














CYPP 13-14 quarterly

Report Type: Actions Report








Generated on: 26 October 2013













Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed















Title 1 - Closing the divide between more advantaged and less advantaged children and families in Southend.

Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P1A01	Improve the link between the Primary School and Secondary School application process and the Free School Meal application process on the council's website.	01-Jun-2013	Parents applying for Reception year places are able to continue directly after school application to a Free School Meals application option.		100%		Q1 - website pages have been given clearer links to the FSM information and application pages. It is not possible to make a link directly from the Capita application form.	Jenni Naish
CYPP1314 P1A02	Implement the plan for 2 year old funded places	01-Sep-2013	Meet Department for Education targets for take up.		100%		Q2 As of 3rd September 408 children have been approved with others expected, so target met	Stephen Rudge
CYPP1314 P1A03	Finalise and implement the revised fair access protocol	01-Sep-2013	protocol implemented		100%		Q2 - Fair Access protocol implemented	Mike Singleton
CYPP1314 P1A04	Deliver the adult college English as Secondary or Other Language programme	31-Mar-2014	English as Secondary or Other Language targets achieved.		50%		Q2 -2012/13 programme reviewed, funding changes identified impact on learners under investigation. Home Office regulations now set at Entry Level 3 and external assessment: new accreditation for Citizenship status in review by college Director of Foundation Learning. Department for Work and Pensions (DWP) ESOL for employability courses ongoing throughout the year.	Stephen Lay

CYPP1314 P1A05	Improve the targeting of family learning for families living in the 0-30% areas of deprivation	31-Mar-2014	Family Learning programmes delivered in target communities.		50%		Q1 - Review of 'Super Output' area data with children centres in progress; including more rigorous postcode analysis to inform priorities for the 2013/14 programme to commence in September 2013. Working with other partners as part of the big lottery bid for healthy lifestyles in young children focusing on the most deprived areas.	Stephen Lay
CYPP1314 P1A06	Oversee the Poverty Action Plan	31-Mar-2014	Provide 3 reports per year on progress with the Poverty Action Plan to the Success for All Children Group		66%		Q2 - Second report presented to Success For All Children Group in September.	Stephen Rudge
CYPP1314 P1A07	Enhanced data analysis between Early Years Foundation Stage and Key Stage 1	01-Mar-2014	Analysis developed to enable better tracking of progress		50%		Q2 - The assessment and analysis reporting period for Primary schools is now complete for the year. An in-depth report into the attainment of less advantaged families is well underway. The report looks across the last 5 years. It is expected that this report will not provide any surprises but it will clarify target areas and highlight the greatest areas for concern.	Tom Dowler
CYPP1314 P1A08	Deliver the jointly agreed action plan to target support for families living in the 0-30% most deprived areas in the borough	31-Mar-2014	37% of children centres users are resident in the 0-30% Super Output Areas		100%		Q1 - Progress against this target is reviewed constantly and is an agenda item on the Children's Centre Managers Meeting. Current figure stands at 39%	Elaine Hammans
CYPP1314 P1A09	Deliver training and support to schools on Universal Credit and the impact it will have on Free School Meals applications.	31-Oct-2013	Deliver 2 sessions and prepare 1 guidance pack		60%		Q2 - We are still providing information and guidance to schools via the telephone on general free school meals issues. As the government issues more guidance on FSM/Universal Credit this will be communicated to schools via information and workshops.	Jenni Naish
CYPP1314 P1A10	Deliver a loan shark awareness event for professionals working with vulnerable people and families in Southend	30-Jun-2013	60 professionals take up places on the event		100%		Q1 - Patrick Brown from the Stop Loansharking Team carried out two 2 hour awareness raising sessions for the Department for People (Adults & Children's) for over 45 members of staff from Council and partner organisations on Wednesday, 26 June 2013.	Sarah Range
CYPP1314 P1A11	Develop analysis to explore geographical and claim type date of how the essential living fund is used	31-Mar-2014	A report to the child poverty group on how the fund is utilised across Southend		0%		Q2 - Child Poverty Group has received an update on the use of the fund so far and the group have been consulted on a revision to the working procedures and to the approved list of items the fund can be used to purchase.	Veronica Dewsbury
CYPP1314 P1A12	Increase the numbers of learners taking up the Music Ensemble discount scheme by improving communication and publicity	31-Dec-2013	Increase from 5 to 50 the number of learners accessing discounts. Baseline and targets to be agreed by June 2013		100%		Q2. Saturday Music School, now renamed as Southend Academy of Music, launched on 21st September. 5 attendees on 100% discount. 2 on 50% discount	Phil Warner

