

POST JAR ACTION PLANNING GROUP

Thursday 2 November 2006 8:30am – 10:15am

Garden Suite, Buckerell Lodge Hotel, Exeter

In attendance: Debbie Pritchard, Christa Wiggin, Deborah Booth, Kevin Peers, Chris Dimmelow, John Shaw, Piers Tetley, John Barnard, Miles Hapgood, Alison Morgan, Cathy Ellingford, John Barnard, Jessica Goddard, Shona Meek

Apologies: Chris Roberts (LSC), Ian Curtis/Bob Brown (Devon and Cornwall Police), Liam Mcgrath, Colin Mackenzie.

Introduction:

The DfES are keen to know Devon's progress with the JAR Action Plan. External support is planned for performance management and HR and an invitation to tender had been issued. The JAR Action Plan is to identify what is needed and adaptation may be needed. **Action: ITT to be circulated to this group – Christa Wiggin**

1. Aims of the Group

The remit was discussed. The remit was revised in light of the discussion and is attached.

2. Methods of Operating

There was a discussion on the reporting method to this group. Cathy and Miles would take stock after this meeting to see how best for Health to feed into this group.

It was agreed that the accountable officer would ensure that someone would attend who could report and answer on progress.

It was noted that the accountable person should be named as the "accountable person for this plan", rather than for all the targets.

3. Membership

Not all duty to co-operate partners were represented. Anxiety was expressed at the difficulties the police were having in engaging. It was agreed that membership and signing arrangements would be discussed at the Children's Trust Executive Friday 3rd November especially re. Connexions, police, schools, voluntary sector and District Councils. **Action: DAP and also to investigate with LSC the appropriate signatory.**

It was agreed that children and young people should have been engaged but that the timetables would have made this token. This needed to be addressed in the roll out and this would be reflected in the plan.

It was agreed that parents should be a signatory and that this could be discussed with the Chair of the County Parents Forum.

Action: John Shaw

The date of the County Forum Meeting (22 November) would also be added to the timeline. **Action: Shona**

Mike Young's involvement was discussed. **Action: Kevin Peers**

The minutes will be circulated to the members of the JAR Action Planning Group and extended Senior Management Team. **Action: Shona**

4. JAR Action Plan

The most recent version of the draft plan was circulated and discussed. It was agreed:

- Plan was high level with supporting project plans. These plans needed to be cross referred in the action plan. It was appropriate to use existing plans.
- The list of recommendations will include lead officers and accountable persons.
- At the top of each section there should be a reference to one of the outcomes of Every Child Matters, in bold.
- The plan would be revised and circulated prior to the next meeting with the forward drafted. **Action: DS and DAP**
- The refreshed CYPP would be integrated with the post JAR action plan and take on further.
- Outcome measures should refer to origins (e.g. PAF indicator etc)
- Appendices should become part of full plan

The JAR recommendations and accountable persons were agreed with further work required on some aspects. It was recognised that the PCT was in flux.

**Action: check out 12 with LSC – DAP
recommendations 13 – 19 to be checked with SLG for
accountable person - KP**

Christa raised her concerns that items 6,9,14 and 15 are not included in the draft. **Action: KP 6 MH 9. DAP 13 and 14.**

5. Resources

Signatories need to be aware of resources required and any deficits, when signing off. Christa explained that the DfES has offered some funding but we may need to identify match funding. Additional funds need to be identified in the plan.

John Barnard confirmed that no additional resources have been allocated in DCC beyond permission to extend the existing overspend of £4 million.

Action: JPB and KP to detail known costs to DCC.

Within the template it was necessary to detail separately: budgets, numbers of people and the skills and expertise.

It was agreed that resources issues needed to be raised at the Children's Trust Executive 3rd November. **Action: DAP**

6. Communications Strategy

This had been previously circulated and was broadly agreed with the additions:

- all members were happy to receive papers by email rather than hard copies.
- JAR website to be used for all papers so accessible to all
Action: Shona and DS
- Avoid acronyms in plan
- Minutes to be sent out fast (recognising may be rough)
- Newsletter using Children's Trust newsletter format as JAR (well received communication)
- Schools Forum to be updated 8th December **Action: JPB** and to be added to timeline **Action: Shona**
- the responsibility of group members to cascade the information and brief colleagues.
- Communications with schools to be discussed at Executive
- the need to communicate effectively with staff to ensure success. It was agreed that the dissemination of information for staff involved is the responsibility of the Lead Officer.

Next meeting: to review and confirm the content of the template, including resources. The latest template would be sent out at least one day in advance of the meeting. Hard copies will be available at the meeting.

The group wished to pass on their sincere thanks to all who worked so hard in getting the recommendations drawn up.

Final Main Action Points:

- Discuss with the Executive tomorrow to update them as to where we are now.
- Minutes to be circulated swiftly.
- Set up Newsletter post JAR and the web page

Dates of Future Meetings:

Friday, 10 November 2006 8:30am – 10:30am, Film and Demo Room, County Hall

Friday, 17 November 2006 2:00pm – 3:00pm at Lord Haldon Hotel, Dunchideock, Exeter

TBC Thursday, 23 November 2006 8:30am – 9:30am, venue to be confirmed – **please note**

Monday, 4 December 2006 8:30am – 10:30am, Film and Demo Room, County Hall

Further to the meeting it was agreed that we should add to each recommendation our interpretation of the recommendation so that that there was complete clarity over what was meant and thus the focus of action. **Action: DS to discuss with leads**