

Children and Young People's Plan

Consultation Strategy 2009



Better Futures



Haringey Children's Trust
Working together for the children of Haringey



The Haringey Children's Trust is made up of representatives of the following organisations:

- Haringey Council
- Local Safeguarding Children Board (LSCB)
- NHS Haringey
- North Middlesex Hospital trust
- Barnet, Enfield and Haringey Mental Health Trust
- Whittington Hospital Trust
- Great Ormond Street Hospital
- Community Link Forum
- HAVCO
- Learning and Skills Council (London North)
- College of North East London
- Job Centre Plus
- Haringey Primary Schools
- Haringey Secondary Schools
- Haringey Sixth Form Colleges
- Haringey Special Schools
- Haringey Probation Service
- Metropolitan Police
- Haringey Youth Offending Service
- Haringey Youth Council
- Haringey North Area Children's Partnership
- Haringey South Area Children's Partnership
- Haringey West Area Children's Partnership

For more information visit our website at: **www.haringey.gov.uk**
or email us at **cypp@haringey.gov.uk**

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Introduction

1. The Children and Young People's Plan (CYPP) is the single, statutory, overarching plan for all services which directly affect children and young people in Haringey. It shows how the local authority and all relevant partners will integrate provision to improve well-being across all five Every Child Matters (ECM) outcomes, focussing on specific priorities. The five ECM outcomes are: Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution, and Achieve Economic Well-being.
2. The CYPP must cover all services for those in Haringey aged 0-19, young people aged 20 and over leaving care and young people up to the age of 25 with learning difficulties / disabilities.
3. The CYPP must set out the improvements which the local authority intends to make during the plan to the well-being of children and relevant young persons for each of the five ECM outcomes.
4. Until now, the CYPP has been a local authority plan led by the Director of Children's Services (DCS) and the Cabinet Member for Children's Services. The new CYPP will be the central document for the strategic planning of services for children, young people and families in Haringey. It will be the main plan of the Children's Trust.
5. The CYPP plan will provide the strategic direction for services from 2009 - 2020. Within this, a more detailed plan will encompass the next three years, i.e. 2009 - 2012. The plan must be revised on an annual basis: it is proposed that this review provides the basis for updating the plan, so there is a 'rolling programme' of annual updates.
6. The local authority must consult with relevant partners regarding the CYPP. It is important that this is done at a formative stage to provide real scope for involving bodies, agencies and communities in shaping policy, agreeing priorities and the best way of working jointly.

The consultation process

7. The timescale for the consultation process is determined by the deadline for publication of the CYPP and the meeting structure established to oversee this process. A timeline for the consultation process has been agreed, with a completion date of 19th May 2009. An outline of the timeline is shown below:

Date	Action	Outcomes
First stage consultation		
26 th September 2008	'2020 Vision Day'	Key priorities for the new CYPP
4 th March 2009	First meeting of group to establish consultation process	Agree consultation strategy, agree timeline and process. Set dates for future meetings.
Second stage consultation		
w/b 9 th March	Meeting to agree announcement of consultation	Consultation is announced on the Haringey website by 20 th March. This is available on Harinet – it provides brief background information about the purpose of the consultation, then a link to an electronic questionnaire (agreed below).
18 th March 3pm PDC	Consultation group meeting to establish format of consultation, groups to consult	Format of consultation is agreed, including questions, layout and method(s) of distribution. The main means of consultation will be an electronic questionnaire, through Harinet. There will also be a second questionnaire to use with other groups, supported by face to face meetings (see paragraph 14 of this document). The content of the questionnaire is to be based on the outcomes of the 2020 vision day held in 2008. The questionnaire on the website will be appropriate for people with some knowledge of, or background in, the education system. A second questionnaire will be provided for people without such knowledge or expertise. List of groups to consult is agreed – based on Annexe C of DCSF guidance.
By March 25 th	Material to inform consultation strategy document is sent electronically to be collated	All material to inform the strategy document is sent to be collated for inclusion in the document. This is to ensure that the document reflects all inputs into the consultation process.
26 th March 1.15 PDC	CYPP working group meeting. Consultation strategy document completed and	All members of the CYPP working group have a copy of strategy document.

