

## **POST JAR ACTION PLANNING GROUP**

**Friday, 10 November 2006  
8:30am – 10:30am**

**Fortescue Committee Suite, County Hall, Exeter**

**In attendance:** Debbie Pritchard, Christa Wiggin, Chris Dimmelow  
Deborah Booth, John Shaw, Chris Roberts, Tony  
Comerford, Derek Moore, Dave Slocombe, Ian Tearle,  
Liam Mcgrath, Tim Tod, Miles Hapgood, Shona Meek

**Apologies:** John Barnard, Alison Morgan, Colin Mackenzie, Piers  
Tetley, Kevin Peers

1. The most up to date version of draft action plan circulated and it was agreed that each version should be dated and timed on the front cover.

**Action: Dave Slocombe**

2. **Review of the Draft Action Plan**

- It was agreed that recommendation 12 would be used as a good example of how a recommendation should be written and laid out, in terms of what difference it makes and how it relates to Every Child Matters.
- There was a debate over outcome measures and whether they should be targets or performance indicators. The underpinning project plans will give more detail and it was agreed that they should be indicators rather than targets. Outcome measures should be measurable in some form even if qualitative.
- Milestones require dates (what is happening and by when). This needs to be consistent throughout the plan.
- Capacity to improve: at the last meeting, we discussed breaking this up into three sections, but this has proved difficult. It was agreed that the three aspects (money, resources, skills and expertise) would be considered but it is not put into a, b and c.
- Agreed that the format of layout needs to be well communicated to the Lead Officers.
- Agreed that we need to reinforce that the Accountable Officer and Lead Officer are the people responsible for making sure the plan happens rather than just the people writing the plan.
- DP suggested drawing up a simple checklist of how each recommendation should be structured and written for Lead Officers, as well as reinforcing the message that recommendation 12 is a good example. We must bear in mind that this action plan is a high level plan and more detail is in the project plans underneath. **Action: DAP**
- Agreed that the indicators and milestones should be around about 5 and a maximum of 10.

- It was agreed that focus should be on the critical issues and that if there were sufficient detail in the plan to address the issue there need not be further plans required.
- The performance management of the Children and Young People's Plan will be integrated with this action plan.
- Agreed at the next meeting we would:
  - begin to look across the plan and challenge the plan
  - undertake risk assessment

**Action: all to feed back risks to Dave Slocombe**
- Agreed to circulate to Christa, on Deborah's suggestion, Tim Leishman's 'gap analysis' document between CYPP and JAR.
 

**Action: Shona**

#### 4. Recommendation Analysis

Concerns expressed at lack of input on recommendations 6 and 9.

- No. 1: more work required. Milestones need more work. AP: Kevin Peers. LO: Dave Simpkins
- No. 2: this is now in the latest version of the action plan. Layout is fine. AP: Kevin Peers/LO: Chris Dimmelow
- No. 3: AP: Kevin Peers. LO: Dave Simpkins
- No. 4: Content is there. Phrasing needs tweaking. CW to make sure suggestions are given to AP/LO. **Action: CW.**
- No. 5: Julie Bannon and Colin Mackenzie had led on this. A lot has been achieved. Roles have now changed but monitoring is required. Presentation is fine. **Action: CW to speak to Anne Whiteley.**  
**Action: Dave Slocombe to discuss with Colin Mackenzie and revise.**
- No. 6: No content at this stage but will be available shortly. AP: Anne Whiteley. LO: Kevin Peers. Progress has been hampered as AW on leave. We have identified resources and recognised we can increase capacity by re-engineering.
- No. 7: AP: Kevin Peers. LO: Karen  
 Can remove some wording here but very good. Outcome measures need to be moved.
- No. 8: AP: Kevin Peers and Miles Hapgood. LO: John Shaw. Needs firming up. **Action: Miles to discuss with Kevin Peers**
- No. 9: AP: Ian Tearle and Jill Smith (interim) accountable officers. **Action: IT to submit on Monday.**
- No. 10: AP: Kevin Peers. LO: Chris Dimmelow. One or two dates are missing, otherwise OK.
- No. 11: AP: Kevin Peers and Miles Hapgood. LO: John Shaw. Needs firming up. **Action: Miles to discuss with Kevin Peers**

No. 12: AP: Chris Roberts. LO: Mike Young.

No. 13: LO: Liam Mcgrath. After a debate concerning the governance of the Children's Trust, accountability and concern about the issue of responsibility without power, it was agreed that the Accountable Person should be the Chair of the Chief Officers Group.

