

Enquiries to: Sarah Dennis  
01553 616256  
[Sarah.dennis@west-norfolk.gov.uk](mailto:Sarah.dennis@west-norfolk.gov.uk)



**AGENDA** for a Meeting  
of the **West Norfolk Children and Young People Partnership**  
on **21st May 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 26th March 2007 and matters arising (minutes attached)
3. Chairs Correspondence
4. Budget and Resources
5. Update on the Children and Young People's Plan and the opportunities presented by the use of "open strategy" web tool – **Susan Saxby**
6. Involving governors and parents – **Kirsten Francis**
7. Child Protection and links to Local Safeguarding Children's Group – **Sandra Summerfield**
8. Partnership Priority 3 – Supporting Families – the supporting parents programme and update on the Common Assessment Framework - **Sandra Summerfield**
9. Network Analysis – **Laura Beveridge**
10. Any Other Business
11. Date of Next Meeting

### **Distribution**

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

**Partnership Chair:**

David Lennard-Jones

[David.lennard.jones@norfolk.gov.uk](mailto:David.lennard.jones@norfolk.gov.uk)

**Secretariat:**

Martin Slater

01553 616279

[martin.slater@west-Norfolk.gov.uk](mailto:martin.slater@west-Norfolk.gov.uk)

Sarah Dennis

01553 616256

[sarah.dennis@west-norfolk.gov.uk](mailto:sarah.dennis@west-norfolk.gov.uk)

**Minutes of a meeting of the Children and Young People Partnership  
Held on 26th March 2007 at 2pm in the  
Priory House Meeting Room, Priory House, Austin Street, Kings Lynn**

**Present:**

David Lennard Jones (Chair)	-	Area Director, Children's Services
Carol Comer	-	Connexions
Debbie Gates	-	Borough Council of Kings Lynn & West Norfolk
Charles Hare-Winton	-	Children's Services
Susan Saxby	-	Partnership Officer, Children's Services
Sandra Summerfield	-	Children's Services
Diane Thurston	-	Norfolk PCT
Derek Wilkins	-	Norfolk Youth Offending Team
Jane Belfield	-	Heacham Infant and Nursery School
Sue Jorgenson-Moore	-	Children's Services
Rory Robertshaw	-	Learning and Skills Council
Maxine Fiander	-	West Norfolk VCA
Peter Stewart	-	College of West Anglia

**Supported by:**

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

**Apologies for absence were received from:**

Chief Insp. Cherington	-	Norfolk Constabulary
Debby McCarthy	-	Alderman Jackson School
Lynda Niles	-	Tier 3, CAMHS
John Bennett	-	Marshland High School
Peter Morris	-	West Norfolk VCA
Terry Cuss	-	Norfolk Constabulary

		<b>Action</b>
<b>1</b>	<p><b>Minutes of the Last Meeting held on 22nd January 2007</b></p> <p>Sandra Summerfield noted that under section 4 of the minutes, the initials should be CAF, and not CPA as noted.</p>	

	<p>The Chair noted that his understanding of the third priority for the Partnership had been intensive working with families and not the Common Assessment Framework as stated in section 5.</p> <p>It was <b>AGREED</b> that:</p> <p>The third priority of the Children and Young People Partnership to be Parenting Support, and that the Common Assessment Framework (CAF) would be undertaken as part of the Partnership's work in any case.</p>	<b>Action</b>
<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 any funding held by the Children and Young People Partnership at the end of the 2006/07 financial year would be rolled forward into 2007/08. The Chair explained that he had agreed to fund a project undertaken by the Crucial Crewe due to the need for a quick decision and asked the group if they were happy with this decision.</p> <p>Martin Slater requested that the Partnership give consideration to the funding of the Discovery Centre. He reminded members that the Children and Young People Partnership had granted funding of £11,000 in 2006/07 on behalf of the Primary Care Trust (PCT). There was a three way funding agreement to fund the Discovery Centre, although the PCT had not yet committed to make the contribution for 2007/08. Martin had written to the PCT to request a contribution of £11,000 in 2007/08.</p> <p>The Chair explained he would be uncomfortable for the Children and Young People Partnership to fund the Discovery Centre due to PCT financial difficulties although he was supportive of the work of the Discovery Centre. He noted that pressure should be put on the PCT to commit to their funding agreement.</p> <p>Diane Thurston highlighted the competing financial priorities of the PCT and the Discovery Centre was one of a number of localised agreements that would now be considered in a Norfolk wide context. Martin Slater explained that the funding for the Discovery would be paid in three instalments and so the third instalment could be paid by the PCT to assist with their cash flow.</p> <p>The Chair explained that Childrens Services had been approached in 2006/07 to fund the Discovery Centre although the funding had been allocated from general County Council budgets on the basis that Children Services would fund in 2007/08.</p> <p>It was <b>AGREED</b> that;</p> <p>1) A budget statement to be prepared by Partnership officers and circulated</p>	<p><b>MS</b></p>

