



EPPING FOREST CHILDREN & YOUNG PEOPLE'S STRATEGIC PARTNERSHIP

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

MANAGEMENT BOARD MEETING

Wednesday 10th Sep 2008 2 – 4pm

Epping Forest District Council, Conference Room

Present

Name of attendee	Position Held
Cllr John Spencer (Chair)	ECC
Caroline Skinner	West Essex PCT
Helen Gilbert	Extended Schools Coordinator, EFR LDG
Gillian Mann	West Essex PCT
Jacqui Foile	Voluntary Action Epping Forest
Julie Chandler	EFDC Community & Cultural Services Manager
Lonica Vanclay	ECC, Locality Group Manager
Paula Davies	ECC
Di Clark	King Harold School
M Brevin	St John's School
Brenda Towle	ECVYS
Jackie Scott	LDG EFS
Sarah Hurwood	Head, Epping Upland Primary School, EFR LDG
Sharon Wallin	St John's School, EFR LDG
Colin Rowell (Minutes)	

1	Welcome/Apologies for Absence	ACTION
	Cllr John Spencer chaired the meeting and welcomed all. Jacqui Foile sent her apologies	

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

2	Minutes of the last meeting & matters arising	
	<p>Teenage Pregnancy Strategy 08/09: Lonica Vanclay said there is £3000 available for commissioning. The Sexual Health and Teenage Pregnancy subgroup proposed half go to teenage parent groups to be run through the children's centres and half to sexual health issues via piloting in a school the incorporation of an additional scenario on keeping safe into Crucial Crew. This was agreed.</p> <p>The viability of the Teenage Pregnancy Strategy Group was raised at the CYPSP Board's last meeting. Lonica attended a meeting where the role and membership of the group was discussed further and the group identified clear actions. It has met twice successfully. There is now a new chair of the group – Ben Adams.</p> <p>There are vacancies in public health including re sexual health at West Essex PCT due to staff leaving, recruitment is underway.</p> <p>Integrated Working Group. All 3 Essex CYPSP Boards have agreed that this be a West Essex Group. It will be chaired by Jill Holland TASC Manager EFS. The group aims to set a first meeting at end Sept 08 to clarify the role and responsibilities of the group and agree membership and actions.</p>	<p>LV</p>
3	CYPSP Current Commissioning <p>Lonica led a review of the status of commissioning. The priorities are clear. There is approx £256,000 available with £16,000 currently unallocated.</p> <p>Priority 1 Development Officer post is still to be evaluated as now ECC employed. The post will be advertised by end Sep 08. Lonica asked if anyone was prepared to help with the recruitment process. Julie Chandler and Sarah Hurwood or Helen Gilbert agreed. It was agreed someone would be employed in the interim to undertake specific service mapping and funds available before the person starts in post would be used for that.</p> <p>Priority 2 EFR – plans agreed; SLA to be finalised EFS - The balance of work between individual and group work wanted needs to be confirmed. CAMHs unsure if they have the capacity. There will need to be a change in the workers. LDG/TASC to confirm plans; SLA can then be finalised. Early years element also needs further specification before CAMHs Tier 2 team can confirm whether they can deliver or it needs to be tendered. Meeting to be set up end September. It was generally agreed that there is insufficient CAMHS capacity across the county; Lonica advised that a county wide review is underway. 6s and 7s project to proceed – SLA details to be finalised</p> <p>Priority 3 EFR - Relate work has been agreed; SLA to be finalised. EFS – plans and costs nearly agreed – SLA to be finalised Homestart – SLA extension to be finalised PCT – Work has been agreed – SLA to be finalised.</p> <p>Priority 4 Paula Davies - The tender for work is due by 19 Sep 08. 4 weeks would be given for turnaround, with applications going to the evaluation panel 1 week after. The panel should consist of 3 CYPSP members + 2 others – volunteers are Lonica Vanclay, Brenda Towle, Julie Chandler, Paula Davies, Sharon Wallin (St. John's School) and Caroline Skinner or Gill Mann (West Essex PCT). It was agreed in response to a question by Julie Chandler that the tender be written so that some projects (e.g. Loughton Youth) could apply to</p>	