In light of the concerns over the influence of the Children's Trust, the governance and the ability to influence partners in a meaningful way within the deadlines, it was agreed that we need to work very hard on the milestones for programme management. Liam identified two phases: 1. The appointment of Kevin Peers to achieve the short-term outcomes in 6 months and 2. the Children's Trust Performance Management Framework coming into play around April 2007. **Action: Liam to articulate something around the phasing.**

Concerns were raised over the clarity of governance, leadership, accountability, management and responsibilities within the organisation. **Action: a diagram to be mapped showing the tiers of officer groups, Children's Trust etc to show the position, as we know it now, for the next meeting. Liam**

No. 14 & 15: DAP to discuss further who will be the accountable and lead officers for these recommendations. **Action: DAP**  
Recommendations 14 and 15 were amalgamated but need to be separated on reflection.

No. 16: LO Liam Accountable person is again the Chair of the Chief Officers Group.

No. 17: AP should probably be Deborah Magill. **Action: DAP to check with SLG**

No. 18: AP should either be Director of Adult Services, David Johnstone or the Chair of the Chief Housing Officer Group. **Action: DS/DP to discuss with Alison Morgan.**

No. 19: Needs some tweaking in terms of the outcomes for children and families. AP: Chair of Children's Trust Executive (Anne Whiteley).

## 5. Resources

Agreed that Lead Officers should identify in each recommendation any specific additional resources required and for example: whether achieved by re-engineering, within existing resources. These should just be simple, short statements. On each of the recommendations, Lead Officers should consider the three points: resources, capacity and skills.

At a strategic level, we will identify resources required across the piece/plan to gather up the big picture and include in a section of the action plan. We will look to John Barnard to provide the lead on this. This will be part of the risk strategy.

**Action: John Barnard/ Dave Slocombe to have a dialogue with each Lead Officer**

## 6. Signatories

Children's Trust Executive Meeting discussed the signatories for the JAR Action Plan. Clarity still sought with regard to the police. **Action: Tony Comerford.**

District Council representation was discussed. Information has been circulated to District Councils and CTLFs and a response needed. **Action: DAP**

Connexions: signed off by John Davey

LSC: signed off by the Area Director for Devon and Cornwall with Chris Roberts able to sign if required

Devon Voluntary Youth Sector: signed off by Tim Tod

National Council for Voluntary Childcare Organisations: signed off by Derek Moore  
Signature required on behalf of the Parent Carers' Voice (for parents and carers of children with special needs). **Action: John Shaw**

School Representatives: papers have been circulated to DASH, SHAD, DAPH and DAG. Feedback needed **Action: DAP**

#### 7. **Performance Management**

A high level performance management framework was discussed and a revised version would be produced as a result of the meeting and a meeting focused on this issue later in the day.

#### 8. **Communications**

At the last meeting, we agreed a broad strategy for communications. DP circulated the draft JAR Newsletter, which will be hopefully sent out today. Any feedback welcomed today. The newsletter is good but next time could be more newsy, current and more substance. CW suggested some changes to the newsletter. **Action: DAP**

A discussion took place about those who had become particularly involved in the area reviews. For example, Bideford and Wonford have been left with anxieties as they feel they haven't had enough discussion and reassurance about what is going to be put in place. They feel it reflects on them as an area. A debriefing would help. There were also concerns raised that although CYPS had a briefing re. JAR outcomes, other partner agencies had had no such briefing/information cascade. Should this be raised at the Children's Trust Communication Group? It was considered that it might be helpful, in future, when two communities are under such scrutiny that a paragraph should be included in the JAR report. The Managers briefing could be shared. **Action: DAP to alert people to this problem and look to how we might communicate with Bideford and Wonford.**

The post JAR website has been set up which includes agendas, minutes of meetings, remit, membership and timeline. [www.devonjar.org.uk/postjar.html](http://www.devonjar.org.uk/postjar.html)

**Items for Next Meeting:** Risk – **Action: can all Members of JAR Action Plan Group forward to Dave Slocombe, by email, any risks whether low, medium or high and these will be categorised at the next meeting.**

#### **Dates of Future Meetings:**

Friday, 17 November 2006 **3:00pm** – 4:00pm at Lord Haldon Hotel, Dunchideock, Exeter (**please note later start time of meeting**)

Thursday, 23 November 2006 8:30am – 9:30am, Reading Room, Coaver, County Hall, Exeter – **please note this extra meeting is now confirmed.**

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