

## POST JAR ACTION PLANNING MONITORING GROUP

Wednesday, 17 January 2007

2:00pm – 4:00pm

Daw Committee Suite, County Hall, Exeter

In attendance: Debbie Pritchard, Deborah Booth, Kevin Peers, Dave Slocombe, Tim Tod, Liam Mcgrath, Chris Dimmelow, Max Sillars, Chris Roberts, Jessica Goddard (for part 1), Shona Meek

Apologies: Ian Tearle, Colin Mackenzie, John Barnard, John Shaw, Piers Tetley, Miles Hapgood, Alison Morgan

### 1. Engagement of Children and Young People in CYPP

Jessica Goddard described the workshops that have been set up to engage children and young people in the refresh of the CYPP. For further information, or if you wish to attend a workshop, please contact Zaena Barnard, Youth Participation Worker, Room 243, County Hall. Email: [zaena.barnard@devon.gov.uk](mailto:zaena.barnard@devon.gov.uk) or telephone: 01392 382794.

The workshops dates are:

3/3/2007 - Staying Safe

19/4/2007 - Being Healthy

29/5/2007 - Making a positive contribution and Enjoying and Achieving

30/6/2007 - Achieving economic wellbeing and a general overview

Liam Mcgrath will be attending these workshops with some of his staff. It was agreed that good attendance from officers would be helpful. This issue would be raised at CYPS SMT to agree officers to attend these workshops. **Action: DAP**

Agreed that Jessica would pass details of the workshops and the brief to Tim Tod to ensure that specific groups of children and young people would be targeted. **Action: JG**

### 2. Purpose and Terms of Reference

The proposed terms of reference for the new Post JAR Action Plan Monitoring Group were discussed. The monitoring of the JAR Action Plan was planned as the responsibility of the Children's Trust Programme Office. At this stage the Programme Office does not have the capacity to monitor the plan and to ensure no slippage occurs, this group has been re-formed as an interim measure. The group has the responsibility to co-ordinate performance management.

The Terms of Reference were agreed - see attached.

The DfES have called a Performance Assessment Team (PAT) (related to Outcomes UK) which will be chaired by Penny Mathers of GOSW. The consultants are concentrating on three main work streams:

1. Auditing current provision and need across health and social care informing planning for the AXS Networks. This will include consideration of integrated working through PCT rationalisation, Children's Centres, CAMHS and Special Needs.
2. The Identification of good practice to work towards consistency
3. Innovative ways of supporting 14-19 year olds in need.

Penny Mathers indicated that good information on the outcomes of the post JAR action plan would be needed for the first meeting on the 24 January.

### Refreshing of the CYPP

Liam reported that the Children and Young People's Plan is being refreshed. The management of the Annual Performance Assessment requires clarification: **Action: DAP, KP and LM to discuss.**

### Staffing of the Children's Trust Programme Office

Concerns were raised about the capacity of the Children's Trust Programme Office. Liam stated that it is only himself and one clerk who work full time in the Children's Trust Office and he has concerns over capacity and capability and wished to highlight the core risks which are resource and a shortage of skilled personnel. This was discussed at the Children's Trust Board and will be discussed at the Children's Trust Executive.

### 3. Monitoring of the Plan – progress to date.

Kevin Peers circulated his draft monitoring schedule of the milestones for which he has responsibility. Two alterations were agreed to this schedule:

- Action 5c will now have a new deadline of 31 January 2007.
- Actions 7i – k will be moved to Recommendation 2

There was lack of clarity on actions 11c & d with regard to the appointment of a PCT Commissioner. **Action: KP to clarify with JS and highlight as appropriate to CT Executive.**

It was agreed that, with adaptations which made it an inclusive partnership document, that this should be used by all lead officers. **Action: KP to SM for circulation and use by all lead officers**

Deborah Booth had trialled the monitoring matrix for outcomes. It was agreed that this should be adapted and used by all lead officers. **Action: Dave Slocombe to work with all lead officers to adapt to recommendations**

It was agreed we need a common definition for the Traffic Lights system. **Action: DAP to speak to Dave Slocombe to define and circulate for use by all lead officers.**

Tim Tod raised his concerns that the meetings seem to focus process rather than content and outcomes. This was debated. It was intended that lead officers and those with whom they worked had the detailed understanding of their area. This group would go into more detail when issues arose.

### Monitoring of Milestones:

Progress so far to milestones was discussed.

***Recommendation 9 - no information was available at the meeting.***

*Recommendation 13 – milestone 4. This is at risk due to lack of defined resources.  
Recommendation 18 – detailed update on how managed required for next meeting.*

**Action:** KP, MS and MY are meeting to clarify the allocation of Pat Clewer's responsibilities and to clarify roles and support to Martin Spragg. Any issues to be brought to attention of CYPS SLG and this group

All other milestones were on target. It was agreed that either the Accountable Person or the Lead Officer for each recommendation must attend the next meeting of the JAR Action Plan Monitoring Group to discuss and answer any questions on their completed monitoring schedule: **Action: ALL**

It was agreed that through the delivery process if some items are deemed inappropriate that this could be channelled through PAT if necessary.

Concerns were raised by the group of the small turn-out for the meeting. The turn-out is extremely worrying for such a high level group.

### 3. Risk

A paper summarising the risks by recommendation was circulated and discussed. No risk assessment has been received on recommendation 18. **Action: Martin Spragg**

Recommendation 12: clarification required. **Action: Mike Young and Chris Roberts**

Recommendation 13: Programme Office staffing risk.

It was agreed the process supported the original risk analysis. Liam requested that the identified risks are fed back to Children's Trust Executive and Board and to the Chief Officers Group. It was agreed that minutes of every Post JAR Action Plan Monitoring Group should be submitted to Children's Trust Executive. **Action: Shona**

### 4. Resources

Detail was not available for this meeting.

### 5. Communications

It was agreed that feedback on the JAR Action Plan would be through the Children's Trust Newsletter as appropriate in future.

### Dates of Future Meetings:

6 February 2007 2:00pm – 4:00pm, Committee Suite at County Hall, Exeter  
28 February 2007 2:00pm – 4:00pm, Committee Suite at County Hall, Exeter  
20 March 2007 2:00pm – 4:00pm, Larkbeare House, Topsham Road, Exeter  
4 April 2007 10:00am - 12:00noon, Committee Suite at County Hall, Exeter  
25 April 2007 2:00pm – 4:00pm, Committee Suite at County Hall, Exeter