



**EPPING FOREST CHILDREN & YOUNG  
PEOPLE'S STRATEGIC PARTNERSHIP**

**EPPING FOREST CHILDREN & YOUNG PEOPLE'S STRATEGIC PARTNERSHIP (CYPSP)**

**MINUTES - MANAGEMENT BOARD MEETING**

**Tuesday 21st April 2009 10 am – 12:15 pm**

**EFDC Offices**

**Present**

<b>Name of attendee</b>	<b>Position Held</b>
Caroline Skinner (CS) (Chairman)	Senior Public Health Improvement Advisor, West Essex PCT
Sarah Hurwood (SH) (Vice Chairman)	Head, Epping Upland Primary School, Epping Forest Rural LDG
Magde Brewin (MB)	St John's School
Julie Chandler (JC)	Assistant Director Community Services and Community Relations, EFDC
Paula Davies (PD)	ECC
Cllr Ann Haigh (AH)	EFDC
John Houston (JH)	Manager, Epping Forest LSP
Andrea Norton (AN)	St John's School
Lonica Vanclay (LV)	Locality Group Manager, West Essex
Colin Rowell (CR)	Administrator, Epping Forest LSP

	<b>Welcome/Apologies for Absence</b>	<b>ACTION</b>
	CS thanked Cllr Ann Haigh for her work during her time as Chairman. She also thanked Sarah Hurwood for taking on the Vice Chair role CS read apologies from Brenda Towle, Cllr John Spencer, Simon Werrett, Morag Strycharczyk, Gill Mann and Charlotte Copping. Gill Mann has retired and therefore will not be attending further meetings. CS thanked Gill for all her hard work on the group. Round table introductions were made.	
<b>1</b>	<b>Minutes of the Last Meeting &amp; Matters Arising</b>	
	Minute accuracy – Ann Haigh had given her apologies to the previous meeting. This was not reflected in the minutes.	
<b>2</b>	<b>Feedback from County CYPSP and Chairs meetings - LV</b>	
	LV was not at the last meeting. Information was available via meeting papers. Main developments are A new director of commissioning (Wendy Ogle-Welbourn) has been appointed. A recent Audit Commission report and the Joint Area Review of the county CYPSP have recommended strengthening partnership commissioning. Essex CYPSP is keen to move this on. There will be	

**WORKING TOGETHER TO IMPROVE THE WELL-BEING OF CHILDREN & YOUNG PEOPLE**

	<p>a review of the children's trust approach which will look at integrated locality working and commissioning.</p> <p>The process will include</p> <ol style="list-style-type: none"> <li>1. discussion with ECC staff in May and report end May</li> <li>2. discussion with schools and report end July 2009</li> <li>3. discussion with partners and multiagency workshops from June with report end Sept 2009</li> <li>4. final report with recommendations end Nov 2009.</li> </ol> <p>The new Director of Commissioning also has a view that partnership approach to commissioning needs to be strengthened. There is a proposal that CYPSPs might adopt a Quadrant / Quartile approach. Consultation questions are being developed. The proposal is that CYPSP consider these at the Away Day on 18<sup>th</sup> May.</p> <p>The Essex Director of Children's Services will be meeting with schools forums, PCT and DC CEOs and other organisations to discuss the review process and questions and there will be a number of multiagency workshops.</p> <p>The role of LGM has also changed. LGMs responsibility has moved from oversight of TASC delivery to commissioning and partnership development. LGMs will also play a big role in review discussions across local CYPSP areas.</p> <p>Sue Thomas at a County level and Elaine White for West Essex are taking over the LGM role of oversight of TASC delivery.</p> <p>The County Children and Young Peoples Plan is out for consultation and will be published in June 09. The county plan needs to inform the local plan. Feedback on the County plan is sought from local CYPSPs. It was agreed that the County CYPP will also be reviewed at the CYPSP Away Day on May 18 2009 and feedback given to the County CYPSP.</p> <p>It was pointed out that the County Children and Young Peoples Plan (CYPP) should underpin all organisations' priorities and activities for children.</p> <p>There was discussion about the nature of the County CYPSP organisation. It was generally agreed that it had a very top down approach, which seems to go against partnership working. AH has spoken with other local authorities about how the process works for them. It seems that the model works well for unitary authorities. It doesn't seem to work for local authorities.</p> <p>JH said that it was easier to deliver in a single tier organisation. He also said that the relationship between CYPSP and the EF LSP was not clear and asked who are the 'masters' – county CYPSP or local LSP. Feedback from the last EF LSP Board meeting was that CYPSP is a subgroup of the EF LSP. It was agreed that the CYPSP reports to both the LSP and the County CYPSP and that therefore future CYPSP Board meetings should include a standing item – LSP feedback to the CYPSP Board.</p> <p>JH outlined the new LSP structure.</p> <p>JH also said that there will be a community event later in 2009 – expected to be before October. It was agreed that CYPSP could lead a workshop at this event – and that this would take the place of the CYPSP stakeholder forum.</p>	
<b>3a</b>	<b>08-09 Commissioning Performance Monitoring - PD</b>	
	<p>PD gave an update on the current performance status of existing contracts. The ADAS contract was used as an example to illustrate the available data. PD pointed out one KPI caveat – returns are based on contacts with clients rather than actual delivery. Financial draw down (the amount spent) is shown in blue column.</p> <p>At the end of the agreement period, it is possible for the Authority to return any under spend. The organisation will be contacted before</p>	