	<p>to members of the Children and Young People Partnership.</p> <p>2) Funding be granted from the Children and Young People budget to the Crucial Crewe project.</p> <p>3) A letter to be drafted to the PCT outlining their financial commitment to the Discovery Centre for 2007/08 and circulated to the Children and Young People Partnership for information.</p> <p>4) A copy of this letter to be sent to the PCT Commissioners.</p>	<p><b>MS</b></p> <p><b>MS</b></p>
<b>5</b>	<p><b>Partnership Priority 1 – Youth Forum</b></p> <p>Charles Hare-Winton circulated a paper which outlined the basis for the set up of a West Norfolk Youth Forum. A more detailed proposal would be developed for a future meeting of the Partnership. Charles explained that it was not known how many groups dealt with children and young people and so a mapping exercise would need to be undertaken in the first instance.</p> <p>Diane Thurston explained some mapping was already underway and would forward details regarding this mapping to Charles Hare-Winton. Debbie Gates explained that it would be advantageous to liaise with the Partnership’s Communications Group.</p> <p>In response to a question from Peter Stewart, Charles Hare-Winton explained that he considered it beneficial to use existing groups and to assess what was currently working and to identify and fill any gaps.</p> <p>The Chair requested details of how members of the Partnership engaged with young people, to which Derek Wilkins responded that he undertook one to one support. Martin Slater noted the Neighbourhood Management Board had a youth representative as a member. Diane Thurston noted that a lot of her work was through parents and carers.</p> <p>The Chair explained that a resource in the form of a post would be beneficial, not just in terms of financial assistance.</p> <p>Sue Jorgenson-Moore highlighted the need for a common framework.</p> <p>It was <b>AGREED</b> that:</p> <p>A detailed proposal to be brought to the July meeting of the Children and Young People Partnership.</p>	<p><b>CHW/SD</b></p>
<b>6</b>	<p><b>Partnership Priority 2 – Exclusions from School</b></p> <p>The Chair had circulated a paper which outlined the need to address this issue from an early age, preferably in a primary school environment. It was recognised that it was important to ensure schools were responsible for exclusions, as responsibility was often passed to other organisations to find</p>	

	<p>solutions for those excluded. These solutions were often very expensive. The Chair highlighted the need to look at alternatives to permanent exclusions. He noted that a survey of those in prison had identified that many had been permanently excluded from school.</p> <p>He explained that from April 2007 there would be a Single Area Panel which would mean any exclusions from schools in the western area would be dealt with by the western area. A Special Educational Needs Review was underway and an increase in provision in the west was likely.</p> <p>Derek Wilkins explained that there were a growing number of children excluded from school with a variety of mental, social and family issues and in some cases specialist one to one support was required and often transpired that a young person would have been passed between several agencies. Jane Belfield explained that there were no resources available to undertake one to one care. Sandra Summerfield explained that work needed to be undertaken with the parents also. She highlighted the importance of ‘wrapping services around the child’ using a multi agency approach.</p> <p>In response to a question from Peter Stewart regarding how the Common Assessment Framework (CAF) could resolve this, Sandra Summerfield explained that the CAF was intended for those at lower levels of need.</p> <p>Martin Slater explained that there was a need to identify where the most impact could be made and to focus resources. It was acknowledged that some children were being taught at home, although no assessment was made of the parent’s or carer’s ability to teach. Derek Wilkins stated there may be several children in West Norfolk not receiving a proper education because they were not at school or not receiving an appropriate level of education at home.</p> <p>In response to a question from Debbie Gates regarding alternatives to fixed term exclusions, the Chair explained there were a number of proposals being discussed. He explained there may be merit in contacting schools to ascertain how many had nearly been excluded. Sue Jorgenson-Moore explained that many children who had been excluded lacked similar skills and that these should be a point of focus.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The Chair to draft a letter to all primary schools in the first instance to ascertain the range of issues facing schools with regard to exclusions</li> <li>2) All members of the Children and Young People Partnership to give consideration to how their organisations might help address the issues surrounding exclusions within a primary school setting.</li> </ol>	<p><b>DLJ</b></p> <p><b>ALL</b></p>
<p><b>7</b></p>	<p><b>Partnership Priority 3 – Supporting Families</b></p> <p>Sandra Summerfield presented a paper outlining a family support strategy</p>	