CYPP1314 P1A13	Research and develop best practice guidance for Pupil Premium spending by 31/12/2013	31-Dec-2013	Distribute new guidelines for schools to use in 2013 ensuring improved outcomes for learners and the identification and sharing of good practice.		50%		Q2. Research completed. recommendations fed into Director's Briefing and SI Inspection regime.	Christopher Cheswright ; Phil Warner
CYPP1314 P1A14	Improve monitoring and evaluation systems to ensure that School Support Partners can be held accountable for identifying issues and implementing improvement measures.	30-Mar-2014	School Support Partners understand and work to accountability measures		49%		Q2. New SLAs and guidance issued	Christopher Cheswright ; Phil Warner
CYPP1314 P1A15	Oversee transition from Foundation Learning to Study programmes	30-Sep-2013	Programmes in place for 2013 academic year		100%		Q1. All partners advised and aware of changes. Continuing to work with new Free School at Southend YMCA	David Coleman; Phil Warner
CYPP1314 P1A16	Develop and pilot cross-phase moderation clusters for full roll out in September 2013. 1 Headteacher, in collaboration with the Local Authority, to lead an initiative for cross-phase moderation - Early Years, Key Stage 1, Key Stage 2 and Year 6	30-May-2013	Cross-phase moderation implemented to ensure better progression between phases, increased confidence in data and better links between key stages and better outcomes for learners.		100%		Q1 - Moderation has been successfully implemented and the first phase is now complete. The next project will be to analyse the results and look to implement further recommendations in the Autumn term	Dani Wade; Phil Warner
CYPP1314 P1A17	Establish and facilitate 2 school self-improvement groups of schools who have been graded as 'requires improvement' by Ofsted or School Review Group	20-Jul-2013	Schools in 'requires improvement' category to show areas of improvement and movement towards 'good'		100%		Q1. Two school self-improvement groups have been established led by 2 Local Leaders of Education Headteachers. The groups have met and there is ongoing evaluation of impact.	Alison Hoy; Phil Warner
CYPP1314 P1A18	Policies and procedures to be developed for use by System Leaders including National Leaders Education/Local Leaders Education/Specialist Leaders Education and Teaching and Learning Practitioners	01-Jul-2013	System Leaders from Southend and Thurrock to attend a launch event and receive System Leadership toolkit		100%		Q1 - Policies and procedures have been developed in collaboration with the South Essex Teaching School Alliance and Thurrock LA. System Leadership handbooks have been produced and circulated to all System Leaders for use from September 2013.	Alison Hoy; Phil Warner










CYPP1314 P1A19	Raise awareness of the impact of Key Stage 4 reforms to headline figures and teaching and learning pedagogy	31-Jul-2013	The impact of Local Authority intervention is evident from RAISE online / GCSE results.		100%		Q2 Raiseonline data for EBacc subjects due to be published mid Dec 2013 - this will allow an analysis of any changes to the percentage of students entered and achieving EBacc progress measure. data packs are to be distributed 03/10/13 OfQual consultation on KS4 subject content still in progress, we are waiting for the governments response. new national curriculum has been published - read As target parameters have been changed, this target has become longer term and dependent upon government responses and Raiseonline data.	Karen Collard; Phil Warner
CYPP1314 P1A23	To undertake timely psychological assessments using theoretical models in order to develop a package of support.	31-Mar-2014	Psychological assessment will be completed within 28 days of referral.		100%		Q2 - There is a record of a further 64 psychological assessments/consultations that were conducted. Of those reports, 100% were returned within the 28 day timescale.	Colin Gordon
CYPP1314 P1A24	To ensure that all Child and Family Early Intervention Team officers refer families with unemployment issues to Department of Work and Pensions.	31-Mar-2014	A visible increase from Department of Work and Pensions records of families being referred.		50%		Q2; The Child and Family Early Intervention Team have referred two cases to the DWP as the issues highlighted for families are unemployment related and will encourage child and family early intervention officers to refer to DWP. We will work with DWP to ensure that their profile is raised amongst lead professionals in schools to refer families to DWP where unemployment is an issue.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P1A25	Prepare for the implementation of the new statutory integrated Education Health and Care plan as per national requirements	31-Mar-2014	new statutory processes embedded in schools and Local Authority services		20%		Q2 team of 10 people attended regional pathfinder workshops. Agreement to establish a multi agency project Board to oversee the change processes. New SEN service manager appointed. Borough SENCOs briefed	Linda Harrison; Ian McFee
CYPP1314 P1A26	Implement the first year of the 3 year Special Educational Needs strategy and monitor the action plans	31-Mar-2014	Strategy launched, performance framework in place and monitored by the Special Educational Needs strategy group		50%		Q2 Strategy finalised. Sub action plans completed and reported to the SEN strategy group	Sandra Bingham
CYPP1314 P1A27	Reorganise the targeted and specialist Behavioural, Emotional and Social Difficulties provision with the establishment of the new college arrangements	30-Sep-2013	College established with the governance in place and executive head appointed and a new staffing structure completed		90%		Q2 Seabrook College established. Executive head and new leadership team in place September 1st and new staffing structure completed. The new governing body to be in place for October 1st. Seabrook College introduced at a Business breakfast.	Sandra Bingham









