



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

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

**MANAGEMENT BOARD MEETING**

**Wednesday 14th May 2008 2 – 4pm**

**Epping Forest District Council, Conference Room**

**Present**

<b>Name of attendee</b>	<b>Position Held</b>
Ann Haigh	Epping Forest District Councillor
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
Morag Strycharczyk	Children's Services Manager Epping and Uttlesford WEPT
Nina Gavens	Epping Forest LSP
Sarah Hurwood	Head, Epping Upland Primary School, EFR LDG
Sharon Wallin	St John's School, EFR LDG

<b>1</b>	<b>Welcome/Apologies for Absence</b>	<b>ACTION</b>
	<p>Cllr Ann Haigh welcomed all to the meeting.</p> <p>Cllr Anne Grigg, Derek McNab, Brenda Towle, John Spencer, Kathryn Ward, Simon Werrett sent their apologies.</p> <p>Kathryn Ward will no longer be attending the CYPSP Management Board meetings. EFS LDG will be asked to nominate another representative.</p>	
<b>2</b>	<b>Minutes of the last meeting &amp; matters arising</b>	
	Caroline Skinner noted that her apologies were sent to this meeting but not noted. These minutes were approved by the Board.	

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

	<p><b>Homestart, Ongar:</b> There was an initial blip when volunteers became available but there were no referrals. Referrals have now begun and needs will be met.</p> <p><b>Teenage Pregnancy Strategy 08/09:</b> The West Essex area are setting up a strategy group. Hayley Thorn has secured one bid for funding at the King Harold School.</p> <p>There is a concern over lack of support for the issues in EF and a plea for other people/groups to engage has been made. This area is covered by a subgrouping of the Young People's Action Group which has a wide brief. Attendance has been poor and meetings have been cancelled. There was an initial group of relevant people so lack of support could be due to lack of capacity. GPs from each locality have been asked to attend the meetings.</p> <p>Clarification needs to be made, are people aware of the meetings they should be attending? It was also noted that Chairs of CYPSP subgroups do not always have the capacity or administrative support to attend or chase members.</p> <p>Lonica will arrange a meeting with Hayley Thorn, Ben Adams, Helen Gilbert/Jackie Scott for schools and Gill Wallis to review what needs to be done and how to achieve that so that people are not overburdened. They will look at reviewing the group and refreshing the membership.</p> <p>The YPAG also has a responsibility to the Safer Community Partnership. It was mentioned that the LSP are reviewing approaches and the Safer Community Partnership will possibly focus more on geographical areas and the problems in them. Issues re teenage pregnancy could possibly have been addressed there too but the CYPSP are missing the possible links.</p>	<p>LV</p>
<p>3</p>	<p><b>CYPSP Commissioning</b></p> <p>Lonica reported that there are three elements of Commissioning:</p> <p><b>1: Voluntary Sector Grants</b></p> <p>Gillian Mann, Ann Haigh and Lonica Vanclay met after the last meeting as agreed and discussed recommendations for extension of voluntary sector grants – details were circulated to Board members. The future plan is that this money (comprised of ECC social care grants, Childrens Fund and Connexions grants) is put into one large pot and that local CYPSPs would commission this work. Essex County Council has recently appointed people to help develop the commissioning process and tools for local CYPSPs, Nikki Pearce plus two additional staff.</p> <p>The six month extension has now been increased because the above mentioned Commissioning Group do not believe the processes will be in place until September 2009. The extension will now be 18 months instead of 6.</p> <p>Hence, while the commissioning role for this funding for the CYPSP has now been delayed until Sep 09, an extended services amount and a further amount of funding for service delivery (unallocated grants money) will come to the CYPSP later this year.</p> <p>Training information sessions were held for the voluntary sector and partners in March / April 2008. There have been four across the county. There is an indication that there will be CYPSP training but</p>	

