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AGENDA for a Meeting
of the **West Norfolk Children and Young People Partnership**
on **12th November 2007**
between **2.00pm and 4.30pm**
at **The Professional Development Centre, Kilhams Way, Kings Lynn**

AGENDA

1. Apologies
2. Minutes of the last meeting held on 17th September 2007 and matters arising (minutes attached)
3. Chairs Correspondence
4. Budget and Resources – **Martin Slater**
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, Michele Summers**
8. Teenage Pregnancy Implementation Group Action Plan – **Sian Kendrick-Jones**
9. Updated Western Partnership Children and Young Peoples plan – **Susan Saxby**
10. Common Assessment Framework update - **Sandra Summerfield**
11. Date and agenda for Next Meeting – Monday 11th February 2008 at 2pm in the Committee Suite, Kings Court, Chapel Street, Kings Lynn

possible agenda items: CAMHS strategic plan and local context – Lynda Niles

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 17th September 2007 at 2pm in the
Committee Suite, King's Court, Chapel Street, King's Lynn**

Present:

- | | | |
|-----------------------------|---|---|
| David Lennard Jones (Chair) | - | Norfolk Childrens Services |
| Julia Bivon | - | Norfolk Childrens Services |
| Terry Cuss | - | Norfolk Constabulary |
| Debbie Gates | - | Borough Council of Kings Lynn & West Norfolk |
| Chris Gillett | - | Norfolk Governors Network |
| Pat George | - | St Michaels Primary School |
| Charles Hare-Winton | - | Norfolk Childrens Services |
| Sian Kendrick-Jones | - | Norfolk PCT |
| Catherine Lang | - | Breckland District Council |
| Peter Morris | - | West Norfolk Voluntary & Community Action (VCA) |
| Heather Nunn | - | Parent Governor |
| Mark Osborn | - | Teenage Pregnancy Strategy Unit |
| David Promfret | - | College of West Anglia |
| Susan Saxby | - | Partnership Officer, Children's Services |
| Beth Shannon | - | Queen Elizabeth Hospital |
| Sandra Summerfield | - | Norfolk Children's Services |
| Catherine Taylor | - | Norfolk PCT – Children's Services |
| Geraldine Walsh | - | West Norfolk Children & Families Voluntary Sector Forum |
| Derek Wilkins | - | Norfolk Youth Offending Team |

Supported by:

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

Apologies for absence were received from:

- | | | |
|---------------------|---|----------------------------|
| Robin Konieczny | - | Norfolk Childrens Services |
| Sue Jorgensen-Moore | - | Norfolk Childrens Services |
| Carol Comer | - | Connexions |
| Sara Mann | - | West Norfolk PCT |

		Action
1	<p>Minutes of the Last Meeting held on 9th July 2007</p> <p>AGREED: That the Minutes from the meeting held on 9th July 2007 be agreed subject to the following amendment:</p>	

	<p>Mark Osborn was representing the “Teenage Pregnancy Strategy Unit” and not “Teenage Pregnancy Support Unit” as stated.</p> <p>Matters Arising</p> <p><u>Chairs correspondence – Discovery Centre</u></p> <p>A meeting had now been scheduled to discuss the future funding of the Discovery Centre.</p> <p><u>Teenage Pregnancy Strategy</u></p> <p>The membership list of the Teenage Pregnancy Implementation Group (TPIG) be circulated to the Children and Young People Partnership in order that any gaps in membership could be identified (Action outstanding)</p> <p>Work continued on the TPIG Action Plan and self assessment toolkit and would be considered at the next Children and Young People Partnership on 12th November 2007.</p> <p><u>Network Analysis</u></p> <p>Due to unforeseen circumstances, Jeremy Hawkins was unable to attend the meeting and would be invited to attend a future meeting of the Partnership.</p>	<p>Action</p> <p>DLJ</p> <p>SKJ/SD</p> <p>SKJ/SD</p> <p>MS/SD</p>
2	<p>Chairs Correspondence</p> <p>There was none.</p>	
3	<p>Budget and Resources</p> <p>Martin Slater reported that the budget position remained unchanged from the information that had been circulated with the minutes of the last meeting. This had included the allocation of a maximum of £1200 to support the set up costs of the Youth Forum.</p>	
4	<p>Partnership Priority 1 – Youth Forum</p> <p>Charles Hare-Winton updated the Partnership on progress in setting up a Youth Forum and explained initial discussions were being held with existing known “Youth Forum Chairs” with a view to the first Youth Forum being held in early November. This forum would be used to establish how best to engage with young people and plan future development/activities.</p> <p>A discussion took place on the most suitable time and venue to hold the event but it was acknowledged that consulting with young people would</p>	

