

**Minutes of a meeting of the Children and Young People Partnership  
Held on 22<sup>nd</sup> January 2007 at 2pm in the  
Council Chamber, Town Hall, Saturday Market Place, King's Lynn**

**Present:**

David Lennard Jones (Chair)	-	Area Director, Children's Services
Julie Bivon	-	Children's Services
Carol Comer	-	Connexions
Vicky Etheridge	-	Neighbourhood Manager
Debbie Gates	-	Borough Council of Kings Lynn & West Norfolk
Pat George	-	St Michael's Primary School
Charles Hare-Winton	-	Children's Services
Robin Konieczny	-	Children's Services
Peter Morris	-	Partnership Officer, West Norfolk VCA
Susan Saxby	-	Partnership Officer, Children's Services
Sandra Summerfield	-	Children's Services
Diane Thurston	-	Norfolk PCT
Derek Wilkins	-	Norfolk Youth Offending Team

**Supported by:**

Ian Burbidge	-	Borough Council of Kings Lynn & West Norfolk
Martin Slater	-	Borough Council of Kings Lynn & West Norfolk
Rachael Edwards	-	Borough Council of Kings Lynn & West Norfolk

**Apologies for absence were received from:**

Chief Insp. Cherington	-	Norfolk Constabulary
Jackie Hargreaves	-	Western Area Forum for Voluntary Organisations
Sue Jorgensen-Moore	-	Childrens Services
Debby McCarthy	-	Alderman Jackson School
Lynda Niles	-	Tier 3, CAMHS
Peter Stewart	-	College of West Anglia

		<b>Action</b>
<b>1</b>	<p><b>Minutes of the Last Meeting held on 23<sup>rd</sup> November 2006</b></p> <p>The minutes of the meeting held on 23<sup>rd</sup> November 2006 were agreed.</p>	

		<b>Action</b>
<b>3</b>	<p data-bbox="225 197 1315 304">Ian Burbidge updated Members on the Network Analysis project and explained that a further meeting with Jeremy Hawkins had been scheduled to agree timescales.</p> <p data-bbox="225 383 911 416"><b>Discussion regarding set up of Youth Forum</b></p> <p data-bbox="225 456 1315 564">Charles Hare-Winton explained the concept behind formulating a Youth Forum which would enable the Partnership to engage, consult and involve children and young people in the decision making process at a local level.</p> <p data-bbox="225 604 1315 1039">Robin Konieczny further explained that key to setting up any such Forum was for the Partnership to establish from the outset what exactly they were aiming to achieve. He stated that a “network” of groups already existed such as School Councils and via the Connexions service which could be utilised. Robin Konieczny also suggested that it maybe beneficial to set up a “Youth Steering Group” which could help decide how to take forward appropriate issues for consultation. A set of tried and tested standards for the active involvement of children and young people was available as part of the “Hear by Right” framework which had been developed and published by The National Youth Agency in partnership with the Local Government Association. A mapping and planning tool was also available to develop the active involvement strategy and help identify priorities (<a href="http://www.nya.org.uk">www.nya.org.uk</a>).</p> <p data-bbox="225 1079 1315 1223">Members of the Partnership discussed how best to progress setting up a forum and the standard that should be aimed for (emerging, established or advanced). Discussions were also held on the age range of the children and young people that should be involved.</p> <p data-bbox="225 1263 1315 1370">It was suggested that the proposals should also be raised with the West Norfolk Partnership Board as the ‘forum’ could be utilised across the Partnership structure.</p> <p data-bbox="225 1411 1315 1473"><b>AGREED:-</b> 1) That the Partnership endorse the formation of a ‘Youth Forum’</p> <p data-bbox="225 1514 1315 1657">2) That a working group be formed (Vicky Etheridge, Peter Morris, Sandra Summerfield, Pat George, Charles Hare-Winton and Robin Konieczny) to develop a proposal and project plan for presentation at the next meeting of the Partnership.</p> <p data-bbox="225 1697 1315 1774">3) That we consider how the “network analysis” exercise could be used to help map what existing youth consultation groups were established.</p> <p data-bbox="225 1814 1315 1845">4) That the proposals be raised with the West Norfolk Partnership Board.</p>	<p data-bbox="1378 1554 1458 1585"><b>CHW</b></p> <p data-bbox="1401 1702 1436 1733"><b>IB</b></p> <p data-bbox="1385 1809 1452 1841"><b>DLJ</b></p>

