

ACTION PLAN FOR CHILDREN'S TRUST SCRUTINY PANEL

| Recommendation | Officer responsible for implementing action / progress | Date recommendation to be implemented by | Progress monitoring (in addition to the progress report to SMB in April 2009) |
|--|--|--|---|
| Children's Trust meetings | | | |
| (1) The Children's Trust institute a Forward Plan and work programme for Trust meetings that clearly relate to Partnership priorities set out in the Children and Young People's Plan which informs the Local Area Agreement. | Caroline Martindale / Alan Dawson | September 2008 | Completed (Under new arrangements the Trust's sub-groups have been established to complement the priorities and will act as the delivery boards for the CYPP, reporting back on a six monthly rota basis) |
| (2) There is a standing item on performance management at each meeting of the Children's Trust that focuses on a number of key areas relating to Local Area Agreement priorities and the Children's Trust work programme, and draws on up-to-date performance information, clearly analysed and compared to local and national targets. | Meena Kishinani / Guy Swindle | November 2008 | Ongoing |
| (3) The Children's Trust look to reduce the size of the agenda for their meetings and the amount of paperwork sent to Trust members; possibly through greater use of electronic access to background documents. | Meena Kishinani / Alan Dawson | | Completed (Only 3 items in addition to standing item. This will further reduce when (1) has been implemented.) |
| (4) The Children's Trust should facilitate additional in-depth work on problem areas through, for example, ad hoc planning days and / or preparatory work by sub-groups. | Meena Kishinani | September 2008 | Ongoing (Schedule of away-days are currently being agreed for the next 12-months.) |

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| Role of the Voluntary Sector | | | |
| (5) The management processes of the Children's Trust to be reviewed , including the timing and location of meetings and the provision of dedicated support to enable the voluntary sector's participation as equal partners. | Meena Kishinani / Guy Swindle / Heather Wills | December 2008 | Ongoing |
| (6) The Children's Trust ensures that the strengths of the voluntary sector are fully utilised , particularly in analysing need and providing valuable information from the grass-roots level. | Meena Kishinani / Justin Varney (PCT) | November 2008 | Ongoing (Voluntary Sector to be invited to be part of Data and Intelligence Group reporting to the Children's Trust) |
| Integrated Joint Planning and Commissioning | | | |
| (7) Staff capacity to deliver the new integrated joint planning and commissioning culture across the Partnership is reviewed and, if necessary, resources are identified across the Partnership to increase staffing in this area. | Roger Luxton / Meena Kishinani | March 2009 | Ongoing |
| (8) A vision statement for joint planning and commissioning across the Partnership is developed , recognising the different cultures in the Partnership and the different commissioning styles that may be required. | Meena Kishinani / Paul Sinden (PCT) | March 2009 | Ongoing |

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| (9) A realistic work-programme to implement integrated joint planning and commissioning is developed. | Meena Kishinani / Paul Sinden (PCT) | March 2009 | Ongoing |
| (10) The new structure for the Children's Trust and the new focus on performance management is implemented. | Meena Kishinani / Guy Swindle | October 2008 | Ongoing |
| (11) The locality structure, including the re-organisation of staff teams, the devolving of budgets and the provision of locality based services , is integrated with the Council's Neighbourhood Management structure. | Christine Pryor / Meena Kishinani | March 2009 | Ongoing (First three teams in place) January 2009 (next 3 teams in place) March 2009 (full implementation) |
| (12) Locality Partnership Commissioning Teams be established , which are made up of local professionals, to assess locality needs and set commissioning priorities for each area. | Christine Pryor / Meena Kishinani | March 2009 | Ongoing |
| (13) The Common Assessment Framework be established consistently across all services for children and young people in the Borough, and the electronic sharing of information through Contact Point be fully implemented in accordance with national timescales. | Tolis Vouyioukas / Jan McColm | October 2008 | Ongoing (Common Assessment Framework – First year training completed by end October 2008. Established consistently by January 2009. Contact Point deployment March 2009 with 18 months to fully implement.) |

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| (14) The participation of children, young people and their families in planning and commissioning of services should both continue and increase. | Meena Kishinani | December 2008 | Ongoing |
| (15) Priority is given to resolving potential funding issues such as realigning budgets to preventative services whilst ensuring that the capacity to respond to acute needs is retained. | Paul Sinden (PCT) / Meena Kishinani | March 2009 | Ongoing |
| (16) A programme of work-force development for Partnership staff is planned and implemented, including the voluntary and private sectors, to support integrated joint planning and commissioning and ensuring that the training is sensitive to the particular needs of different groups and the timetabling requirements of schools. | Ann Fulcher / Mark Shepperd (PCT) | October 2008 | (Joint Induction begins and workforce strategy to be finalised to Children's Trust for sign-off) October 2008.) |
| Children and young people with learning difficulties and disabilities | | | |
| (17) Evidence regarding the impact of service improvements on the outcomes for children and young people with learning difficulties and disabilities, including the transition to adulthood, be collated. | Tolis Vouyioukas / Bruce Morris | December 2008 | Ongoing |

Every Child Matters

(18) The **contribution of partners to each of the five outcomes be improved by promoting closer working partnerships** (e.g. between schools and the voluntary sector, for instance, in connection with 'make a positive contribution'), and the sharing of information (e.g. to enable the Police to signpost children and young people to services and opportunities)

Children's Trust
Partners

March 2009
(Multi-agency Teams
in Localities)

Ongoing

Role of Councillors

(19) **Officers report on a regular basis to the Scrutiny Management Board** on the performance and progress of the Children and Young People's Plan and Local Area Agreement priorities

Roger Luxton / Meena
Kishinani

December 2008

Ongoing

(20) **Scrutiny Management Board consider establishing ad hoc Scrutiny Panels** to examine, in depth, any problem or underachieving areas within the Children's Trust.

John Dawe

December 2008

Ongoing