	<p>help address these issues. Debbie Gates suggested that one of the Council's Leisure Facilities maybe a suitable venue which could also act as a reward incentive.</p> <p>The challenge of getting the project "right" was highlighted. It was also highlighted that there seemed to be a significant amount of support for a Youth Forum.</p> <p>AGREED: That a working group (Charles Hare-Winton, Peter Morris, Catherine Lang, Borough Council Representative) be set up to progress the project.</p>	<p>ACTION</p> <p>CHW/PM CL/MS</p>
<p>5</p>	<p>Partnership Priority 2 – Exclusions from School</p> <p>Julia Bivon updated the Partnership on progress and explained that at recent meeting involving Head Teachers across Norfolk, "exclusion from school" had been identified as a high priority. She explained because of the summer holidays, exclusions figures had not changed, however more staff had been recruited which would enable more children to access the services they were entitled to. It was also explained that discussions had been held across the County in relation to Pupil Referral Units (PRUs) but no firm conclusions had been made.</p> <p>Derek Wilkins took the opportunity to update the Partnership that JBS Training Ltd, who worked specifically with young people unable to learn in formal educational settings, had become insolvent. The Partnership recognised the loss of this service in the area.</p> <p>Discussions were also held on recent new legislation in relation to the time period which agencies had a duty to provide services to excluded children and measures that were now available to prosecute parents seen out with children in the initial period of exclusion.</p> <p>AGREED:</p> <p>1) That CAMHS investigate the numbers of their service users that were fixed term exclusions and permanent exclusions to determine if there is a correlation (outstanding action from last meeting)</p> <p>2) That Connexions investigate how many of those young people that were in the NEET bracket were excluded, and which school they attended (outstanding action from last meeting).</p> <p>3) That the number of young people who had been receiving services from JBS Training Ltd commissioned by the Youth offending team and by the pupil referral unit be identified to see if there is a correlation and to consider what alternative provision could be found.</p>	<p>LN/JB</p> <p>CC/JB</p> <p>DW/JB</p>

	4) That clarification be provided on the introduction of new legislation in relation to exclusion from schools.	ACTION CDW
6	<p>Partnership Priority 3 – Supporting Families</p> <p>Sandra Summerfield tabled a paper (attached to the minutes) that outlined the outcome of discussions from the Working Group that had been set up to develop a Parenting Support Strategy, in particular highlighting the proposed next actions.</p> <p>The Partnership discussed the balance between developing a strategy and the need to demonstrate action “on the ground” but also recognised that there were some existing good projects that were being undertaken. The importance of working in partnership across agencies was also highlighted and the role of the Partnership in achieving this. It was confirmed that the next meeting of the Working Group was scheduled for 17th October at 3pm.</p>	
7	<p>Proposals for Investing in Communities (IIC) Bids (taken after item 8)</p> <p>Martin Slater outlined the background to the project and explained it was an initiative introduced by EERA to provide funding in order to raise aspirations and skills. A County-wide fund had been set up and it was hoped, because of the low skills base in West Norfolk, the area would receive a significant allocation from the central fund. The West Norfolk Partnership Management Group were the co-ordinating body that would consider and put forward proposals to the IIC Board. An initial list of comprehensive priorities had been drawn up and a sub-working group had been set up to identify key priorities and those that matched the criteria under the IIC scheme. The sub-group had identified a number of specific priorities from the list but had also identified “arts, creativity and media” as the theme that they wish to progress immediately. A similar project had been approved under the IIC scheme in Norwich. The proposals from the sub-group would be considered at the next meeting of the West Norfolk Partnership Management Group.</p> <p>AGREED: That the Children and Young People’s Partnership welcomed the proposals.</p>	
8	<p>Draft Children and Young Peoples Plan</p> <p>Susan Saxby tabled a draft Western Partnership Children and Young People’s Plan 2007-2008 which had been circulated with the agenda together with a draft Partnership Structure Diagram which outlined how the Partnership related to other Groups/Boards.</p>	

	<p>The Partnership discussed the diagram in some detail as to whom should feature within the Partnership structure, in particular as to whether the Voluntary Sector should be shown. The purpose of the structure diagram was also discussed and it was suggested that there may be a requirement for two structure diagrams to illustrate both the wider picture and the specific role of the Children and Young People's Partnership. It was suggested that an "appendix" could also be attached to the diagram listing all participating agencies working within the sector.</p> <p>The draft Children and Young Peoples Plan was also discussed and it was proposed that in order to achieve the outcomes identified, the plan should span a period of three years. It was also proposed that the plan should identify the organisation responsible for the relevant actions together with key milestones. It was agreed that individual groups should be allocated to review specific areas of the plan and feedback comments.</p> <p>Martin Slater explained that a performance management system (TEN), which the Borough Council used, could be used to input and monitor the targets outlined in the plan and also link back to the targets identified under the Local Area Agreement (LAA).</p> <p>AGREED: 1) That The Western Partnership Children and Young People's Plan be updated and circulated electronically to reflect allocation of the individual groups that would review each area of the plan and feedback comments by the beginning of November 2007.</p> <p>2) That The Western Partnership Children and Young People's Plan span the period from 2008 – 2011.</p> <p>3) That the updated Western Partnership Children and Young People's Plan be considered again at the next meeting of the West Norfolk Children and Young People's Partnership on 12th November 2007.</p> <p>4) That further work on the Partnership Structure Children and Young People diagram be carried out but that the Voluntary Sector be shown in some format within the structure.</p> <p>5) That a demonstration of the "TEN" performance management system be presented at the next meeting of the West Norfolk Children and Young People's Partnership on 12th November 2007.</p>	<p>ACTION</p> <p>SSxby/SD</p> <p>ALL</p> <p>SSxby</p> <p>SSxby/SD</p> <p>SSxby/MS DLJ</p> <p>MS/SD</p>
<p>9</p>	<p>Verbal update on proposals for delivering local Children's Services</p> <p>David Lennard Jones outlined details of recent discussions on proposals to restructure children services in order to improve service delivery.</p> <p>AGREED: That the Children and Young People's Partnership be kept informed of progress on the proposals.</p>	<p>DLJ</p>

