



**Minutes of a meeting of the Children and Young People Partnership  
held on 14<sup>th</sup> April 2008 at 2pm in the  
Committee Suite, Kings Court, Chapel Street, King's Lynn**

**Present:**

- |                             |   |   |
|-----------------------------|---|---|
| David Lennard Jones (Chair) | - | Norfolk Childrens Services                      |
| Chris Gillett               | - | Norfolk Governors Network                       |
| Pat George                  | - | St Michaels Primary School                      |
| Charles Hare-Winton         | - | Norfolk Childrens Services                      |
| Sian Kendrick-Jones         | - | Norfolk PCT                                     |
| Peter Morris                | - | West Norfolk Voluntary & Community Action (VCA) |
| Sandra Summerfield          | - | Norfolk Children's Services                     |
| Sue Jorgensen-Moore         | - | Norfolk Children's Services                     |
| Carol Comer                 | - | Connexions                                      |
| Kathy Saunders              | - | Norfolk Disabled Parents Alliance               |
| Clare Peak                  | - | Well Family Service                             |
| Gill Daniels                | - | West Norfolk Partnership (Food Fortnight)       |
| Anriette Mynhardt           | - | National Childrens Home                         |
| Julia Bivon                 | - | Norfolk Childrens Services                      |
| Beth Shannon                | - | Queen Elizabeth Hospital                        |
| Graham Hanson               | - | Youth Strategy                                  |
| Debbie Gates                | - | Borough Council of Kings Lynn & West Norfolk    |
| Catherine Tayler            | - | NHS Norfolk                                     |
| Derek Wilkins               | - | Norfolk Youth Offending Team                    |
| Lynda Niles                 | - | Norfolk & Waveney Mental Health Trust           |

**Supported by:**

- |               |   |  |
|---------------|---|--|
| Martin Slater | - | Borough Council of Kings Lynn & West Norfolk |
| Sarah Dennis  | - | Borough Council of Kings Lynn & West Norfolk |

**Apologies for absence were received from:**

- |               |   |                                      |
|---------------|---|--------------------------------------|
| David Pomfret | - | College of West Anglia               |
| Heather Nunn  | - | Parent Governor Hammonds High School |
| Nigel Gant    | - | Norfolk Constabulary                 |
| Julie Brett   | - | Parent Governor                      |

		<b>Action</b>
<b>1</b>	<b>Apologies</b>  Apologies were as noted above.	

<p><b>2</b></p>	<p><b>Minutes of the Last Meeting held on 12<sup>th</sup> November 2007 and Matters Arising</b></p> <p>Sian Kendrick-Jones noted the new name for the Norfolk PCT was now NHS Norfolk.</p> <p>Item 7, page 6 – amendment – there are eight people trained to deliver the Strengthening Families Group Programme in West Norfolk and not Norfolk as stated.</p> <p><u>Agenda Items 9<sup>th</sup> June 2008</u></p> <p>It was <b>AGREED</b> that:</p> <p>The following items be included on the agenda for the meeting on 9<sup>th</sup> June 2008:</p> <ul style="list-style-type: none"> <li>• Childrens Fund</li> <li>• Local Safeguarding Childrens Board (LSCB)</li> <li>• Virtual Network Analysis</li> </ul>	<p><b>SD</b></p>
<p><b>3</b></p>	<p><b>Chairs Correspondence</b></p> <p>There was none.</p>	
<p><b>4</b></p>	<p><b>Budget and Resources</b></p> <p>Martin Slater explained that of the original budget allocation of £80,000, £48,508 of this remained. £38,782 of this amount had already been nominally allocated to projects and only £9,726 remained unallocated. The Chair explained these were only nominal allocations and funding could be used for other initiatives if the group saw fit.</p>	
<p><b>5</b></p>	<p><b>Terms of Reference and Links with Skills Group and Area Learning Board</b></p> <p>The Chair explained the Skills and Learning Group were considering the Terms of Reference and were proposing to focus more on the skills aspect. The Chair questioned whether the Children and Young People Partnership were happy with their three priorities.</p> <p>It was <b>AGREED</b> that:</p> <p>The Children and Young People Partnership priorities remain as:</p> <ul style="list-style-type: none"> <li>• Youth Forum</li> <li>• Reducing Exclusions</li> </ul>	