<p>this is not available yet.</p> <p><b>2:</b> The West Essex PCT and Essex County Council felt it would be helpful to identify what organisations do with mainstream budget and to plan and coordinate this further through the CYPSP, working in partnership to decide how the funding should be spent, so avoiding duplication and gaps. They are still in the process of identifying what the mainstream services are and local children's services amounts. The District Council had also identified services it supported.</p> <p><b>3: Extended Services Funding</b> In the financial year 07/08 needs were identified and services commissioned. Some services are still running until August and the funding for others has stopped. The Board has had regular reports on this. The government has allocated further funding but has been clear that this will stop in 2010 and that therefore this should be used to support capacity building rather than delivery. In order to keep services running in the future mainstream sources should be used.</p> <p>£214,000 funding for 08/09 has been received for EF. The EF CYPSP need to agree on a process for spending this money.</p> <p>Harlow and Uttlesford are considering putting this funding into existing projects. This will give both the CYPSP and the projects themselves time to consider what would be sustainable and how. They will then start to reconsider where the funding will be used to proactively support capacity development.</p> <p><b>Discussion.</b> The question was posed 'Regarding the 18 month extension, will this extend to NACRO?' When Lonica replied that this will probably be extended to NACRO, considerable concern was expressed. It was felt that this needs to be reviewed due to a serious concern of duplication and the length of the extension and that the money would be wasted. NACRO work was duplicatory and coordination and enhancement of provision was needed.</p> <p>It was noted that ECC indicated there would be serious attention to good monitoring of outcomes. It was asked whether that was the case – and if so requested that local CYPSPs see that. It was suggested this could be used to deal with NACRO. It was noted that the quality of monitoring was very important.</p> <p>It was suggested that specialist expertise was necessary for some work, so training others to enhance capacity for delivery was not always appropriate. It was noted that time was needed to decide what should be sustainable in future. It was recognised that there is considerable problem with capacity.</p> <p>The Administrative support for the EF CYPSP is a major problem and needs to be addressed. Some of the £241,000 could be used for that. It was suggested that the job spec, costs and budgets for 21 hour and 25 hour post be identified and possibilities explored. The coordination of processes is causing work to be duplicated. The Management Board concluded that a Coordinator is needed to provide a strategic lead for a year or two and coordinate, link delivery programmes and identify gaps and duplication. No existing people have this capacity. They could identify programmes of activity and natural leads and help identify ways of ensuring future sustainability. It would result in a stable framework in place. The group feel that some of the £214,000 should be used to recruit a Co-ordinator.</p>	<p><b>JF to identify costs of options</b></p> <p><b>LV / JC / SH to meet to develop options</b></p> <p><b>JF to propose costings (LSP Coordinator a model)</b></p>
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<p>The question was raised whether Harlow or Uttlesford would join in sharing these new posts? Harlow already have additional funding due to disadvantage to support capacity, Uttlesford may possibly be interested. The job description and personal qualities would need to be very clear.</p> <p>Lonica will liaise with Derek Macnabb regarding the Coordinator role and salary requirements</p> <p>Concern was made that these posts both be sustainable as the services can not be taken away once in place.</p> <p><b>CAMHS</b> The funding for the CAMHS service currently continues until May – though can be extended by TASC additional bridging the gap funding for a short time. Currently they are training staff, training to assess needs. They are also able to address and quantify needs. Both TASC Managers report this is an area of great need with insufficient service. The LDGs endorse that, reporting there are more complex cases and insufficient support. It is vital for the tier 1 level staff to know that they are supported. More capacity would help early intervention.</p> <p>It was also noted that there is insufficient specialist Educational Psychology service available to respond to the increasing complexity of need.</p> <p><b>Family Support</b> It was felt there is a real need for this work. There was a question as to whether Relate are the right service to deliver this work – as the counselling focus sometimes precludes a more holistic coordinated approach. Supporting parenting skills and information sharing is needed.</p> <p>There is more support for this coming in as ‘Parent Support Advisors’ who will be hands on workers to help parents of children in schools will be appointed. It is a Government resource. They will be deployed through the TASC Teams.</p> <p>The West Essex Parenting Co-ordinator funding will continue.</p> <p>The question was once again raised over the 18 month extension funding for NACRO and Relate. They do not appear to be meeting the need and are losing local influence because of this. The extension and monitoring system needs to be robust enough to deal with these concerns. Concern was expressed again that decisions were being taken by ECC/County and local CYPSPs with local delivery knowledge were not being given the opportunity to influence local provision.</p> <p>Parents and children benefited last year from the CYPSP services and the decisions that were made. This needs to be remembered.</p> <p>The need for more youth workers and youth provision was identified.</p> <p>It was raised that there was a concern about capacity to deliver parenting. Also noted was that teacher assistants have been trained from each school and used to facilitate parenting classes. Those who had been trained did not all feel confident to deliver and this needs to be addressed by providing them with mentors/people who have already delivered working with them. Funding their backfill</p>	<p><b>LV to raise with UCYPSP</b></p> <p><b>LV</b></p> <p><b>LV to feedback to County</b></p>
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	<p>would enhance future capacity. Jacqui Foile mentioned that there are 'train the trainer' courses available through the voluntary sector plus other various courses. It was agreed that shadowing experienced people would help greatly at increasing confidence and skills. It was agreed that funding a seconded post for delivery of parenting support classes with newly trained people would be worthwhile. The funding would be used to backfill their post.</p> <p>EFDC have funded £8500 towards holiday activities. It is not ongoing funding as it's not voluntary and will end in August 2008. The take up by young people is very limited. If this continues EFDC will have to rethink the provisions. They will await the outcome from projects to decide how future funding will be used.</p> <p>Concerns were expressed regarding the need for more provision like 'The Box' run by unsalaried Alison and Tim Dolan. The question was raised that if funding is available within the CYPSP could some of it be used to fund 'The Box'? It caters for vulnerable young people. It was agreed that there would then be a need to replicate this service in other areas.</p> <p>Julie Chandler agreed to look into the Business and Premises rates 'The Box' are currently paying.</p> <p>Jacqui Foile stated that 'The Box' staff could use the VAEF services which can help them to access funding using the Grant net system.</p> <p>It was noted that the SCP (previously CDRP) are possibly funding a youth bus which will cater for the overspill of 'The Box'.</p> <p>Lonica Vanclay, Julie Chandler and Sarah Hurwood agreed to meet and draw together the costs of proposals which can then be distributed for approval / comments. Graham Alderton will be invited to the meeting for EFS LDG.</p>	<p><b>JC</b></p> <p><b>LV / JC / SH to meet to develop options</b></p>
<p><b>4</b></p>	<p><b>Integrated Working Groups</b></p> <p>Epping Forest have an Integrated Working Group chaired by Jill Holland which works very well. Uttlesford also have a group however the Harlow group has recently been reviewed following the resignation of the Chair. A suggestion was received from Harlow that we do this as a West Essex Group.</p> <p>Jill Holland is in agreement with this suggestion. Jill Holland or Claire Prior (Uttlesford Group Chair) will chair this group for 6 months.</p> <p>The CYPSP Management Board agreed this.</p>	<p><b>LV to follow up</b></p>
<p><b>5</b></p>	<p><b>The Big Youth Debate</b></p> <p>This is an event aimed at 11-18 year olds. The project is gaining momentum and is being organised by the Epping Forest Youth Council. It will be held on Wednesday 19<sup>th</sup> November at Woolston Manor, Chigwell. Arrival 6:30pm, starting at 7:00pm and finishing at 9:30pm.</p> <p>200 young people are expected to attend plus the CYPSP Management Board and Stakeholders who will be answering the YP questions.</p> <p>Youth councillors will each be given 9 tickets and then a further 30 places will be available through the press and media coverage.</p>	