	<p>for the western area. The principle behind this was the piecemeal approach employed by agencies at present. The Partnership had agreed the three main priorities for children and young people and so it would be important to take these forward with a co-ordinated approach. There would be a review of all family support services across the whole county and it would be important to link into this. There would also be greater scope for flexible working and better coordination of services.</p> <p>Diane Thurston noted that agencies needed to consider the impact on each other when withdrawing services from children and young people.</p> <p>Martin Slater explained that any data added to DAWN would help the group target their efforts.</p> <p>Sandra Summerfield circulated a paper regarding the Strengthening Families Programme. She explained that Park High School had received some training and a group would be running in the Park area. She highlighted the cost of training and the positive feedback the training had received. Sandra explained that the whole of the western area needed to be covered.</p> <p>It was <b>AGREED</b> that:</p> <p>The Family Support Strategy be approved.</p>	
<p><b>8</b></p>	<p><b>Common Assessment Framework (CAF)</b></p> <p>Sandra Summerfield introduced this item and circulated a list of attendance at the Managers Briefing in January 2007. There would be a coordinator in post at the end of April 2007, whose role would be to roll-out the CAF in West Norfolk. The roll out would be in school cluster areas. The training would be available to any professional working with children and young people. She explained that 59 people had submitted their names for training, which was not a large number considering the number of organisations that had contact with children and young people. The next training date would be 26<sup>th</sup> April 2007. The Chair explained the training was not simply for those working in schools. The roll out of the CAF training needed to be complete by April 2008.</p> <p>It was <b>AGREED</b> that:</p> <p>1) All members of the Partnership to encourage organisations to attend the CAF training and managers briefings.</p> <p>2) Details of the training sessions to be circulated to the Partnership.</p>	<p><b>ALL</b></p> <p><b>SSum/SD</b></p>
<p><b>9</b></p>	<p><b>Network Analysis</b></p> <p>Laura Beveridge outlined the process to date concerning the Children and Young People network analysis. She explained that a list would be</p>	

