

**Children & Young People's Alliance
Steering Group Minutes
Monday, 7 January 2008**

Present:

Katherine Marsden-Broad (PUEF), Richard Soutar (Enableability), June Christie (Parent Partnership/Mencap), Charlie Adie (Motiv8), Barbara O'Sullivan (PCCS),

Apologies:

Several apologies had been received. However, because both Barbara and Katherine were absent for the last meeting we recognised that not all Steering Group members were aware of the date of this meeting.

1, Minutes of the Last Meeting

Thanks to Shelley Price (PCCS) for taking the minutes of the last meeting. A few amendments were proposed. The Minutes will be altered and a final version re-issued to the Steering Group.

Matters Arising:

Action: Barbara will circulate the evaluation report from the Children's Centres briefing event.

The Election of members to the Steering Group was completed on 29 November. Katherine Marsden-Broad has indicated that she wishes to stand down as Chair. The Group recorded its thanks to Katherine for all that she has done.

Action: Barbara will write to all Steering Group members asking if they are interested in standing as Chair/ Vice Chair. A vote/ratification will be held at the next meeting of the Alliance.

2. Terms of Reference

It was agreed that membership of the Steering Group should be conditional on not missing more than three meetings in a row and that this should be reflected in the Terms of Reference. The Terms of Reference should now be considered approved and subject to review in 12 months.

Action: Barbara to post the Terms of Reference on the PCCS website.

3. Representation Guidelines

We discussed the benefits of adopting the national representation guidelines or using those which had been developed locally. We agreed to use the local guidelines but with the possibility of review and harmonisation with other standards at a later date.

It was agreed that in addition to being asked to sign up to Representation Guidelines, Alliance Reps should also be offered training and support in their role as representatives.

In addition to agreeing to Guidelines for Representatives, Reps will now be asked to complete a brief feedback form for meetings they attend and to send this to the Steering Group for review. After some discussion it was agreed that Reps would have the choice of faxing a handwritten version or sending the form via e-mail.

We noted that we still have vacancies for the 14-19 Consortium and the CIPS.

Actions: Barbara to

- ⌘ **Post the Representation Guidelines on the PCCS website,**
- ⌘ **Circulate the Guidelines to existing reps for signature**
- ⌘ **Arrange for a Representation workshop to take place.**
- ⌘ **Produce and circulate the Feedback form**
- ⌘ **Arrange with Ian Piper the administrative support needed to carry out the summarising and distribution of forms on a monthly basis.**
- ⌘ **Circulate details of representation vacancies and specifically target Jacqui Lawrence (Rainer City Training) for the 14-19 Consortium.**

4. Funding/Resourcing

It was estimated that in addition to the £11k from Safeguarding, the Alliance needs another £5k to carry out its work for the coming year. We missed the date for applications for PCCS grants and need to consider other avenues.

Barbara explained that she was looking into the possibility of reimbursing childcare costs for a Member of the Steering Group. It was agreed that, if possible, this expense should be met from the Safeguarding budget.

Charlie had drawn up a budget for the post attached to the £11k, and Steering Group members were keen to see this being progressed.

A meeting with Karina Large regarding the Children's Workforce Development plan had been postponed in the autumn. It was agreed that June Christie and Terri Windsor would meet with Karina to discuss the Alliance's role in this work.

Action: June to contact Terri and arrange a meeting with Karina.

5. Future of the Community Network

Charlie gave an update on discussions which were taking place regarding the future of the Community Network. He reported that the new Chair was keen to re-energise the Network and ensure that it was reaching a broader constituency.

6. Briefing Event

The date of the next Briefing Event will be 7 February from 2 – 4pm. It was agreed that the theme will be a information/consultation session on the new arrangements for the Integrated Youth Support Services.

Actions: Barbara to book a venue (preferably the Haven), and publicise the event.

Charlie to contact Andrew Olive to arrange for a suitable speaker.

7. LAA/Children's Fund

Charlie explained that under the new LAA (Area Based Grant) funding arrangements, existing funds would be one of the following:

Category A Currently supporting core provision – and therefore passported through to next year

Category B Existing Funding – the Directory with primary responsibility for spending the money has to show how it would be used – including funding to voluntary & community sector groups

Category C New money

The Children's Fund is Category A but PCC is keeping the money and the Voluntary & Community Sector is being told its funding in this area is at risk.

Charlie was asked to keep the Steering Group informed of future developments

8. Date of Next Meeting:

The next Steering Group meeting will take place at PCCS on Monday, 4 February at 10:00am.