	distributed.	
March - May	Consultation process	This is the period of consultation. During this time the consultation team will be analysing the results of electronic questionnaire returns. Some individuals and groups will be invited by letter or e-mail to complete the questionnaire – for example, Headteachers and school governors will be contacted by letter through the Council’s ‘Educomms’ system. Members of the consultation group will also be undertaking a series of face to face meetings and events to gather responses from identified groups where this is considered a more appropriate means of collecting responses rather than by means of the questionnaire. This will include, for example Haringey’s Turkish, Kurdish and Somali groups, and gathering the views of school councils through meetings
2nd April 3pm PDC	Consultation group meeting	Discuss progress of consultation
April	Initial responses from consultation collated and analysed	This will provide data for the first draft of the report on the outcomes of the process
16th April 3pm PDC	Consultation group meeting	Discuss progress of consultation and initial outcomes
23rd April 1.15pm PDC	CYPP working group meeting. Report on progress of consultation at	All members of the CYPP working group have a copy of the draft outcomes of the consultation
30th April 3pm PDC	Consultation group meeting	Discuss progress of consultation
April - May	Consultation period	This period will be used to monitor the progress of the consultation process
14th May 3pm PDC	Consultation group meeting	Discuss consultation process and structure of final report
19th May	CYPSP meeting – report on process of consultation	All members of the CYPSP have the strategy document and are informed of the processes of consultation
Start of June	Draft report on outcomes of consultation	Draft outcomes are reported to June meeting of CYPP working group

8. The Children and Young People’s Service in September 2008 began the process of consultation on the new CYPP. The consultation process will be undertaken with the Corporate Consultation Team, led by a working group.

9. Consultation will be undertaken in two stages. The first stage will be through a major event, the ‘2020 Vision Day’ to be held at The Bernie Grant Centre. The second stage will consist of online surveys, focus group meetings and events. The range of methods to be used will ensure that stakeholders throughout

Haringey are consulted. Throughout the process particular attention will be paid to ensure that the views of children and young people are gathered. The timing of the consultation process will ensure that the views of stakeholders are gathered in sufficient time in order to inform at an early stage the development of the new CYPP.

First stage consultation

10. The '2020 Vision Day' will be held at the Bernie Grant Arts Centre on September 26th 2008. In accordance with the DCSF guidelines on consultation, a wide variety of organisations, groups and individuals will be invited to the event, representing for example:

- Primary, Secondary and Special Schools,
- Children's Centres,
- Cafcass,
- Haringey PCT,
- Youth Offending Service,
- The Metropolitan Police,
- Learning and Skills Council,
- Politicians ,
- Voluntary, Community and Faith groups,
- Children and Young People's Service, and
- Young Advisors.

11. The 2020 Vision Day will be organised around the 'World Café' theme'. This is a structure designed to enable discussions on a topic to build and develop over a period of time, as participants rotate from one small group to another. Through this method, everyone has the opportunity to contribute ideas to each topic of discussion. At the end of the session, the collective notes on each topic will be collated and recorded as a summary. Haringey's World Café will provide the starting point for the writing of the new Plan.

Second stage consultation

12. The second stage consultation will be announced on the Council's website on 20th March 2009. The lead officer for the consultation will be named as Peter Lewis (Director CYPS), the project manager as Janette Karklins (Deputy Director CYPS).

13. It was agreed that the consultation would be undertaken electronically through the Council's website, with hard copies also being available. The consultation will be through a questionnaire, based on the outcomes of the 2020 vision day held in 2008 which represent the first stage of consulting on the new CYP Plan. One version of the questionnaire will be used with education specialists, another with other groups and individuals. The questionnaire invites responses to the main outcomes of the 2020 Vision Day around the five ECM outcomes. It also provides the opportunity for longer text responses to the questions, and an invitation to be further involved in the process of consultation.

