

# Canterbury Coastal Local Children's Services Partnership Board Meeting

## MINUTES

Meeting held on Thursday 2<sup>nd</sup> July 2009 at Clover House, Whitstable

### Present:

Jean Mosley (JM)..... Partnership Manager  
Stephen Fitzgerald (SF)..... Social Services - Chair  
Steve Charman (SC)..... Extended Services  
Sue Evans (SE)..... Education  
Ann Furminger (AF)..... Connexions  
Susan Gough (SG)..... Health  
Mark Pearson (MP)..... Police  
Sari Sirkia-Weaver (SS)..... Voluntary Sector  
Helena Sullivan-Tighe (HS)..... Education  
Suzi Wakeham (SW)..... CCC – Vice Chair  
Barry Weeks (BW)..... Youth Offending Service  
Jim Winters (JW)..... Youth Services  
Liz Leaman (LL)..... Education

### Apologies:

Caroline Friday (CF)..... Locality Commissioning Manager, Health  
Pip Hazelton (PH)..... Social Services  
Lorraine Medwin..... Locality Commissioning Manager, Health  
Alison Osborne (AO)..... KCC  
Claire Owen (CO)..... Education  
Jonathan Sexton (JS)..... Health

### Minutes:

Caron Swan (CS)..... PA to Jean Mosley

Meeting commenced at 9:30am

#### 1. Welcome and apologies for absence:

##### Minutes of the last meeting and matters arising:

Stephen welcomed everyone to the meeting; introductions were made as Mark Pearson (Police) as he has now joined the Board as the permanent police representative. Apologies were given as listed above.

Suzi reminded everyone if they would like to sign up to the Young People Complaints Scheme to contact her or Alison as a meeting is being arranged.

Minutes of the last meeting were agreed.

<p><b>2. Partnership Away day follow-up:</b></p> <p>Suzi gave feedback from the Partnership away day. A Proforma has been produced to identify Partnerships resources and is to be sent out to the Board members in due course. It was noted that all members need to complete this Proforma and send it back to Suzi Wakeham.</p> <p>Overall feedback from the day was very positive.</p>	<p>SW/ CS</p>
<p><b>3. Feedback from existing Cross District working Groups:</b></p> <p>Jean distributed to the Board a pack (attached) containing:</p> <ul style="list-style-type: none"> <li>• Canterbury District Local Children’s Services Partnerships Commissioning Sub-Group minutes. Minutes of these meetings are to be posted onto KentTrustWeb.</li> <li>• Update on Coastal Children’s Centres</li> <li>• Feedback on Coastal Children’s Centres and Canterbury District Children’s Centres Advisory Board</li> <li>• Pro-forma for LCSPs in changing Alternative Provision arrangement for Grosvenor House - KS3 Pupil Referral Unit.</li> </ul> <p><u>The Commissioning Sub-Group</u> The Commissioning Sub-Group deals with all commissioning for both Canterbury Coastal and Canterbury City and Country Partnerships. The group have formally adopted the KCC terms of reference.</p> <p>For bids under £5000 the Coastal Proforma would continue to be used by both Partnerships. The approved KCC pro-forma needs to be completed for Ring Fenced Money.</p> <p>Jean gave details of monies currently available. The Business Management Unit is happy to advise the Partnership in light of the proposed Commissioning proposals.</p> <p>It was noted that there is no disabled representative on the Board and outside help would need to be sought in order to fulfil objectives for the Aim High project.</p> <p>The Commissioning Sub-Group had decided to put aside 10K for projects to prevent last minutes spending. Lengthy discussion followed on LCSP Commissioning Procedures.</p> <p>Stephen read some guidelines to the group, concerning ‘Managing risk in public procurement’ which will become law in December 2009. This will be discussed at the next Commissioning Group meeting.</p> <p>It was noted that Partnership funding needs to be monitored by the Partnership Board. Jean will provide a complete breakdown on Coastal’s 30k Budget for the next meeting.</p> <p>Money for MACs has previously been part funded by Children’s Funds money. Health is part funding MACs this year so more Children’s Fund money is available. Stephen wanted to reiterate that Social Service have always funded the 4 Social Work Assistants including this year.</p> <p>It was noted that any projects involving the permanent hiring of staff is not allowed as the money cannot be guaranteed for next year.</p>	<p>CS</p> <p>JM</p> <p>JM</p>

### Children's Centres

Jean updated the group on Coastal's Children's Centres.

