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**AGENDA** for a Meeting  
of the **West Norfolk Children and Young People Partnership**  
on **9<sup>th</sup> July 2007**  
between **2.00pm and 4.30pm**  
at **The Ecotech Centre, Swaffham**

## **AGENDA**

1. Apologies
2. Minutes of the last meeting held on 21<sup>st</sup> May 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 – **Julia Bivon**
7. Partnership Priority 3 – Supporting Families – **Sandra Summerfield**
8. Teenage Pregnancy Strategy – **Mark Osbourne and Sian Kendrick-Jones**
9. Local Safeguarding Children's Group update- **Sandra Summerfield**
10. Network Analysis – **Laura Beveridge**
11. Children's Services Area Working – update on draft proposal – **Sandra Summerfield**
12. 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 21st May 2007 at 2pm in the  
Priory House Meeting Room, Priory House, Austin Street, Kings Lynn**

**Present:**

Diane Thurston (Acting Chair)	-	Norfolk Primary Care Trust
Carol Comer	-	Connexions
Charles Hare-Winton	-	Norfolk Children's Services
Susan Saxby	-	Partnership Officer, Children's Services
Sandra Summerfield	-	Norfolk Children's Services
Derek Wilkins	-	Norfolk Youth Offending Team
Sue Jorgenson-Moore	-	Norfolk Childrens Services
Rory Robertshaw	-	Learning and Skills Council
Peter Stewart	-	College of West Anglia
Peter Morris	-	West Norfolk VCA
Lynda Niles	-	Norfolk & Waveney Mental Health Partnership
Debby McCarthy	-	Alderman Jackson School
Joe Liggett	-	Breckland Council
Julia Bivon	-	Norfolk Childrens Services
Pat George	-	St Michaels Primary School
Kirsten Francis	-	Norfolk Childrens Services
Vicky Etheridge	-	Neighbourhood Manager

**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:**

Chris Gillett	-	Norfolk Governors Network
Terry Cuss	-	Norfolk Constabulary
Beth Shannon	-	Queen Elizabeth Hospital
Debbie Gates	-	Borough Council of Kings Lynn & West Norfolk
David Lennard Jones	-	Norfolk Childrens Services

		<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 26<sup>th</sup> March 2007</b></p> <p><u>Budget and Resources</u> It was highlighted that a letter had been sent to Mark Weston, Commissioning Manager at the Norfolk PCT to remind them of the funding arrangements for the Discovery Centre. To date a response had not been received.</p> <p>It was <b>AGREED</b> that:</p> <p>This action to be carried forward to the meeting on 9<sup>th</sup> July 2007.</p> <p><u>Priority 1 – Youth Forum</u></p> <p>It was <b>AGREED</b> that:</p> <p>The detailed proposal regarding the Youth Forum be carried forward to the meeting on 9<sup>th</sup> July 2007.</p> <p><u>ESOL</u></p> <p>Martin Slater explained this item had not made the agenda for the last Management Group meeting due to the number of items already on the agenda to be considered.</p> <p>It was <b>AGREED</b> that:</p> <p>The ESOL paper be updated with costs and taken to a future meeting of the</p>	<p><b>MS/SD</b></p> <p><b>CHW/SD</b></p> <p><b>MS/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>A budget statement had been circulated and Martin Slater explained that £80,000 had been allocated to the Children and Young People Partnership in the last financial year. The budget split between the priorities was a notional one and would be up to the Children and Young People Partnership to allocate resources against priorities. Martin explained that of the £15,000 allocated to the network analysis project, £7,500 was yet to be paid. The Award scheme funding of £2,000 is currently held by the West Norfolk VCA.</p> <p>In response to a question from the Chair regarding funding, Martin Slater explained that the funding would be available in the 2007/8 financial year although there may not be any further allocations.</p>	