	<p>this tender.</p> <p>Priority 5 This has been agreed, The SLA is to be done. The MEND 2 project is underway.</p> <p>Further Discussion It was agreed that Speech and Language would benefit from some funding from £16,000 unallocated money. Gill Mann agreed and said that any package should include parents. She also said that the PCT was keen to look at joint working with Essex on this. It was agreed that the £16,000 should be used for Speech and Language. EF and Harlow will meet to discuss Lonica will make contact with appropriate people to start work as a pilot. Paula Davies said that a tender document for any work would need to be written.</p> <p>Gill Mann asked who would be responsible for performance management of commissioned services and how that would reflect the multiple funding to some organisations. Paula said that was her responsibility and a summary report would be provided to the CYPSP. The aim was to have a joint possibly County wide agreement with organisations such as Homestart, but for now each branch would complete a performance document which would provide information to the CYPSP board for monitoring.</p> <p>Other Projects Paula Davies gave an update on the status and funding of projects. NACRO – will cease in Oct 08 and the District Council will take on that work.. This will result in a net saving of £4,000, but will provide the same level of service in more areas. Just For Dads – VAEF to cease from end 2008. A service specification has been issued to East Potential.</p> <p>Monitoring Paula issued copies of the project monitoring summary document to the meeting. The document shows all funded organisations and their performance against funding targets. Items in red indicate where an organisation needs attention. There were some red items but none of real concern. Paula will investigate these. There are still some EF organisations that have not submitted performance stats. Paula will investigate these. Paula will submit the monitoring document to the CYPSP board every 6 months, she will also attend the commissioning meetings. Lonica asked whether an additional column showing brief detail of each project and the outcomes could be added. This was agreed. Paula will distribute the monitoring document before the next board meeting and will attend.</p> <p>CYPSP – Future Commissioning Lonica advised the group that there was a commissioning course coming up. Some interest was expressed. Course details have been circulated to Board. Lonica outlined the process and timescale for 2009 commissioning. A county wide form is being developed.</p> <p>Tendering is due take place in Jan 2009. Agreements are due to be in place by Apr 2009. The process has already started but needs to be confirmed. There was general discussion about the timeline to meet the above dates, it was agreed that a) CYPSP Board and subgroup Chairs to meet 22nd Oct 2008 (9 am – 1 pm) to confirm needs, agree priorities and additional focus for commissioning. b) CYPSP groups to then work on developing detailed</p>	<p>LV</p> <p>PD</p> <p>PD</p> <p>PD</p> <p>PD</p> <p>PD</p> <p>PD</p> <p>Anyone interested to contact Lonica</p>
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<p>commissioning needs and plans on agreed priorities and submit to Board.</p> <p>c) 19th Nov 2008 (4 pm – 6 pm) – CYPSP Board meeting to review outline proposals from groups</p> <p>d) 10th Dec 2008 (2 pm – 4 pm) – CYPSP Board and subgroup chairs meet to agree and signoff commissioning proposals and to finalise linked action plans.</p> <p>Colin to check availability of various venues for these meetings.</p> <p>8 Recent Data</p> <p>Lonica distributed an information leaflet reporting Children and Young People feedback on the School Health Education Unit survey. Other data will be available for the meeting on 22nd Oct 2008.</p> <p>LAA2 links and action plans</p> <p>Lonica has submitted bids for PRG as follows</p> <table border="0"> <tr> <td>Mental Health</td> <td>£100,000 over 3 years</td> </tr> <tr> <td>Parenting Prog Officer</td> <td>£50,000 over 2 years</td> </tr> <tr> <td>Youth Worker</td> <td>£100,000 over 2 years + £40,000 for parenting work to be tendered.</td> </tr> </table> <p>This was agreed by the meeting.</p> <p>Feedback from subgroups</p> <p>The structure of the CYPSP and need for greater clarity of relationship of subgroups and LDGs was discussed at the meeting of Chairs of subgroups. They proposed that subgroups essentially become subgroups of the LDGs and the LDGs take on the coordination of delivery role. The groups will be responsible for detailed delivery planning and will report to the LDGs. The 2 LDGs will be responsible for coordination and prioritisation. The board will be responsible for commissioning and performance management. This was agreed.</p> <p>Feedback from groups shows that all is working well, but that the range of responsibility of of the YPAG group is large and may need to be reviewed. Paula Davies suggested that the group could benefit by being split into smaller units. This was agreed.</p> <p>It was agreed that how groups / subgroups communicate would be clarified at the meeting on 22nd Oct 2008 or 10th December .</p> <p>Arrangements for next meeting</p> <p>Dates for next meetings have been agreed as</p> <p>22nd Oct 2008 9am – 1pm (sandwiches provided) at Epping Hall</p> <p>19th Nov 2008 4-6pm at Woolstonecroft Manor</p> <p>10th Dec 2008 2-4pm at EF District Council</p> <p>AOB</p> <p>John Spencer will speak with Cllr Anne Haigh about arrangements for Chair and Vice Chair of the CYPSP group.</p> <p>The meeting closed at 3:55 pm</p>	Mental Health	£100,000 over 3 years	Parenting Prog Officer	£50,000 over 2 years	Youth Worker	£100,000 over 2 years + £40,000 for parenting work to be tendered.	<p>CR</p>
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