

## APPENDIX A

### Working in Partnership on Services for CYP - Action Plan agreed by Cabinet 8 July 2010 (January 2011 Update)

	Actions	Lead	Timing	Status
1: That the SCDC representative on the Children's Trust ensures that progress on the <u>CYP Transport Plan</u> is monitored with a view to completing as many of the actions as possible, and revising it to include more recent evidence.	Issue to be raised at the next appropriate meeting of Children's Trust  Progress to be monitored	Cllr B Smith  Cllr B Smith	May 10  March 11	Added to Children's Trust work plan. Meeting held with CCC to progress. Children's Trust and SCDC ensuring that CYP transport issues are included within the Local Transport Plan
2: That SCDC representatives ensure that partnerships adequately and robustly consult children and young people whenever designing or evaluating services that are wholly or partly aimed at them; this should include issues such as climate change and the growth agenda.	Add to partnerships toolkit and publicise  Check that effective CYP consultation is included in CYP participation strategy	Gemma Barron  Tracy Mann	Sept 10  Dec 10?	Toolkit update agreed by the Leader on 11/11/10  A robust action plan will be in place from March 2011 for the Children and Young People's Plan. Ongoing consultations
3: That SCDC representatives work with the chairman of their partnership to influence the agenda and seek officer support in doing so.	Message to all members on partnerships Message to all officers on partnerships  Add to partnerships toolkit and publicise  Seek progress report from key partnership representatives regarding tangible outcomes for SCDC residents	Leader Chief Executive  Gemma Barron  Gemma Barron	July 10 July 10  Sept 10  March 11	On hold due to Countywide review of Partnerships and revisions to Toolkit  Toolkit update agreed by the Leader on 11/11/10  Progress review started in January 2011
4: That SCDC representatives use the Partnership Toolkit to regularly assess whether they need to attend each partnership, and whether any could merge or close or meet less often.	Message to all members on partnerships Message to all officers on partnerships  Seek progress report from partnership representatives	Leader Chief Executive  Gemma Barron	July 10 July 10  March 11	On hold due to Countywide review of Partnerships and revisions to Toolkit  Progress review started in January 2011
5: That the Partnership Toolkit is amended to be more easy to read, and to reflect the recommendations in this report, especially representatives' obligations to attend,	Revise and re-issue partnerships toolkit  Support re-launch with publicity to all	Gemma Barron  Gemma Barron	Sept 10  Sept 10?	Toolkit update agreed by the Leader on 11/11/10  Toolkit redesigned in

	Actions	Lead	Timing	Status
participate and communicate fully. The Toolkit should then be re-issued to all of SCDC's current and future partnership representatives.	representatives			December 2010. To be given to all representatives in January 2011 plus mention in Corporate Brief for staff
6: That the Leader makes a request to Cambridgeshire Together for a thorough review of the partnerships, with a view to creating a slimmer, more efficient structure, where partnerships follow the principles in SCDC's Partnerships Toolkit, including the need for an exit strategy.	A review is now underway  Leader to check that the review supports the principles in SCDC's toolkit, including the need for an exit strategy.	Leader	Sept 10	Review conclusions agreed 23/11/10  Completed
7: That active consideration is given to deciding the most appropriate officers and members to attend each partnership, and each meeting, according to the agenda and the expertise required. Where a representative is unable to attend, a high priority should be placed on sending a well-briefed substitute, to ensure maximum input, influence and benefit.	Message to all members on partnerships Message to all officers on partnerships  Add to partnerships toolkit and publicity  To list at Recommendation 9, add any named substitutes  Seek progress report from partnership representatives	Leader Chief Executive  Gemma Barron  Gemma Barron  Gemma Barron	July 10 July 10  Sept 10  Sept 10  March 11	On hold due to Countywide review of Partnerships and revisions to Toolkit  Toolkit update agreed by the Leader on 11/11/10  Completed  Progress review started in January 2011
8: That all partnership representatives ensure that there is an effective mechanism for briefing and debriefing relevant officers and elected members, and that all action notes or minutes are electronically available.	Message to all members on partnerships Message to all officers on partnerships  Add to partnerships toolkit and publicity  Seek progress report from partnership representatives  To list at Recommendation 9, add links to meeting notes from Partnership pages	Leader Chief Executive  Gemma Barron  Gemma Barron  Gemma Barron	July 10 July 10  Sept 10  March 11  Sept 10	On hold due to Countywide review of Partnerships and revisions to Toolkit  Toolkit update agreed by the Leader on 11/11/10  Progress review started in January 2011  Completed

<p>9: That an updated list of partnerships and the officer and member representatives is provided on the SCDC website or intranet as appropriate.</p>	<p>Website to be updated: pages relating to Partnerships and Democratic Services</p>	<p>Gemma Barron</p>	<p>Sept 10</p>	<p>Pages updated in September 2010. Link from 'committees and meetings' page to 'partnerships' page added in January 2011</p>
<p>10: That SCDC representatives on strategic partnerships recommend fewer meetings, and the use of task groups for specific projects, such as now being used by the Children's Trust.</p>	<p>Message to all members on partnerships  Message to all officers on partnerships   Seek progress report from partnership representatives</p>	<p>Leader  Chief Executive   Gemma Barron</p>	<p>July 10  July 10   March 11</p>	<p>On hold due to Countywide review of Partnerships and revisions to Toolkit   Progress review started in January 2011</p>