CYPP1314 P1A28	Implement the strategy for Nurture provision in the Borough with quality assurance systems in place	31-Mar-2014	All schools have nurture in place and evaluation shows the progress of children		40%		Q2 First training programme underway and over subscribed. Recruitment to the post of co-ordinator unsuccessful but interim arrangements in place. Nurture steering group in process of approving the evaluation methodology	Sandra Bingham
CYPP1314 P1A29	redesign the Behaviour Support Service as part of the new Behavioural Emotional and Social Difficulties college arrangements	31-Mar-2014	Evaluation from schools is positive and the service can operate successfully as a traded service		30%		Q2 Recruitment into the Behaviour outreach teacher posts unsuccessful despite 2 national adverts - due to some degree to the temporary nature of the posts. Discussion with heads on looking at other options is underway	Sandra Bingham
CYPP1314 P1A30	Establish the new funding arrangements for Special Educational Needs in mainstream and special schools and units and monitor the effective use of resources	31-Mar-2014	new funding and monitoring arrangements in place		50%		Q2 Review of place numbers and funding arrangements for 2014/15 for special schools and units is underway. Monitoring will begin when the new Service manager takes up post in October	Sandra Bingham
CYPP1314 P1A31	Implement the Fair Access and Managed Moves Protocols	01-Sep-2013	All schools signed up to the protocols and Fair Access Panel in place. Children are placed within 20 school days		100%		Q2 - Fair Access and Managed moves protocols implemented. Further discussion with secondary heads about managed moves being organised.	Sandra Bingham; Mike Singleton
CYPP1314 P1A32	Provide support and challenge to mainstream and special schools to narrow the achievement gap for learners with Special Educational Needs	31-Mar-2014	schools audit and self evaluate annually and there are improved outcomes for learners with Special Educational Needs		50%		-- enter new status update --Self-evaluation tool to be discussed with SENCOs at Belfairs (west locality)(23rd October 2013)	Felicienne Mallia
CYPP1314 P1A33	Embed new ICT systems in Special Educational Needs team	01-Sep-2013	statutory assessments completed within timescales and reports produced as required		40%		A senior case officer with responsibility for developing the ICT systems is now in post and this work will accelerate.	Linda Harrison; Ian McFee
CYPP1314 P1A34	increase the range of provision and pathways for learners with Behavioural Emotional and Social Difficulties	31-Mar-2014	Improved outcomes for learners with Behavioural Emotional and Social Difficulties and Fixed and permanent exclusions reduced		50%		Q2 Seabrook College has been established. The new Key stage 4 pathway is in place. The preventative programme for primary and key stage 3 pupils will begin in October	Sandra Bingham








CYPP1314 P1A35	Provide support and challenge to mainstream schools to develop their strategies and provision for pupil with Behavioural Emotional and Social Difficulties	31-Mar-2014	More schools are judged Good or better at OFSTED inspection and fixed and permanent exclusions reduced		40%		Q2 Recruitment to the behaviour outreach teacher roles has been unsuccessful but there are potential recruits to the Behaviour outreach worker roles which will support children in mainstream schools. Advice to schools is being provided by the Executive head and the group manager SEN and Inclusion	Sandra Bingham
-------------------	--	-------------	--	--	-----	--	---	----------------







Title 2 - Supporting families at the earliest opportunity to prevent their needs escalating






Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P2A01	Develop a language and communication strategy for Early Years providers	30-Sep-2013	Integrated strategy developed with colleagues from health		100%		Q2 - Strategy developed, training events are taking place and further activity is taking place as a result of the Big Lottery bid	Elaine Hammans
CYPP1314 P2A02	To complete early Common Assessment Frameworks, as appropriate, on young children who are accessing more targeted services prior to entry into school to ensure smooth transition in service delivery and support	31-Mar-2014	10% increase in pre school Common Assessment Frameworks across Southend		100%		Q2 - On target for CAFs received for 0-5 age range. Q1&2-12/13 = 43. CAFs Q1&2-13/14 = 73 CAFs which is a 70% increase.	Elaine Hammans
CYPP1314 P2A03	Review evidence based parenting across children's centres	31-Mar-2014	An agreed menu of parenting interventions to be delivered through children's centres		35%		Q2 - current programmes being researched and evaluated	Elaine Hammans
CYPP1314 P2A04	Explore the possibility of a homework club for young carers	30-Sep-2013	Decision made on whether or not to establish a homework club at Southend Adult Community College		100%		Q1 - Liaison and planning with young carers co-ordinator, course designed and delivered at Shoebury Youth Centre / My Space. Young people recruited (11 learners - 7th May 13 - 11th July 13), initial plan amended during delivery as liaison with parents was more challenging than anticipated in the timescale. Review planned for end of August 13.	Stephen Lay

CYPP1314 P2A05	Deliver the young carers action plan	31-Mar-2014	Action plan fully delivered		45%		Qtr 2 the target number for young carers is on target numbers are 530. Premier Care Services delivered a successful summer programme with 107 young people attending many activities. Premier Care are currently working with 2 schools and have appointments for assemblies in others across the borough. Premier Care have made links with practice managers in GP surgeries in Queensway surgery and Highlands surgery. Young Carers made a successful presentation to Governors Association which has gained an increase of potential fund raising activities through the Rotary Club (Essex) they have asked for a presentation from the young carers to the association in December 2013. IYSS are working with young people on a transition questionnaire to see what services they received when they reached 18yrs. A young Carers re-union is planned for November 2013.	Jane Allen; Wendy Hackett; Janice Lyons
CYPP1314 P2A06	Establish a single gateway for Child and Adolescent Mental Health Service tier 2 service in each locality	31-Jul-2013	5% increase in Common Assessment Frameworks from GPs or health consultants		100%		Q2 - A single gateway is established for CAMHS and promoted across the Borough. An increase of 5% in the number of CAFs completed by health professionals across the Borough.	Jane Arnold; Cathy Braun; Victoria Pallen
CYPP1314 P2A07	Deliver training and consultancy in schools to support young people and families in Cognitive Behavioural Therapy	31-Mar-2014	training delivered in a minimum of 10 schools		80%		Q2 - Training sessions have been delivered. ~An additional number of training sessions have been agreed and at the start of the academic term, September 2013.	Colin Gordon
CYPP1314 P2A08	Develop a new Parenting Strategy 2014/16	01-Feb-2014	Strategy consulted on and implemented		50%		Q2 - The Parenting Strategy is currently being developed by a wider stakeholder group and in relation to the wider Parenting support offer for parents. Our aim is to publish the offer in conjunction with the college and family action as well as our SEN local offer. The parenting strategy will be updated with this information.	Gill Manton
CYPP1314 P2A09	Develop a single assessment document to assessing children's education, care and health needs	01-Feb-2014	An agreed single assessment form is produced		50%		Q2 - The Early Help Assessment format is currently being designed by the ICT department with a view to sitting the assessment onto an electronic platform. This format will be considered by parents and GP's to ensure that we have the right format. The Early Help Assessment has been designed to be flexible enough when moving into the statutory process (EHC). A business case is currently being developed to highlight the implications and long term sustainability of this approach.	Gill Manton