	<p>The format will be similar to that of BBC Question time. David Blunt from Radio Essex has also been contacted.</p> <p>EFDC and the Youth Council are putting together a questionnaire for young people in the district on the priority areas they have identified including transport, environment, activities, stereotypes/perceptions of young people and safety measures. The CYPSP Board will not know the questions in advance. EFDC and other agencies will be there also to answer questions.</p> <p>It was proposed that the CYPSP contribute to the hire of the venue and the transport costs as a 2<sup>nd</sup> stakeholder event is not being held this year.</p> <p>Venue Hire &amp; Refreshments = £1000  Transport – Up to = £1200  Liaising with Nick Robinson, Jacqui Foile will look into the cost of using Community Transport.</p> <p>The CYPSP Board agreed to support this event with funding.</p> <p>Julie Chandler also suggested that some additional funding be made for an after event activity. Cllr Ann Haigh suggested that after the event the young people put together a business plan and possible funding could then be provided.</p> <p>The CYPSP Board Arrangements for 19<sup>th</sup> November are:</p> <p>Meet at 4pm – 6pm at Woolston Manor, Chigwell for the CYPSP Management Board Meeting. Refreshments will be arranged for this. The Board will then continue with the Big Youth Debate. Julie Chandler to look into availability of room at Woolston Manor at 4pm.</p>	<p>JF</p> <p>JC</p>
<p><b>6</b></p>	<p><b>Any other business</b></p> <p>Sally Theodoreson emailed the CYPSP regarding the Monkey Tree magazine that is circulated widely to parents. It has proved very useful to partners and parenting groups. Sally has suggested that the useful parenting cards be made in conjunction with the magazine. The CYPSP Management Board approved this.</p> <p>The CYPSP Board also agreed that the contacts be placed on the website with the CYPSP logo and details.</p> <p>Caroline Skinner attended the Prevention and Early Intervention Strategy, a 12+ discussion group at Limes Farm. Caroline believed this to be a good practice event.</p> <p>MEND Awards Ceremony will be held on Thursday 15<sup>th</sup> May 2008 at Tottenham Hotspurs.</p> <p>A needs analysis will be forwarded to everyone so that actions can be addressed by relevant groups.</p>	
<p><b>11</b></p>	<p><b>Date of 2008 Management Board Meetings</b></p> <p>10<sup>th</sup> September 2008 2-4pm EFDC Conference Room  19<sup>th</sup> November 2008 4-6pm Woolston Manor, Chigwell</p> <p>Big Youth Debate  19<sup>th</sup> November 2008 6.30pm – 9pm Woolston Manor, Chigwell</p>	