	<p>contract end to try and avoid this. The final column shows a qualitative summary taken from a bigger document. This gives the CYPSP a flavour of what has been delivered. PD pointed out that the document is confidential. She asked for comments on the presentation of the report. It was agreed that the data was extremely useful and should feed in to any future commissioning rounds, but there should be strict guidelines on the use of the data. The data shown is for EF projects only. PD asked that members let her know if they are aware of organisations in the area not delivering as expected. CS pointed out that the data could be useful in the reorganisation of CYPSPs.</p> <p>AH asked that red background be changed as it was difficult to read black on red.</p> <p>The Just for Dads project was transferred to East Potential but did not progress. East Potential is keen to reapply for funding for this project. JC queried the red highlighted data against Ormiston Childrens Trust. <b>PD will investigate.</b></p> <p>PD said that 6 monthly reporting does not always cover the commissioning gap. The organisation may be delivering for 9 months before any reporting is done – this is too long. Current monitoring asks for organisations delivery across the whole district. This gives an idea on the capability of an organisation to deliver in the area.</p> <p>JH suggested that the level of monitoring is proportionate to the amount of money awarded. 3 funding bands were suggested. It was noted that any change of this nature would have to County wide. It was also suggested that summary / exception reporting be available for the CYPSP Board.</p> <p>It was also suggested that data be available in advance of meetings.</p>	<p><b>PD</b></p> <p><b>PD will take up the banding suggestion back to County</b></p>
<b>3b</b>	<b>09-10 Commissioning Update - LV</b>	
	<p>The Local Priority Fund tender is out for applications with responses due mid May. It was noted that there was no schools representative on the review panel. Magde Brewin agreed to join the panel. The review panel will meet on June 12 2009 to review bids.</p> <p>It was noted that there will be a mechanism for young people to feed into the commissioning process. Youth Council reps can feedback to the panel via Youth Action Workers.</p> <p>The amount available for Extended Services funding will be clarified shortly. The process for this funding is</p> <ul style="list-style-type: none"> <li>Review what projects have been funded so far</li> <li>Agree those projects to be continued</li> <li>Identify new projects for funding</li> </ul> <p>It was noted that across the County local schools feel CYPSP commissioning of Extended Services has not fully involved them or delivered against the core offer requirement and for this reason and timing, CYPSP would commission LDGs to deliver any remaining funding for this financial year.</p>	<p><b>LV and LDGs are to meet in the next 2 weeks to discuss commissioning.</b></p>
<b>4</b>	<b>LAA PRG plans and Development Priorities - PJ</b>	
	<p>PJ began by outlining progress with NI 51 – camhs project. Results are good so far for the National education project, but there is little feedback to date from schools as to their wishes for this to be extended. It was noted that all procurement must now be made via BRAVO – the County online procurement system. In response to the question as to whether the contract with NET can be extended without needing to go through BRAVO, PD stated that NET would need to apply on behalf of LDGs via BRAVO. Any tender for funding in the 3 PRG priorities will have to be open and therefore all applications will need to be submitted via BRAVO. PD stated that the funding period had already started (in April 2009). The application process may be able to be speeded up, with a 3 week application turnaround, plus a</p>	<p><b>LDGs and PJ to firm up plans for</b></p>

