

Appendix 5

Norfolk Children's Fund

**Future Development Tasks
for migration to Children's Trust arrangements**

Development task	ECM correlation	Indicator	Timeline	Responsibility
Approval of the new 2005-2008 plan and 3 year budget profile		Written confirmation from GO-East that plan and budget profile has been approved	Jan 2005	CFPB/GOE/PM/CH/NYOT/CEX
Review service targets against ECM and NSF frameworks, negotiate and set new targets for services within action plans to include efficiency savings		Action plans complete with new targets agreed and recorded. GO-East agrees Programme efficiency target	Jan/Feb 2005	CT and services
Board approves action plans and targets		Board approval recorded in meeting minutes	Jan/Feb 2005 Board Mtg	CT/CFPB
Three year service contracts issued in compliance with CYPFD instructions		Contracts agreed and signed	By March/April 2005	PM/CT/NCC
Provide support to partnership with change management. Review information management systems		Evidence of officer fieldwork support through meeting records etc. Partnership and local evaluation validation of effective communication systems	Ongoing	PM/CT

Board reviews variance (e.g. underspend) on 2005/6 budget and agrees in principle, final budget sent to Region		Board approval recorded in minutes. Written approval of budget from GO-East. Services notified in writing of final budget for 2005/6	Year end and quarterly	CT/CFPB
Board monitors and reviews performance of services against 5 outcomes and local priorities, refining and refocusing services as appropriate	Performance data shared with local and county planning groups and used to inform Norfolk delivery plans for preventive services	Recorded in Board minutes. Service support needs and terminations agreed, recorded in Board minutes and actioned by team.	Year end and quarterly	CT/CFPB
Assist in the development of local indicators and performance measures for preventive service delivery. Merge with new L.A. agreed systems over time	Provide support to ECM work to ensure that systems and indicators developed are also appropriate to preventive service delivery and VCS providers	Agreed system that can be applied equally to mainstream and preventive services, or a tiered system. Evidence through monitoring that indicators/systems provide relevant outcome data	Ongoing	PM/CT/CFP
Delivery of services against the 5 outcomes	Work with Local and County Children & Young People's Strategic Partnerships to ensure service fit with local priorities	Service delivery embedded in local strategic delivery plans	2005 - 2008	PM/CT/CFPB/ L and CCYPSP
Collate and analyse value added evidence over time to support mainstreaming by 2008	Provide performance evidence to strategic planning groups	Services providing evidence of meeting target outcomes. Services mainstreamed.	2005 - 2008	PM/CT/GO-East/UEA

Mainstreaming Children's Fund Projects	Children's Trust arrangements in place	Responsibility for CF services has migrated to Local Authority	2008	NCFP/NCC
Comply with regional and local audit requirements, both performance and financial	Contribute to success of local audits as migration proceeds	Successful audit certification and sign off	Annually	PM/CT/CFPB
Building close links with emerging Children's Trust arrangements to develop joint delivery plans and share resources, work, accountability and targets	Maintain membership of advisory and planning groups, ensure membership of any new structure	Active CF membership at all levels of planning and commissioning to local strategy. Joint plans produced.	Ongoing	PM/CT/CFPB/ NCC
With UEA, Develop phase 2 of the Nortrack ISA system to access trend data	Provide partners with access to trend data to inform needs led planning	Evidence through service development that data has informed planning	2005	PM/CT
Merge NCF ISA systems with local system. Support VCS to agree protocols and thresholds	Maintain links with ISA planning work to ensure correlation	NCF system linked or integrated with L.A. system. Evidence of training and support provided to VCS partners as required.	Timeline to be agreed	PM/CT/UEA
Data used to support Joint Area Reviews and audits	CF hard and soft outcome evidence used to support JAR e.g. user participation	Evidence of use in inspection and audit reports	As relevant	PM/CT/CFPB
Disseminating learning, experience and data from the NCF Programme through partnership networks, publications, websites,	Inclusion of CF in groups examining/developing processes to address key issues such as commissioning processes,	Partner agencies accessing and using data, materials and resources. CF methodologies, processes, and	Ongoing	PM/CT/CFPB NCC