	<ul style="list-style-type: none"> <li>Supporting Families</li> </ul>	
6	<p><b>Partnership Priority 1 – Youth Forum</b></p> <p>Charles Hare-Winton introduced this item and explained that an initial meeting had been held in January 2008 and members had been drawn from existing groups. Approximately 30 people had attended, all of whom were keen to be involved in consultation. Pauline Brownhill from the Youth Service would be running team building exercises for the group.</p> <p>The Chair explained consideration would need to be given to what young people thought about what the group were doing and be involved in the decision making process.</p>	
7	<p><b>Partnership Priority 2 – Reducing Exclusions</b></p> <p>Julia Bivon gave a presentation outlining the progress with the Behaviour Monitoring Tool and the results to date of children at levels one, two and three. Julia also outlined the involvement of the Pupil Referral Unit (PRU) and the importance of the need to identify alternative methods of education.</p> <p>Pat George explained it was often the transitional years of schooling that affected the numbers of pupils at any of the three levels. 28% of schools had returned their figures so far, from a total of 90 primary schools. In response to a question from Derek Wilkins regarding the level of returns these schools had made, Julia Bivon explained all responses received had been full returns. It was anticipated that there would be a return rate of 95%. In response to a question from Martin Slater, the Chair explained that all schools were measured on the same criteria.</p> <p>The Chair explained that given the information presented, how could each agency represented at the meeting assist in reducing the levels of children at each level of exclusion. Lynda Niles expressed the need to ascertain the associated factors involved, particularly with those children at level three. There may be a need to share information between agencies due to the fact there may be children in common between agencies.</p> <p>Charles Hare - Winton noted the need to intervene at pre school age to prevent exclusions later on. Clare Peak noted that year seven was a key time and that communication between infant and junior schools was much easier than between junior and high schools.</p> <p>In response to a question from Kathy Saunders regarding pupil's domestic situations, Pat George responded by explaining the links from head teachers to parents. At level two, there would have been a meeting, although no formal monitoring would take place.</p> <p>It was <b>AGREED</b> that:</p> <p>The presentation be circulated with the minutes.</p>	<p><b>JB/SD</b></p>

**8 Partnership Priority 3 - Supporting Families**

Sandra Summerfield presented a report on the completion of the pilot project for the North Lynn Common Assessment Framework Steering Group. The purpose of the scheme had been to model effective multi agency working through a virtual team approach, to achieve a holistic assessment of a targeted group of vulnerable young people and an appropriate response to their individual needs.

Several agencies had committed support to the project and eight CAFs had been raised in the pilot period (three months to March 2008). Some of the children's needs were more complex than a CAF allowed for. A key recommendation from the pilot was to develop an integrated additional needs team targeting North Lynn initially. The pilot had also found there was a shortfall in out of school provision at key stage two. A group could assist with parenting strategies.

Sandra Summerfield presented a paper which outlined a proposal for the development of a multi agency additional needs team, whereby a steering group of strategic stakeholders could be established, with representatives from various organisations. Sandra also outlined a proposed structure for an additional needs team. The costs associated with such a proposal could be approximately £100,000. Funding could be sought from various sources such as the CDRP, Youth Offending Team etc.

The Chair explained that the Children and Young People Partnership needed to take ownership of the project as they had proposed the pilot and access to various services. Catherine Tayler highlighted the need to get the proposal on the table of commissioners. There was a strong evidence base to support the need for the project. The Chair noted that the budget had £10,000 unallocated which could be allocated to this project, if required.

Sandra Summerfield circulated a paper that updated the group on the Parenting Support Strategy. Clare Peak explained that one Strengthening Families Programme had been planned and there was little commitment from agencies to buy in to this. Lynda Niles explained that the next session of the Webster Stratton programme had been cancelled due to lack of resources.