	<p>compiled of all organisations dealing with children between the ages of 0 to 5, which would then be circulated to everyone on the list to ensure there were no gaps. This list would then be sent to Jeremy Edwards by 6<sup>th</sup> April 2007 and a survey would then be circulated by Jeremy to all organisations on the list.</p> <p>Martin Slater explained that it had proved difficult to get people engaged in the analysis and encouraged members to promote the analysis work and help complete the list.</p>	
<p><b>10</b></p>	<p><b>English as a Second Language (ESOL)</b></p> <p>Peter Stewart circulated a paper outlining the implications of the retraction of automatic fee remission for the ESOL programmes. He explained the implications of this would be the possibility of a decrease in enrolments. At present there were approximately 500 people enrolled in these courses in the West Norfolk and Fenland areas. Peter anticipated enrolments could decrease by at least 50%.</p> <p>In response to a question from Debbie Gates regarding the Diverse Communities Forum, Martin Slater explained the Forum had not yet been invited to comment on the ESOL proposal, although he outlined the plans for the Welcome Pack, which would contain a wide variety of information and would be translated into five different languages. An Invest to Save bid had been submitted to assist with the costs of the Welcome pack, although the bid had been unsuccessful. The West Norfolk Partnership had £25,000 at its disposal to progress the work of the Pack.</p> <p>In response to a question from Martin Slater regarding the cost of ESOL, Peter Stewart explained this would be difficult to quantify and would depend on provision.</p> <p>Rory Robertshaw explained there may be some leeway for example if an application for an ESOL course had gone on longer than six months or was at the appeal stage, then there may be access to courses.</p> <p>Peter Stewart explained the importance of reinforcing the benefits of ESOL courses with families, especially with the escalation in interpretation costs. Martin Slater highlighted the number of translations undertaken by the Kings Lynn Magistrates Court which had exceeded 500 in the past year.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) Peter Stewart to amend the paper to take account of the costs of providing ESOL courses</li> <li>2) Consideration be given to taking the ESOL paper and information from the Magistrates Court regarding number of translations to the Partnership Management Group on 14<sup>th</sup> May 2007</li> <li>3) All partner organisations to consider the impact of the costs of translation</li> </ol>	<p><b>PS</b></p> <p><b>MS</b></p> <p><b>ALL</b></p>

	services on other aspects for example sexual health, young people and schools.	
11	<p><b>Recruitment and Retention</b></p> <p>The Chair highlighted the need for Children's Services to start recruiting again shortly and canvassed member's views on the prospect of joint advertising. He explained that £1.6 million had been saved by not recruiting in the last financial year. Debbie Gates explained that there was a Norfolk Recruitment Partnership of which the Borough Council was a member. The next meeting would be in April 2007. She also noted the work of the Economic Partnership, whose role would be to market the image of Kings Lynn. Debbie explained that there was often a drain of graduates from the Borough Council. Peter Stewart highlighted the fact the Borough Council had at some stage produced some packs promoting the image of the Borough. In response to a question from Peter Stewart regarding job advertisements, the Chair explained that there would be centrally based teaching posts as well as social worker posts.</p> <p>It was <b>AGREED</b> that:</p> <p>The Chair to consult with Peter Stewart regarding the possibility of joint advertising for new posts.</p>	DLJ/PS
12	<p><b>Any Other Business</b></p> <p><u>Western Children &amp; Young People Launch Event 5<sup>th</sup> March 2007</u> Susan Saxby highlighted the celebration event which had been a very positive event, a view supported by Carol Comer, who noted it had been a good starting point. The Children's Fund had organised and funded the event.</p> <p><u>Obesity Conference</u> Martin Slater explained that there would be an Obesity Conference at the Professional Development Centre on 20<sup>th</sup> April 2007. The two main areas that would be focussed on were Fairstead and West Walton. Martin Slater explained that there would be a focus on children and younger people.</p> <p>It was <b>AGREED</b> that:</p> <p>The Conference invitation and programme be circulated to members of the group</p> <p><u>Annual Performance Assessment</u> The Chair explained that this assessment would be replaced by the Joint Area Review (JAR) in 2008. He explained there would be a greater focus on vulnerable children and young people. The neighbourhood studies which used to take place would be replaced by a 'tell us' survey undertaken by MORI. Susan Saxby explained that both she and Charles Hare-Winton were part of a group that had been set up to look at the JAR.</p>	SD

	<p>It was <b>AGREED</b> that:</p> <p>Susan Saxby to obtain the County's Children and Young People Plan and bring to the next meeting of the Children and young people Partnership.</p>	<b>SS</b>
	<p><b>Dates of Future Meetings</b></p> <p>The dates and times of future meetings would be as follows:</p> <p>Monday 21<sup>st</sup> May 2007 2.00pm in the Priory House Meeting Room  Monday 9<sup>th</sup> July 2007 at 2.00pm at the Ecotech Centre, Swaffham  Monday 17<sup>th</sup> September 2007 at 2.00pm in the new Committee Suite at Kings Court  Monday 12<sup>th</sup> November 2007 at 2.00pm at the Professional Development Centre</p>	
	<p><b>The meeting finished at 4.25pm.</b></p>	