Lewisham from mid-December 2006 approximately 20 LBL users were set up on the system in February 2007. The Metropolitan Police has consistently encouraged local authorities to use CJIT and DCS Jeffrey from the Met wrote to all authorities in early 2008 making it clear that after April 2008 the police will no longer use fax and will only use secure email for notices where children come to their attention. Children's Social Care staff are now signed up and able to use CJIT to send and receive such emails.
- 6.5 The NHS has recently issued a directive that no personal information should be emailed outside of the network. South London & Maudsley (SLAM) has recently stopped emails being sent with attachments adopting the principle that content is kept in one place instead of email and given access to the information on a secure site with adequate record level security.

## E-Enablement of the CAF

- 6.6 There has been recent agreement given by the DCSF to develop a national e-CAF solution. This solution will support many of the aims of the CAF, overcoming the operational barriers to its use. The solution offers the most consistent approach to managing the CAF process on a national scale. As a single system it is a self contained unit of information which allows a practitioner to electronically create, store and share a CAF securely and so enable completion by and exchange between agencies. This supports multi-agency working, information sharing and early intervention in a secure environment. Access rights are only granted on a consent basis. The DCSF plan to implement the national e-CAF in September 2009.
- 6.7 While this is welcome it remains some way off, therefore if Lewisham is to continue to steadily increase its numbers it is likely to need an interim solution. The LISA child index has the functionality to be changed from an index into an e-CAF solution. This would provide an efficient and secure method of sharing completed CAFs with involved agencies and children and families. A web based system will enable voluntary agencies to have access (with consent) as well as statutory agencies. Automatic storing would also ensure capture of full up to date records, allowing practitioners to add their assessments quickly and contribute to the action plan. It will also support the collection and reporting of relevant management information to enable a proactive approach to practitioner involvement and service need.
- 6.8 Good progress has been made in addressing the Select Committee's concerns and it is intended that further progress will be made in the immediate future to ensure the further development of the CAF and of secure information sharing.

## Implementation of Common Assessment Framework

- 6.9 The Common Assessment Framework (CAF) is now being embedded in Lewisham with over 1,200 completed and 442 trained practitioners. Training continues to be well attended on a monthly basis with two user groups planned to obtain practitioner feedback on completing the CAF. These will take place at the end of June and mid July. Almost all agencies are now using the CAF. Progress in Lewisham is good in comparison with other local authorities.

## **7 Legal implications**

None.

## **8 Crime & disorder implications**

None.

## **9 Financial implications**

None

## **10 Equalities implications**

The government expects improved information sharing to result in more appropriate services for Children In Need.

## **11 Environmental implications**

None