

Canterbury District Local Children's Service Partnerships Commissioning Sub Group

Notes of first meeting 17.6.09

Present

Ruth Herron
Jean Mosley
Gill Mansfield
Nicky Cole
Steve Charman
Nick Smith

Apologies

Caroline Friday/Lorraine Medwin
Suzi Wakeman
Stephen Fitzgerald
Jim Winters
Police representative

1. RH opened the meeting and provided an overview of its purpose. This group will manage the commissioning process on behalf of both LCSPs.

2. Terms of Reference (TOR) were discussed and it was decided that we should scope other Partnerships and look to county for guidance in case there is clear direction but partners agreed the following should be included:

- a. The group will be called Canterbury District Children's Services Commissioning, Monitoring and Evaluation Group
- b. Representation should be taken from both LCSP Boards and consist of:
 - i. Canterbury Coastal LCSP Manager
 - ii. Canterbury City and Country LCSP Manager
 - iii. Canterbury City Council Head of Community Services
 - iv. Locality Health Commissioner
 - v. Canterbury District Children's Social Services Manager
 - vi. Representative of the Children's sub group of the Canterbury Voluntary Alliance
 - vii. School Head
 - viii. Extended Services Manager
 - ix. Police representative
 - x. Youth Service representative
 - xi. LCSP project officer
- c. The group will meet quarterly with additional meetings as required e.g. if funding is acquired and needs to be spend swiftly.
- d. Quorum will be six people.
- e. All partners agreed to adopt and work to the County Integrated Commissioning Guidance
- f. Decisions made by the group will be finite and stand.

3. Discussed communication of planning cycles and opportunities for the voluntary sector, RH advised that JM and herself are hoping to arrange a presentation to the 4. Children's sub group of the Voluntary Alliance and the City Council will also cover this in a bigger meeting with the Alliance planned for the autumn.

4. Schools will be informed of the process via a letter that will define the commissioning process and identify the priorities in the local Children and Young Peoples Plans

5. For commissioning 09/10 partners agreed we would ensure organisations we know of will be invited to tender asap, this will be more formal in 2010/11 when we will start the planning of projects in the autumn term, ready for April.

6. Decisions made

- (1) Integrated Commissioning Guidance
Either Appendix 8 (request for proposals) or Appendix 9 (Service Specification) will be adopted for projects over £8,000 and used when requesting tenders for specific projects from ring-fenced monies e.g. Aiming Higher Funding
For tenders for smaller amounts we will use the Canterbury District LCSPs' Application form (formerly Canterbury Coastal LCSP Application form)

General opportunities for requesting funding against CYPP Priorities will be bid for through the Canterbury District LCSP application form.

Appendix 9 (Service Agreement) will be adopted and used for all projects over £1000.

- (2) Information will be added to both LCSP websites under the title *Commissioning Sub groups*, this will detail who has been commissioned and purpose.
- (3) All projects will have Service Agreements, smaller organisations who may have less experience in being commissioned will be signposted to support to ensure they can be part of the process.
- (4) Process to approve projects
- For ring fenced funding
 1. Write Service Specification
 2. Send out with requests for tender
 3. Group will review applications- using proposal score sheet
 4. Decision made
 5. Inform all applicants of success or otherwise
 6. Agree Service Specification
 - Non-ring fenced monies
 1. The Canterbury District LCSP Application form will be circulated.
 2. Applications returned to the panel
 3. Decision made
 4. Inform all applicants of success or otherwise
 5. Service Specification if appropriate

7. The group considered the funding opportunities present at this time

Young Carers £13,636 approx

Group agreed to devolve responsibility to PMs to put together a project proposal for tendering based on the results of Young Carers report (due within the next month), along with best practice nationally and within the county **ACTION - NS**

Childrens' Fund Money- £128,700

NS to send the Canterbury District LCSPs Application Form to the Board Partners for them to circulate within their respective organisations to tender against the priorities in the Local CYPPs. **ACTION- NS**

Aiming High £96,000

NS to review implementation guidance and send out appropriate application form (either appendix 8 or 9) to providers as detailed in the Aiming High document, but to include others known locally as identified at the meeting **ACTION- NS**

Partnership funding £20,000 (£10k from each)

NS to send the Canterbury District LCSPs Application Form to the board Partners for them to circulate within their respective organisations to tender against the priorities in the Local CYPPs. **ACTION- NS**

NS to prepare information to go out by end of June for tenders to be submitted by 31st August **ACTION - NS**

AOB

RH presented an application for £6000 from Canterbury High School for summer holiday activities. With regret partners refused this and agreed all bids for monies must go through an open bidding process.

Date of next meeting of the Canterbury District Children's Services Commissioning, Monitoring and Evaluation Group on **8.9.09 at Clover House, Whitstable**. All application forms received will be evaluated at this meeting