	<p>In response to a question from Peter Stewart regarding allocation of funding and tasking of actions, Martin Slater explained that individuals had not been tasked with taking priorities forward although there were task and finish groups in operation to prepare action plans and funding would support actions identified in the action plan. Peter Stewart highlighted the need to ensure that there was no duplication of effort and all funding streams available needed to be taken into consideration.</p> <p>It was <b>AGREED</b> that:</p> <p>1) A budget statement to be prepared six monthly and brought to the Children and Young People Partnership</p> <p>2) Discussions to be held at the meeting on 9<sup>th</sup> July 2007 regarding allocation of actions to key individuals.</p>	<p><b>MS</b></p> <p><b>DLJ</b></p>
<p><b>5</b></p>	<p><b>Update on the Children and Young People Plan and the Use of Open Strategy</b></p> <p>Susan Saxby gave a presentation on the Annual Performance Assessment and what this would involve. She also outlined the timescales for the Assessment.</p> <p>In response to a question from Peter Stewart regarding the Joint Area Review (JAR) and colleges, Susan explained she was unaware as to whether the JAR would cover colleges or just schools.</p> <p>Susan Saxby explained the Open Strategy tool and the key features of this strategy. She explained it assisted with strategic planning for multi agency groups. She explained that in previous years the voluntary sector had felt excluded from this process as there had to be significant resources in place to be part of this process, although this financial ceiling had since been lowered to £50,000.</p> <p>There was discussion around the use and benefits of Open Strategy and Susan explained for it to be completely effective all partners needed to use the system and keep it constantly updated.</p> <p>Peter Stewart explained it would be important not to duplicate the DAWN data observatory. Charles Hare-Winton explained that he saw DAWN as demographic data and Open Strategy would be more concerned with linking projects together with a common theme.</p> <p>Martin Slater re-iterated the importance of ensuring there was no duplication between priorities and funding streams for example the NEET funding was listed as a possible priority for the future work of the Children and Young People Partnership, although there was already a considerable amount of activity and funding surrounding NEET.</p> <p>Susan Saxby highlighted the western area Children and Young People plan</p>	

	<p>which outlined the priorities to be actioned and the key themes supporting these actions which were:</p> <ul style="list-style-type: none"> <li>• Being healthy</li> <li>• Staying safe</li> <li>• Enjoy and achieve</li> <li>• Making a positive contribution</li> <li>• Achieving economic wellbeing</li> </ul> <p>There was discussion around how to take forward the individual actions within these themes.</p> <p>It was <b>AGREED</b> that:</p> <p>1) Susan Saxby to enquire if Colleges would be covered by the Joint Area Review</p> <p>2) Isabel Horner be invited to make a presentation regarding Open Strategy at a future meeting of the Children and Young People Partnership</p> <p>3) A sub group be set up to discuss how to take forward the Western Area Children and Young Peoples plan for 2007/08.</p>	<p><b>SS</b></p> <p><b>SS</b></p> <p><b>SS/DT/DW SSum/KF/ LN/PG/JL</b></p>
<p><b>6</b></p>	<p><b>Involving Governors and Parents</b></p> <p>Kirsten Francis gave a presentation which outlined the importance of involving and consulting with parents and carers in improving outcomes for children and young people. She highlighted the importance of involving partnerships and agencies in this work. Parents and carers would involve foster parents, adoptive parents, step parents as well as grand parents with caring responsibilities.</p> <p>In response to a question from Peter Morris regarding children who were also carers, Kirsten explained that these were not covered by this programme although this issue would be discussed elsewhere.</p> <p>Each member of the group highlighted how their organisation would involve parents and carers in their work. Some organisations found it easier to involve parents and carers than others, sometimes due to lack of commitment on the part of the carer.</p> <p>Lynda Niles left the meeting at 3.35pm.</p>	
<p><b>7</b></p>	<p><b>Child Protection and Links to Safeguarding Childrens Group</b></p> <p>Sandra Summerfield explained that the Childrens Act 2004 had laid down a requirement for all Local Authorities to set up a Local Safeguarding Childrens Group (LSCG). There was also an LSCG Board which was based</p>	