Coastal have been allocated four "Round 2" Children's Centres, two are fully open, Joy Lane and Poppy. Swalecliffe is to open soon and work has now started on Briary, the expected completion date for this is Nov 2009. Both Children's Centre Managers work very closely together.

Jean advised the group on the Canterbury Children's Centres District Advisory Board and how it works. The Board discussed the handout distributed, giving details of clinics and groups taking place at each Children's Centre.

One function of each Manager is to produce a SEF. It was noted that the SEF needs to match the needs of their neighbourhood to monitor and support this a working party has been formed of Jean, Suzi and Sari who will work with each Coastal Children's Centre to ensure they meet the needs of their neighbourhoods.

Discussion followed on how to manage what the Children's Centres do.

The Board would like to invite Sam and David to attend the next meeting and present an update personally.

JM

### Alternative Provision

Jean discussed the research previously distributed to some of the Board outlining the proposals for changing Alternative Provision arrangements in Canterbury Coastal and Canterbury City and Country Partnerships. Jean briefed the group on progress made so far stating that she is to meet with Coastal Education Board, Coastal Headteachers and Canterbury City and Country Partnership Headteachers to discuss and move this forward. Lengthy discussion followed with some comments and suggestions recorded below:

- The proposals are to make alternative curriculum more productive.
- Joanna Wainwright stated that a pilot needs to take place to prove it works before radical changes are made
- As the project moves forward the workload of some personnel may be affected
- The Partnership were supportive of the increased Multi Agency approach
- Early intervention is the key to success
- The money is devolved and not delegated therefore the Centre have to approve all charges
- The main focus of the pilot is to be KS3 children
- CAF is central to this process
- A menu of resources should be made available at TAC meetings

Stephen asked if MACs could become more involved in this to ensure the sustainability of MACs, Jean said this would be in the longer term proposals.

#### **4. Parent Voice Co-ordinator (Stephanie Mayes) update on activities:**

<p>Steve Charman told the group he had received a letter from the Canterbury District Early Years Project stating that due to ill health Stephanie Mayes is no longer in post as Parent Voice Co-ordinator. Steve and Nicky are committed to taking this project forward and plans will be in place by the end of August.</p> <p>Steve distributed handouts giving feedback from the recent Parenting Information Event. This event was very successful and a directory is to be produced from the information received. An action plan will be produced by the end of August to ensure there is no overlap in the services provided.</p> <p>It is envisaged that the Canterbury District Early Years Project will take the lead on delivering NAPP Programmes to ensure its sustainability.</p> <p>It was noted that Solihull training used to be a high priority is it still? Jean stated it is a Team target that all appropriate Coastal staff are trained.</p>	SC
<p><b>5. Kent Children's Trust Reference Panel Meetings – Summary Report:</b></p> <p>A copy of the summary report was distributed to Board Members with the agenda. Jean gave a brief outline of the report and how it could be used in the Partnership. It was noted that the report is subjective. Discussion followed:</p> <p>It was felt that a process needs to be in place to check that bullying is being tackled within schools; Jean is to facilitate an evaluation into bullying.</p>	JM
<p><b>6. <i>New Data Available – Rewriting Coastal CYPP:</i></b></p> <p>Jean briefed the group on why the Partnership needs to re-write the Local CYPP, The new MD has asked that local CYPPs more closely reflect the Kent CYPPs, the MD also stated that Boards need to be more strategic. A meeting is to be held in July to bring both Canterbury Coastal and Canterbury City and Country's CYPPs together. Members from both Partnership Boards are invited to attend a drop-in session on 30<sup>th</sup> July at Clover House to give their input.</p> <p>Board Members were asked if they could send any information/data that would be useful or affect the Plan. A Proforma is to be devised for all Board members to complete. If information is provided brief notes are also to be given to ensure it is understood. A current copy of the Kent CYPP is to be sent to Board members for reference.</p> <p>The Board received a copy of the relevant data from 'Facts and Figures 2009' this was discussed at length. It was noted that:</p> <ul style="list-style-type: none"> <li>• This data would be more useful in % format rather than comparing Partnerships</li> <li>• Canterbury Social Services does twice as many assessments as other areas.</li> <li>• CAF referrals are lower than expected. Jean clarified that the data was for Canterbury District and Coastal accounts for two thirds of the referrals and is on track.</li> </ul>	All CS
<p><b>7. Items for future agendas:</b></p> <p>All Board members were asked if they had any items for the next agenda.</p>	