marketing and shared good practice	user participation strategies. Publicising resources for use and providing open data access to partners	experiences from integrated multi-agency working are acknowledged, examined, contribute to discussion and debate, and adopted as appropriate		
Disseminating learning from local evaluation	Signpost planning groups to relevant data so that information can be used to contribute to debate	Evidence that data used to inform planning. Evidence that learning around impact of methodologies and processes used to inform debate and consultation.	Interim and annual reports	PM/CT/NCFP
Disseminating learning from national evaluation	Signpost planning groups to relevant data so that information can be used to contribute to debate	Evidence that data used to inform planning. Evidence that learning around impact of methodologies and processes used to inform debate and consultation.	Interim, case study and annual reports	PM/CT
Disseminating learning from CF other regions e.g from pilot Children Trusts	Signpost to relevant data so that information can be used to contribute to debate and planning	Evidence that information is being disseminated appropriately and is used to inform debate and planning	As available or appropriate to task groups	PM/CT
Develop integrated training programme with partners Early Years, VCS Forum and Councils, Social Services, Traveller Ed, Learning Skills Council. To be jointly	Work with strategic partnerships to determine additional training needs and gaps.	Training programme scheduled according to agreed needs (to include child protection and evidencing outcomes training) and delivery in	Work in progress. Meetings held Nov., Dec. and planned Jan. Aim for initial	PM/CT/ Partner agencies listed in first box

resourced and facilitated.		progress	delivery by quarter 1 2005	
Capacity building voluntary and community sectors and building community cohesion through training provision, facilitation of VCS Forum local partnerships, and service support and monitoring as part of the Change Up strategy	Participation of VCS in decision making, performance management, evidencing outcomes and delivery for ECM priorities	Integrated training schedule produced showing merge with NCF annual training schedule. Terms of reference agreed for VCS local groups, meetings taking place, minutes show evidence of NCF support. NCF service visit logs show evidence of officer support and monitoring. Work validated by regional Change Up officer	In progress. To be reviewed annually as a minimum interval.	PM/CT/VCS Forum/GOE and training partners
Expand YISPs if additional funds become available	Work with local strategic partnerships to commission support services for YISP's and engage panel membership	Additional funds acquired. NCF & NYOT Boards, and CDRP's agree expansion. New panels in place	If appropriate	NCF/NYOT/ CDRP's
Continue to develop CDRP links, in particular through data sharing and service delivery mechanisms		Evidence of attendance at CDRP meetings. Evidence of NCF data use to inform crime prevention service planning and resourcing. NCF service targets refined to meet CDRP targets where appropriate	In progress	PM/CT/NCFP

Aligning crime prevention strand with POPO- Prevent & Deter guidance and CDRP requirements		Actions agreed with YOT and CDRP's has taken place. Evidence seen in changes to service action plans	By end of 2005	NCF & NYOT teams
Increasing engagement of Children & Young People in strategic decision making through implementation of phases 2 and 3 of NCF User Participation strategy and Local Group Action Plans.	Ensure links made with user participation work under Every Child Matters.	Pilot work for phase 2 in East linking with LCYPSP, Youth Forum, NCC Participation Officer and local orgs complete and rolled out across county as an agreed model. Phase 3 complete with creation of County Youth Forum. Evidence that views of younger children are being 'fed up the line' strategically via older peer advocacy.	Phase 2 in progress Partners in this work confirm that phase 3 will commence when parallel development of County CYPSP and County Youth Forum in progress	Children, young people & families, NCFP, CT and partner agencies
Training programme for children and young people to be peer facilitators and peer trainers for involvement in planning, development and evaluation of services rolled out across the county	Work linked to ECM work to support progression	Pilot work in West in partnership with PCT completed 2004. Roll out of training across county complete. Peer training in progress.	Dependent on acquiring funding to progress	Children & young people/NCFP/CT
NCF Shares learning, experiences and innovative mechanisms and	Work linked to ECM work to support progression	Partners accessing published user participation toolkit and training	In progress	CT/NCFP

methodologies for involvement of children, young people and their families in service delivery.		provision. Child trainers contribute to training adults. Evidence that partners are using a range of mechanisms for involving children and young people that include those developed by CF.		
Integrating CF plan with the Young People's Plan	Personnel appointed to produce the Young People's Plan and plan completed.	CF plan embedded in Young People's Plan	By 2006	PM/CT/CFPB
Ensuring NCF Partnership and Programme team appropriately positioned to merge with Children's Trust arrangements	NCF links maintained with ECM strategic groups to facilitate partnership merge. Personnel support from employers for Programme team.	Partnership merged with new local and county structures. Programme team absorbed into new organisational structures of employers NCC as acct. body	By 2008 when present allocation of ring fenced direct funding ceases.	PM/CT/CFPB/ NCC

Key to abbreviations in responsibilities box

NCF	Norfolk Children's Fund	VCS	Voluntary and Community Sector
PM	Programme Manager	UEA	University of East Anglia
CT	Central Team	NCC	Norfolk County Council
CFPB	Children's Fund Partnership Board	CH	Chair (of NCFP)
NCFP	Norfolk Children's Fund Partnership	CEX	Chief Executive
NYOT	Norfolk Youth Offending Team		
L & CCYPSP	Local & County Children & Young People's Strategic Partnership		
GOE	Government Office for East of England		
CDRP	Crime Disorder and Reduction Partnership		