Sandra reported that Karen Andrews of the County CAF team had recently left and it was not clear whether she would be replaced. The Chair noted that the Children and Young People Partnership should express their hopes that the post be filled.

Pauline Brownhill, Maisie Ramasso, Lucy Brand and Daniel McGarry arrived at 3.20pm.

The Chair welcomed Pauline, Maisie, Lucy and Daniel to the meeting and asked them to outline progress with the Youth Forum to date. Lucy Brand

explained that there had been three meetings to date and the main focus of these had been to get to know each other. Daniel McGarry explained that they were attempting to set up a core group and an extended group also. It would be important to get as many people involved as possible. Lucy highlighted topics that had been discussed at the meetings. Groups would be invited along to discuss topical issues and then the Forum would hold their own discussions.

Daniel McGarry explained the Forum would meet every three weeks to ensure they did not lose sight of current issues. The Forum would be attending a residential course in order to bond with other members.

Pauline Brownhill outlined the issues that the group would also consider, such as Hear by Rights, political structures and the UN Charter.

In response to a question from Catherine Tayler regarding the Forums representation, Pauline Brownhill explained that there were representatives from a wide range of schools across the borough. Sandra Summerfield also questioned how different the backgrounds were for the people on the Forum. Pauline explained the Forum had people from all sorts of backgrounds.

In response to a question from Chris Gillett regarding school councils, Daniel McGarry reported that he was a member of the school council and so could report progress back to them. In the case of other schools, Pauline Brownhill explained she had tried on numerous occasions to involve schools councils although with little response. The Chair welcomed suggestions as to how the Partnership could encourage responses from school councils. Graham Hanson suggested a 'virtual' meeting that may facilitate involvement from a wider audience.

Charles Hare - Winton explained that there needed to be a clear network and he anticipated that not every member of the Forum would be involved in each issue.

The Chair questioned how the Partnership should go about finding out what young people thought about various issues. Lynda Niles explained that a young person using the CAMHS service may not be best placed to say what they thought about a particular issue, although Pauline Brownhill explained that mental health had been highlighted as an issue by the Youth Forum.

There was discussion around representation on the Youth Forum by the Partnership and how best to utilise each members knowledge of individual issues, as well as the budget available to the Forum.

Charles Hare-Winton suggested that the Youth Forum may like to undertake some work around teenage pregnancy and sexual health, particularly issues such as the implications of relationships. This had been a topic the Forum had already discussed.

Sian Kendrick -Jones explained she needed to consult with younger people

	<p>for the Innovations Unit and questioned whether this Forum would be appropriate. Charles Hare –Winton would act as the reference point for the Forum.</p> <p>Lynda Niles suggested that the Forum may like to produce a flyer or poster for organisations to use to promote the work of the Forum. This could be an emailable version to begin with.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The Children and Young People Partnership register the requirement for the post on the County CAF team to be filled as soon as possible</li> <li>2) Minutes from the Forum meetings to be distributed to the Children and Young People Partnership</li> <li>3) Minutes from the Children and Young People Partnership meetings to be distributed to members of the Youth Forum</li> <li>4) The Youth Forum to consider undertaking some initial work around teenage pregnancy, sexual health and the implications of relationships</li> <li>5) The Youth Forum to draft a poster / flyer promoting their work, to be emailed in the first instance.</li> </ol> <p>The Chair thanked Pauline Brownhill, Maisie Ramasso, Lucy Brand and Daniel McGarry for attending.</p> <p>Pauline, Maisie, Lucy and Daniel left the meeting at 4.12pm.</p>	<p><b>PB</b></p> <p><b>SD</b></p>
<p><b>9</b></p>	<p><b>Reports from Sub Groups</b></p> <p>This item was taken after item 10.</p> <p><u>Teenage Pregnancy and Sexual Health</u></p> <p>Sian Kendrick –Jones circulated a presentation outlining the teenage pregnancy targets for Norfolk and the number of teenage conceptions. The target reduction of 50% from the 1998 rate for under aged 18 pregnancies was unlikely to be met by the target date of 2010. Sian outlined some of the outcomes and risks associated with young people affected by teenage pregnancy and explained what would help to reduce the number of teenage pregnancies.</p> <p>Sandra Summerfield left the meeting at 4.36pm.</p> <p>The Chair explained he anticipated that inspectors would be focussing on teenage pregnancies in 14 to 19 year olds in the near future. Martin Slater explained that reducing teenage pregnancy rates was a county wide target and he highlighted the importance of this also being a local target. Sian Kendrick-Jones explained that work was ongoing to address the county</p>	