14. A list of individuals and groups to be consulted has been compiled. This was based upon local knowledge of the Haringey context, and the list of 'relevant partners' contained in Appendix C of the DCSF Children and Young People's Plan Guidance. Under the Children Act 2004, the local authority must consult with:

- District councils
- Police authorities
- Local probation boards
- Youth offending teams
- SHAs
- PCTs
- Learning Skills Council

In addition, the regulations require the local authority to consult:

- children, young people, families and carers;
- persons / bodies representing children, young people, families and carers
- the appropriate diocesan authority for any foundation or voluntary school which is a Church of England or Roman Catholic Church school;
- schools;
- the schools forums;
- the schools admissions forums;
- persons / bodies providing voluntary services;
- representatives of local communities;
- the Local Safeguarding Children Board;
- the Local Strategic Partnership;
- local Healthy Schools teams;
- colleges and other providers of further education;
- Jobcentre Plus;
- Local Workforce Agreement Monitoring Groups;
- Drugs and Alcohol Action teams;
- Crime and Disorder Reduction Partnerships;
- 14-19 Partnership;
- NHS Trusts and Foundation Trusts;
- sport and play and recreation organisations;
- private sector providers of local culture;
- local faith groups;
- PVI providers of early years and childcare provision, and
- CAFCAS.

(Details of the process of consulting these groups is included as Appendix A of this document).

14. Additional minority groups should also be consulted. These will include groups such as looked after children, gypsy travellers, and young offenders.

15. The CYPP must be reviewed on an annual basis, including consultation. It is proposed that annual consultation will provide an input into the annual revision of Haringey's plan.

Method

16. The consultation process will be announced on the Council's website on 20th March. The relevant page on Harinet will provide a brief background to the purpose of the consultation, together with a link to the questionnaire inviting individual or group responses. It is anticipated that some people will respond directly to the on-line questionnaire, and their responses – either individually or representative of a group, will be collated by the Consultation team. It is recognised, however, that the number of people who respond in this way will be limited, and that such a method will not reflect a wide range of people in Haringey. It is necessary, therefore, to be active in seeking the views of people in order to ensure that the consultation is a wide ranging activity.

17. Responsibility for inviting groups and individuals to take part in the consultation was divided among members of the Consultation team, the method of involvement being adapted to best reach the potential audience.

18. School Headteachers and governors, for example, will be contacted by letter through the Council's electronic mailing system (Educomms). This will request that Heads invite all school staff to respond to the on-line questionnaire. Other groups will be contacted by e-mail, similarly inviting responses to the on-line questionnaire. This method will cover some of Haringey's larger organisations, for example all colleagues within the Children and Young People's Service.

19. In other cases, the completion of an on-line questionnaire will not be an appropriate method of obtaining responses to the proposals for the new plan. A series of focus group meetings will be held to engage the opinions of groups such as the Kurdish, Turkish and Somali communities, and the supplementary schools. These meetings will include reference to the second questionnaire. It may be appropriate for these to be completed in the meeting, or completed and posted following the meeting.

Children and Young People

20. The views of children and young people will be sought throughout the consultation process. In the first stage at the 2020 Vision Day, a group of Young Advisers will be invited. They will be able to give their views as a group, and also individually within various groupings during the day.

21. During the second stage consultation, it is recognised that relatively few children and young people will complete the central online survey. An initial response to this will be to provide a young person's version of the survey. In this way, it is intended to make the survey accessible so that it will be completed by some people.

22. It is unlikely, however, that many children and young people will access the survey in any format, and so it is important to provide other means to consult and gain their views. The first of these will be through focus groups. Most of the focus groups identified include children and young people, ensuring their views are represented. In some cases, for example with Youth Offenders, the focus group will involve only young people.

23. Other events, such as school council meetings, will take place in schools to ensure that there is involvement of children and young people in the process. This will be supplemented by activities and competitions that will take place in schools. Some of these will be aimed at younger children to ensure that their view are included. One example of this is the artwork related to services for children and young people that will be included as illustrations in the final Plan.

Cost and resources

24 . It is likely that the equivalent of approximately 12 days of Consultation Team time will be required during the consultation period. This will include management of the electronic questionnaire as the main means of consulting, as well as interviews and other activities, including activities involving children and young people.

