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**AGENDA** for a Meeting  
of the **West Norfolk Children and Young People Partnership**  
on **26th March 2007**  
between **2.00pm and 4.30pm**  
in **Priory House Meeting Room, First Floor, Priory House, Austin Street,  
Kings Lynn**

## **AGENDA**

1. Apologies
2. Minutes of the last meeting held on 22nd January 2007 and matters arising (minutes attached)
3. Chairs Correspondence
4. Budget and Resources
5. Partnership Priority 1 - Youth Forum – **Charles Hare-Winton**
6. Partnership Priority 2 – Exclusions from school - **David Lennard Jones** (paper attached)
7. Partnership Priority 3 – Supporting Families – **Sandra Summerfield**
8. Common Assessment Framework – **Sandra Summerfield**
9. Network Analysis – **Laura Beveridge**
10. English as a Second Language – **Peter Stewart**
11. Recruitment and Retention – **David Lennard Jones** (paper attached)
12. Any Other Business
13. Date of Next Meeting

### **Distribution**

- Members of the West Norfolk Children and Young People Partnership
- Partnership Secretariat

**Partnership Chair:**

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**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 1311 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 1311 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 1311 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 1311 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 1311 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 1311 1473"><b>AGREED:-</b> 1) That the Partnership endorse the formation of a ‘Youth Forum’</p> <p data-bbox="225 1514 1311 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 1311 1769">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 1809 1262 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 1697 1436 1729"><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>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>	

**West Norfolk Children and Young People Partnership**  
**26th March 2007**

**Exclusions from School**

Following identification of this as a priority for the local partnership at the last meeting, the matter has been discussed with a variety of headteachers.

The following issues are related:

Development of a Behaviour and Attendance collaborative model involving the area headteachers and the Pupil Referral Unit. We are required by DfES to devolve resources for behaviour and attendance to schools in April 2008 and need to develop a model of service delivery that we can put in place before then.

The introduction of the Common Assessment Framework that will provide a means to identify the support that an individual requires and if the needs are met may reduce the likelihood of exclusion from school.

From April 2007 we are establishing a single area panel for the decisions that have previously been made at county level in a variety of different panels. Over time we anticipate that this will allow earlier intervention decisions to be made.

The Special Educational Needs Review is being implemented and will lead to more specialist provision in the area being available. An area SEM partnership is to be established which is likely to report to this group and which will involve headteachers in the resource allocation process.

The 9 children's centres will begin to make a multi-agency contribution to early identification and intervention and reduce the need for major interventions later in a child's life.

Links need to be made with projects that support parents and improve parenting skills.

Next steps appear to be identifying which agencies could contribute to this priority and using this to move towards the construction of an action plan.

David Lennard Jones

**West Norfolk Children and Young People Partnership**  
**26th March 2007**

**Recruitment and retention of Staff**

This item is on the agenda because Children's Services is going to be recruiting staff soon.

What views do colleagues have about how we can maximise our recruitment success across the agencies?

Do we want to work together with some joint adverts?

Are there some staff benefits that we could help each other with? Low cost housing? Transport? Benefits in kind? And so on...

What can we do together to promote West Norfolk as a good place to live and work?

David Lennard Jones