<p>Mark has produced a draft paper on how the Partnership and Police can work together "Joint Problem Solving" and has produced a structure on police he will be given a ten minute slot at the next meeting.</p> <p>CDRP and LCSP to create relationships, Suzi to go back and talk to Vielia to facilitate this.</p>	<p>MP/JM</p> <p>SW</p>
<p><b>8. Any Other Business:</b></p> <p>Jean reminded everyone that at the City Partnership's request there has been a date change for the next meeting. It will now take place on 1<sup>st</sup> October 2009. The joint Canterbury Commissioning sub group will meet on 8<sup>th</sup> September.</p> <p>Barry told the group the Youth Offending Service is restructuring; this is likely to result in a change of Board member.</p> <p>Susan raised the issue of CAF Training. There is no CAF refresher training available for staff who had completed their training some time ago, also there is no CAF training in this area for new staff, although the website does say there will be some dates after the holidays it doesn't state when or where this will be. This was discussed and it was decided that if anyone had issues with training could everyone email Stephen and cc all Board members and he will contact Mary Burwell on behalf of the Partnership.</p> <p>Sari stated Voluntary Organisations have to pay for this training.</p> <p>A 'Dummies Guide to CAF' has been produced it will be distributed to schools and the Partnership Board in September.</p> <p>It was noted that this meeting will be Sue Evans last Board meeting; Stephen thanked Sue for her contribution to the Partnership Board.</p> <p>Jim wanted to remind everyone there is a young person's forum at Parklife on 15<sup>th</sup> July 2009, 5-7pm. It is expected that young people will engage with Board members and Board members will take part in activities. The goal is how to keep them involved with the Partnership. If anyone needs further information please contact Jim or Suzi. THIS HAS NOW BEEN CANCELLED.</p> <p>Sari stated that she has approached Christchurch University to research the voluntary sector.</p> <p>Sari sits on the Comprehensive Area Assessment Board – they want examples of good Partnership Working. She asked the Board if they had any examples please let her know so this could be included in the report.</p> <p>Suzi has recently been in contact with Kent Union, there are over 1000 volunteers waiting for opportunities. It was noted that they would like more access to schools. If any agencies have any volunteering vacancies could they please contact the Kent Union direct. Suzi will send contact details. Jean to take this information to the next HTs' Meeting.</p> <p>The Coastal LCSP Policy Overview Committee (POC) meeting has been cancelled. No new date has been set yet.</p>	<p>AII/SF</p> <p>JM</p> <p>AII</p> <p>SW/JM</p>

<p>Stephen wanted to make the Board aware that the Comprehensive Area Assessment Briefing Note states that they can just drop in to do their annual inspection.</p> <p>Significant changes are currently taking place within CFE Senior Management Team Peter Gilroy and Rosalind Turner has produced a new paper giving details of the new structure. Children's Trusts and Boards will follow.</p>	
<p><b>Before the next meeting:</b></p> <p>Suzi to resend Proforma to identify Partnership resources.</p> <p>Minutes of Commissioning Sub Group to be put on KentTrustWeb.</p> <p>Jean to put 'Managing risk in public procurement' on next Commissioning Group agenda.</p> <p>Jean to provide a complete breakdown of Coastal's Budget for the next meeting.</p> <p>Jean to invite David and Sam to present at the next meeting.</p> <p>Steve to produce an Action Plan to ensure there is no overlap in services from details given at the Parenting Event.</p> <p>Jean to facilitate an evaluation into bullying.</p> <p>CYPP re-write - A Proforma is to be devised and sent out to Board members with a copy of the Kent CYPP.</p> <p>Mark is to provide a draft paper on how Partnership and Police can work together and a structure of Police working.</p> <p>Jean to ensure Mark is given a ten minute slot on the next LCSP Board agenda.</p> <p>Suzi to discuss with Vielia to facilitate relationships with CDRP and LCSP.</p> <p>Any issues concerning CAF training should be directed to Stephen Fitzgerald.</p> <p>Stephen will approach Mary Burwell about CAF training on behalf of the Partnership.</p> <p>'Dummies Guide to CAF' is to be distributed to Schools and Partnership Board in September.</p> <p>All Board members are to send Sari examples of good Partnership working</p> <p>Suzi to send through Kent Union Volunteering details.</p> <p>Jean to inform HTs at the next meeting about Kent Union Volunteers.</p>	<p>SW/CS CS JM JM JM SC  JM JM/CS  MP JM SW All SF JM All SW JM</p>
<p><b>Next meeting to take place on 1<sup>st</sup> October 2009 9.30am – 12.30pm to be held at Clover House Whitstable.</b></p>	