	<p>in Norwich. A requirement of the LSCG Board was that local LSCs needed to be developed and would need to be specific to West Norfolk. Sandra explained the LSCGs would need to incorporate issues wider than child protection, and they would need to ensure they linked to the Safer West Norfolk initiatives and the work of the Borough Council.</p> <p>Sandra Summerfield explained training needs would need to be identified across agencies as well as identifying potential trainers for the future.</p> <p>Sandra explained the launch event would be on Wednesday 4<sup>th</sup> July 2007 at 1.30 for 2.00pm at the Professional Development Centre, Kings Lynn.</p> <p>It was <b>AGREED</b> that:</p> <p>1) Diane Thurston, Peter Morris and Julia Bivon to be representatives on the LSCG</p> <p>2) Updates from the LSCG to be a standing item on the agenda.</p>	<p><b>DT/PM/JB</b></p> <p><b>SD</b></p>
<p><b>8</b></p>	<p><b>Partnership Priority 3 – Supporting Families</b></p> <p>Sandra Summerfield explained that funding was available from the Supporting Parents Programme. Sandra circulated a paper outlining progress to date which included the numbers of people trained to deliver the Common Assessment Framework (CAF) training and numbers of manager briefings held. She also highlighted issues that had arisen for example the variation in knowledge between professional groups and time pressures on schools.</p> <p>Debby McCarthy highlighted the fact that special schools did not appear to be included in this programme. Joe Liggett noted that greater use should be made of Local Authority’s leisure and health services.</p> <p>Peter Stewart left the meeting at 4.08pm.</p> <p>The Chair explained that there had been several discussions around housing and debt advice and the need to share this type of information in a more structured way.</p> <p>In response to a question from Kirsten Francis regarding child poverty groups, Martin Slater explained there was a local poverty group and he had met with them recently to discuss their links into the Local Strategic Partnership.</p> <p>It was <b>AGREED</b> that:</p> <p>1) Details of costings for the CAF to be brought to the meeting on 9<sup>th</sup> July 2007.</p> <p>2) A letter to be sent to Local Authority Chief Executives to ascertain their involvement in the CAF process.</p>	<p><b>SS</b></p> <p><b>SS</b></p>

<p><b>9</b></p>	<p><b>Network Analysis</b></p> <p>Laura Beveridge explained that the list of childcare providers had been circulated and should have been self populating although this was proving more difficult than anticipated due to the fact there had been very little response. There were several agencies missing from the list, for example County Council and Health. Laura had arranged a meeting with Jeremy Hawkins to discuss how to take this forward. Martin Slater explained that there had been a few misunderstandings with the Data Protection Act and one to one conversations with people would help move this forward.</p> <p>Vicky Etheridge explained that she would be undertaking some network analysis for the Safer and Stronger programme and it would be a useful mapping tool.</p> <p>In response to a question from the Chair, Laura Beveridge explained that there would be a meeting with Jeremy Hawkins on 11<sup>th</sup> June 2007.</p> <p>It was <b>AGREED</b> that:</p> <p>A report on the progress of the Network Analysis to be brought to the meeting on 9<sup>th</sup> July 2007.</p>	<p><b>LB/SD</b></p>
<p><b>10</b></p>	<p><b>Any Other Business</b></p> <p><u>Child Obesity</u> The Chair explained that during the summer there would be child monitoring around obesity taking place whereby every child in year six would be weighed and measured. This would take place throughout England and it was expected that 85% of children would be covered by this initiative.</p> <p><u>Childrens Services Area Working</u> Sandra Summerfield circulated a paper that outlined the draft proposal for area working in Childrens Services. Peter Morris noted that the paper did not appear to include the voluntary sector although Sandra explained the paper was a draft document for consultation.</p> <p>Martin Slater highlighted the opportunity to work within the neighbourhoods agreed by both Norfolk Constabulary and the West Norfolk partnership and explained that a number of other agencies were also beginning to work to these neighbourhoods. He explained that the document circulated worked in school cluster groups and some agencies would have difficulty in relating to this. Sue Jorgenson Moore highlighted the fact that not all schools agreed with their cluster groups which may also cause some problems. Sandra Summerfield explained that it was intended to make the groups smaller in order that everyone knew each other and could work more closely together. Vicky Etheridge explained she would be happy to support the neighbourhood work as she was attempting to bring people in the front</p>	

	<p>line together in each neighbourhood.</p> <p>It was <b>AGREED</b> that:</p> <p>1) A meeting be held between Sandra Summerfield and Vicky Etheridge to discuss neighbourhood and locality based working</p> <p>2) Further discussions regarding the draft proposal for Childrens Services area working be held at the meeting on 9<sup>th</sup> July 2007.</p>	<p><b>SS/VE</b></p> <p><b>SS/SD</b></p>
	<p><b>Dates of Future Meetings</b></p> <p>The dates and times of future meetings would be as follows:</p> <p>Monday 9<sup>th</sup> July 2007 at 2.00pm at the Ecotech Centre, Swaffham</p> <p>Monday 17<sup>th</sup> September 2007 at 2.00pm in the new Committee Suite at Kings Court</p> <p>Monday 12<sup>th</sup> November 2007 at 2.00pm at the Professional Development Centre</p>	
	<p><b>The meeting finished at 4.30pm.</b></p>	