	<p>streamlined process to ensure quick release of funding. PJ agreed that the NI 51 application would go ahead if 8 schools showed interest. Currently there 3 or 4 showing interest. It was noted that anger management is currently planned for secondary schools only rather than primary schools – but work on emotional wellbeing should cover all ages.</p> <p>With reference to the youth activities work, JC pointed out that anti social behaviour is a large problem in Roundhills – Waltham Abbey in general is a major problem area and this should be a focus area. JH outlined the role of the LSP Performance Indicator monitoring group. PJ was invited to join this group. This item will be continued at the next CYPSP Board meeting.</p>	<p><b>project</b></p> <p><b>PJ, LV and PD to ensure plans are tendered via Bravo and circulate CYPSP with details</b></p>
<b>5</b>	<b>CYPSP End of Year Review - All</b>	
	<p>Director of Commissioning (Wendy Ogle-Welbourn) has asked for a report on all CYPSPs work over the last year. LV has written a first draft. <b>This will be emailed to all members of the Board for feedback to LV by 27<sup>th</sup> April.</b></p>	<b>LV / Board members</b>
<b>7</b>	<b>CYPSP Away Day - LV</b>	
	<p>This item was moved up the agenda.</p> <p>After discussion it was agreed that the agenda for the Away Day would be determined once outcomes from the day have been determined. It was agreed this would be comments on CYPP and the commissioning element of the CTA review. It was suggested that there be an input on good practice from elsewhere.</p> <p>Agreed participants are Board members and sub group chairs – expected to be approx 20 people in total.</p> <p><b>The Away Day will be a focused event, the agenda to be developed by LV, PJ and JH.</b></p> <p>A separate stakeholder event to be held in Autumn 2009 was agreed and may form part of the LSP Community event. Commissioned organisations will be invited to outline their work.</p> <p>JH raised the issue of reported teenage pregnancy in Epping Forest. The newspaper reported figures showed the highest termination rate in the UK. <b>The PCT will confirm the numbers.</b></p>	<p><b>LV, PJ, JH</b></p> <p><b>CS</b></p>
<b>8</b>	<b>Youth Council links and views</b>	
	<p>CS received a letter from the EF Youth Council in March 2009 asking about progress on publicising young people's views. The letter was prompted by issues highlighted in the Big Youth debate. A website has been developed by the EFDC but the YC were unable to find it. It was agreed that more effort should be made to provide useful feedback on issues to young people. In particular the Youth Council should be contacted with information about PRGs that affect them. PJ will contact the Youth Council re funding for children and young people activities and the mental health service.</p> <p>PJ will also approach the YC about providing input to their meetings. It was suggested and agreed that a young peoples drama event should be included in the Community Event. <b>JC will follow up on this.</b></p>	<p><b>PJ</b></p> <p><b>JC</b></p>
<b>6</b>	<b>Children's Centre Board Report – AH for HRG</b>	
	<p>This item was moved down the agenda.</p> <p>AH led discussion on the report. There are issues in the district concerning how centres are publicised. Where centres are located can also be an issue. Concern was raised about ownership of buildings / services and which provider has responsibility. This has resulted in the hold up of provision in some instances. HRG is working hard to resolve this problem.</p> <p>It was noted that virtual centres are often more effective because they are able to provide a higher proportion of outreach working.</p> <p>This item will be a standing item on future CYPSP Board agendas.</p>	

<b>9</b>	<b>AOB</b>	
	<p>A new young persons officer (Diane Butler) has been appointed by EFDC.</p> <p>PD reported that 1 item was deliberately excluded from the monitoring report – excess monies paid for the mapping project.</p> <p>After discussion it was agreed that PD would attend the Sept 09 Board meeting.</p> <p>CS reported successful commissioning of the breastfeeding project in Waltham Abbey.</p> <p>LV was thanked for all her help and support with the board.</p>	

**Date of next meeting:** Away Day – AM 18 May 2009  
Board meeting – 16 June 2009