	<p>target and this could be broken down to district level if required.</p> <p><u>Children and Adolescent Mental Health</u></p> <p>This item was deferred until the next meeting on 9<sup>th</sup> June 2008.</p> <p>It was <b>AGREED</b> that:</p> <p>A report covering this item be prepared for the meeting on 9<sup>th</sup> June 2008.</p>	<p><b>LN</b></p>
<p><b>10</b></p>	<p><b>Integrated Youth Service</b></p> <p>This item was taken after item 8.</p> <p>Graham Hanson introduced this item and presented a paper which outlined the need for the implementation of an Integrated Youth Support Service for Norfolk. The paper outlined the national policy background for the service and the principles behind a joined up approach. There had been considerable consultation with young people, including their desire to be involved in local decision making and what they thought of activities available in Norfolk.</p> <p>The paper also outlined a proposed model for the delivery of an Integrated Youth Service and the organisations to be represented on the group. Graham stressed that Go- East expected there to be such a service in the area. Although the delivery to the young community was working, Graham felt that the approach was not joined up as much as it could be.</p> <p>The structure of the Integrated Youth Support was discussed and each area would be expected to have such a group, which would then feed into a County wide Implementation Group, who would then report up to the Norfolk Children and Young People Partnership. The membership of the group was also discussed. Representatives would be required from Connexions, the voluntary sector, Borough or County Council, Cultural Services and the Police etc. Martin Slater explained that the Police were currently undergoing some changes and he would look into who may be the best person to represent the western area on the group.</p> <p>It was <b>AGREED</b> that:</p> <p>1) The following people be contacted with regard to their representation on the Western area Integrated Youth Support Service Group:</p> <p>Norfolk Constabulary – western area – David Buckley – Martin Slater to contact</p> <p>College of West Anglia – David Pomfret – Sian Kendrick-Jones to contact</p> <p>Management Team at the Borough Council – Debbie Gates to discuss</p> <p>The voluntary sector – Peter Morris to consult</p> <p>Extended Schools – Charles Hare-Winton to contact Tracey Andrews</p> <p>2) Carol Comer to be the group lead</p>	<p><b>MS</b></p> <p><b>SKJ</b></p> <p><b>DG</b></p> <p><b>PM</b></p> <p><b>CHW</b></p> <p><b>CC</b></p>

	<p>3) A progress report to be brought back to the next meeting of the Children and Young People Partnership on 9<sup>th</sup> June 2008.</p> <p>Graham Hanson and Debbie Gates left the meeting at 4.33pm.</p>	<b>CC</b>
<b>11</b>	<p><b>Food Fortnight 2008</b></p> <p>Gill Daniels introduced this item and explained she had met with the Chair to discuss the Food Fortnight events. Food Fortnight was now in its fifth year and was funded by the West Norfolk Partnership. She highlighted the importance of the thematic partnerships being involved in the initiative. There were two main ways partners could become involved:</p> <ul style="list-style-type: none"> <li>• Host an event</li> <li>• Hold a food related event for closed groups that would not be advertised in the main programme of events.</li> </ul> <p>Gill explained that Food Fortnight would take place between 1<sup>st</sup> and 16<sup>th</sup> November and anyone wishing to contribute to the event would need to let Gill have details by the end of July. Further information surrounding the event could be found on the website – <a href="http://www.foodfortnight.co.uk">www.foodfortnight.co.uk</a></p>	
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting is scheduled for <b>Monday 9<sup>th</sup> June 2008 at 2.00pm</b> in the Dr Harvey room at the <b>Ecotech Centre, Swaffham.</b></p>	
	<p><b>The meeting closed at 4.50pm.</b></p>	