At a cost of £400 per day, this is £4,800

25. Although the main means of consultation will be electronic, it will also be necessary to have printed copies available. For a print run of 1,000 questionnaires, the estimated cost is £1,500

Cost for printed questionnaires is £1,500

26. Other costs include the entry and analysis of data received, the former being the more time consuming. An estimate of 5 days in total to cover this.

At a cost of £400 per day, this is £2,000

27. It is also anticipated that there will be ancillary costs, for example a prize draw to encourage people to complete and return the questionnaire. In total this could be approximately £500

Ancillary costs £500

In summary:

Consultation team time	£4,800
Questionnaire printing	£1,500 (external cost)
Data entry and analysis	£2,000
Ancillary costs	£500
Total estimated cost	<u>£8,800</u>

22. While every effort has been made at this stage to set out realistic costs, further discussion and refinement of these costs will be necessary as the process gets under way.

APPENDIX A

The consultation process

Agencies	Who	When	How
Councillors	Participation Team – Jennifer James	April 09	Questionnaire
Haringey Strategic Partnership	Participation Team – Jennifer James	April 09	Questionnaire
HSPB (including CONEL)	Participation Team – Jennifer James	April 09	Questionnaire
Police Authorities	Police Ian Kibblewhite	April 09	Questionnaire
Local Probation Boards & Probation Service	Mary Pilgrim	May 09	
Youth Offending Teams	Participation Team – Leon Joseph & Alex Russell	April- July 09	Focus Group

Agencies	Who	When	How
Health PCT, GOSH in Haringey NMUHT, CAMHS, Primary Care	HPCT Jane Elias	April 09	Questionnaire
Learning Skills Council	John Edwards	April 09	Questionnaire
General Practitioners	James Slater	April 09	Questionnaire
Health Centres	HPCT Jane Elias	April 09	Questionnaire
School Nurses	HPCT Jane Elias	April 09	Questionnaire
CAMBS	HPCT Jane Elias	April 09	Questionnaire
Community & Supplementary Schools	Participation Team – Leon Joseph	May 09	Questionnaire
Play Association	Participation Team – Ana Beaumont	May 09	discussion

Agencies	Who	When	How
Housing Denise Gandy	School Standards & Participation Team John Edwards & Leon Joseph	April-May 09	Questionnaire
CYPs Staff	School Standards – John Edwards	April – May 09	Questionnaire
Families And Carers; Children, Young People	School Standards - John Edwards Participation Team - Ana Beaumont & Alex Russell	May –June 09 TBC W/C 8 th May 09 TBC May –June 09	Questionnaire Focus Groups Focus Groups Focus Groups Youth Space Questionnaire
The appropriate diocesan authority for any foundation or voluntary school which is a Church of England or Roman Catholic Church school;	School Standards & Participation Team	April – May 09	Questionnaire

Agencies	Who	When	How
Schools; Special Schools & Children's Centres	School Standards - John Edwards	April 09	Questionnaire
The Schools Forums;	School Standards - John Edwards	April 09	Questionnaire
School Governors	School Standards - John Edwards	April 09	Questionnaire
Professional Associations	School Standards - John Edwards	April 09	Questionnaire
Persons / Bodies Providing Voluntary Services;	Participation Team – Jennifer James	April 09	Questionnaire
Representatives Of Local Communities;	Participation Team/ Consultation Team – Leon Joseph & Janette Gedge	April- July 09	Focus Group Focus Group Focus Group

Agencies	Who	When	How
			Focus Group
SACRE	School Standards - Barbara Breed	April 09	Questionnaire
The Local Safeguarding Children Board;	Sarah Peel	April 09	Questionnaire
Local Healthy Schools Teams Partnership between CYP & PCT	School Standards - John Edwards & PCT	April – May 09	Questionnaire
Colleges and other providers of further education;	School Standards - John Edwards	April 09	Questionnaire
Jobcentre Plus;	Walter Steel	May 09	Questionnaire
Adult, Culture and Community Services -Urban Environment -Chief Executive Service -Corporate Resources	Janette Karklins	May 09	Questionnaire

Agencies	Who	When	How
Disabled Parents Group	Phil de Leo	May 09	Questionnaire