		<b>Action</b>
<p><b>4</b></p>	<p><b>Common Assessment Framework Briefing</b></p> <p>Sandra Summerfield gave an overview of The Common Assessment Framework (CPA) which was aimed to build and integrate services around children, young people and the family and provided a standardised early assessment of a child or young person’s needs across all the services. She explained that the CPA had been published in April 2006 after a trial period and a national roll-out was planned with reviews scheduled in April 2007 and 2008. An IT support strategy was also being developed and would be implemented between 2006 to 2008 and would provide a tool to enable practitioners to identify and contact one another easily and quickly so that they can share relevant information about children who need services. Funding to implement CPA was available from the Children’s Services Grant.</p> <p>A briefing for Managers had already been held with a further briefing planned in April. Trainers were also in place to provide relevant support to implement the CPA.</p> <p>The need to keep Freebridge Community Housing Association up to date with CPA developments was highlighted.</p> <p><b>AGREED:-</b> 1) That the date for the briefing in April on CPA be circulated to Members of the Partnership.</p> <p>2) That a copy of the briefing be forwarded for publication on the West Norfolk Partnership’s website.</p> <p>3) That an update on the implementation of CPA be provided at future meetings of the Partnership.</p>	<p><b>SS</b></p> <p><b>SS/MS</b></p> <p><b>SS/SD</b></p>
<p><b>5</b></p>	<p><b>Refining our priorities – clarifying how we can build on the work undertaken so far</b></p> <p>David Lennard Jones explained that a number of outcomes had been identified for children and young people in the Western Area, however it was not realistic for the Partnership to address them all and therefore key priorities needed to be identified. He highlighted that ‘Turning the curve’ exercises had already been carried out on four areas identified as priorities.</p> <p>Members discussed the best way to progress and select priorities for the Partnership. It was highlighted that other Partnerships, such as the Economic Partnership would also be progressing some of the priorities that had been identified.</p>	

	<p><b>AGREED:</b> - 1) That the following initial priorities for the Partnership be selected and developed:-</p> <ul style="list-style-type: none"> <li>a) A youth forum is in operation and young people feel they are properly involved in decision making in the West.</li> <li>b) Exclusions from school have been prevented through early intervention and alternative education provision.</li> <li>c) The Common Assessment Framework.</li> </ul> <p>2) That relevant school representatives be invited to attend a meeting of the Partnership to discuss progressing priority (b) above.</p> <p>3) That a future meeting of the Partnership focuses on the priority on “debt and benefit advice” and appropriate representatives be invited to attend.</p> <p>4) That the priority relating to “young people at 16 continue into Employment, Education or Training” be considered as a future priority for the Partnership.</p>	<p><b>Action</b></p> <p><b>DLJ</b></p> <p><b>DLJ/SD</b></p> <p><b>DLJ/SD</b></p>
<p><b>6</b></p>	<p><b>Any other business</b></p> <p>Vicky Etheridge explained that she was not fully aware of the new structure for Children’s Services and suggested that a workshop/training session be held to brief relevant people. In response, David Lennard Jones explained that a meeting was being planned which would also give an opportunity for relevant agencies to have an exhibition stand. <i>(Subsequently to the meeting, the date of Monday 5<sup>th</sup> March was chosen as the date that the Children’s Fund would be organising this on our behalf at the Kings Lynn Professional Development Centre in Kilhams Way from 3 – 6pm. All were welcome and it was hoped that partners would be able to be represented and share what they are doing with others)</i></p> <p>Vicky Etheridge also raised the issue of receiving relevant information to ensure she was fully informed of current issues/news in order that she was in a better position to answer queries that were raised. The group acknowledged that this was an issue and it was suggested that any relevant information be forwarded to Sarah Dennis for circulation to Members of the Partnership. It was also suggested that the information be accompanied by a short briefing note to explain what the information was about and highlight any specific points.</p> <p>David Lennard Jones informed Members that Jimmy Yallop from the Discovery Centre was planning to put together a video which was aimed at highlighting to young people the consequences of being sent to prison.</p> <p><b>AGREED:</b> - 1) That the Area Structure Chart and Western Area Team contact details for Children’s Services be circulated to Members of the Partnership.</p>	<p><b>DLJ/SD</b></p>

	<p>2) That discussions be held on the proposals to resurrect the 'lunchtime network' meetings for relevant agencies.</p> <p>3) That any relevant information, together with a short briefing note, be forward to Sarah Dennis (<a href="mailto:sarah.dennis@west-norfolk.gov.uk">sarah.dennis@west-norfolk.gov.uk</a>) for circulation to Members of the Partnership.</p> <p>4) That the 'distribution of relevant information' in order to keep Members informed be placed on the Agenda for the next meeting of the Partnership.</p>	<p><b>Action</b></p> <p><b>DJL/DT</b></p> <p><b>All/SD</b></p> <p><b>SD</b></p>
<b>7</b>	<p><b>Date of next meeting</b></p> <p><b>AGREED:</b> - 1) That the following dates for future meetings be scheduled (venues to be confirmed)</p> <p>Monday 26<sup>th</sup> March 2007 – 2pm  Monday 21<sup>st</sup> May 2007 – 2pm  Monday 9<sup>th</sup> July 2007 – 2pm  Monday 17<sup>th</sup> September 2007 – 2pm  Monday 12<sup>th</sup> November 2007 – 2pm</p> <p>2) That one of these future meetings of the Partnership be held at the Ecotech Centre at Swaffham to facilitate attendance from Breckland Council.</p>	<p><b>SD</b></p> <p><b>SD</b></p>
	<p><b>The meeting finished at 4.45pm.</b></p>	