CYPP1314 P2A10	Provide advocacy and support to children with Special Educational Needs and their families at stage 3 & 4	31-Mar-2014	Families report through the use of a survey that they feel supported and understood the Parent Partnership Service.		64%		Q2 Since July 2013 - 77 families have sought support/advice from Parent Partnership Service. 11 of the 77 are complex cases which require ongoing involvement at a high level as school placements are either at breaking point or the young person might currently be out of education. 15 home visits have been conducted with a view to completing statutory assessment paperwork or going through proposed statements. 20 school meetings have been held to discuss creative ways of supporting young people with SEN when their school placements are reaching breaking point. 11 annual reviews to offer support and advice to both parents and school staff. 5 Team around the child meetings to discuss the processes around statutory assessment. 1 Child in need meeting where the parent felt she required emotional support. I have met with a prospective Independent Parent Supporter with a view to offering voluntary support to parents if requested	Julie Davis
CYPP1314 P2A11	Amend and distribute all Parent Partnership Service information to take into account of new Special Educational Needs legislation.	31-Mar-2014	Update information available to families, schools and early years settings.		20%		Q2. Waiting for the new code of practice which should be finalised by central government by the end of the Autumn term. The Parent Partnership Factsheets can be updated to take into account the new changes around Education, Health and Care plans.	Julie Davis
CYPP1314 P2A12	Communicate new Parent Partnership Service information to schools, families, settings and partners	31-Mar-2014	Communication activity plan developed and implemented to raise awareness		50%		Q2. Parent Partnership Officer to attend Southend Family Voice meeting during October to give an update on the changes within the Code of Practice which will have an impact on the families within Southend and to gain their views on the changes to the Parent Partnership factsheets	Julie Davis
CYPP1314 P2A13	Work with children and families with less than 95% attendance	31-Mar-2014	95% attendance		25%		Q2 - We have undertaken an end of year analysis of primary school absence for 2012/13 Academic Year and the Southend Primary school absence has decreased every year for the past 4 years, the decrease is not as fast as the pace of National Primary School absence reduction. The Southend Primary absence remains slightly above both the national benchmark and our statistical neighbour benchmark. Over the past 4 years there has been a local reduction in absence of 14% where as nationally the reduction has been 17%.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen

CYPP1314 P2A14	Work with children and families with less than 93.8% attendance	31-Mar-2014	93.8% attendance		25%		q2 - We have undertaken an end of year analysis of secondary school absence for 2012/13 Academic Year and the absence level in Secondary Schools within the Southend Borough has decreased since 2009 and has stayed consistently below our Statistical Neighbour Average in four consecutive years. However, the National average of Secondary School absence has been steadily falling from 7.28% in 2009 to just over 6% in 2012; with a trend suggesting it will continue to fall consistently. Conversely, although both the Statistical Neighbour Average and Southend Schools Overall Absence figures remain below the National throughout the last four years, both saw reductions in 2011 followed by significant increases in the following year (2012) whereas the National figures have always decreased with time year on year. As a result of this we are introducing the 'Attend to Achieve' programme in schools across the Borough this term. This programme includes a set of three activities: one involving School Governor support programme for understanding/analysing school attendance and focus groups with parents/children in each school to better understand their attitudes towards school attendance.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P2A15	Work with children and families with less than 90% attendance	31-Mar-2014	0.9		50%		Q2 - We have undertaken an end of year analysis of special school absence for 2012/13 Academic Year and the absence level in Special Schools within the Southend Borough has decreased since 2010 and has stayed equal or below our Statistical Neighbour Average in three consecutive years. Furthermore, Southend Special School absence levels have been lower than that of the National average over the same time period. However, the National average of Special School absence has been steadily falling from 10.7% in 2009, to 9.6% in 2012 with a trend that suggests it will continue to fall consistently.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P2A16	Ensure that all cases with poor attendance have a Common Assessment Framework	31-Mar-2014	50% of poor attendance cases have a Common Assessment Framework		25%		Q2 West locality have 55 active cases 32 have a CAF. 4 are known to specialist services. We are addressing on a school by school basis for the need for a common assessment for any targeted CFEIT intervention unless the family are open to specialist services.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P2A17	Work in Children's Centres to encourage the use of the Common Assessment Framework in order to aid the transition to Primary School	31-Mar-2014	a 15% increase in pre school children being supported with a Common Assessment Framework through to school age		25%		Q2 CFEIT west- A total of 4 families have received support - all 4 an active CAF. CFEIO offer 1:1 targeted support met through the CAF at Sunny days, Prince Avenue and Blenheim Children centre. Our CFEIO attends monthly inclusion meetings held at Blenheim Primary school. This supports sibling cross referencing and supports transition to primary school.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen













CYPP1314 P2A18	Deliver targeted work to all schools identified as being a Persistent Absence school (where more than 10% of school roll are deemed to be Persistently Absent pupils).	31-Mar-2014	No schools being classified as having Persistent Absence		25%		<p>Q2 CFEIT work with one PA school in West. Regular meetings are held looking at a fresh approach in tackling illness and persistent lates. regular late gates take place twice a week. CFEIT are able to offer extra hours to this PA school. Our CFEIT officer has already met with the head to discuss whole school attendance support in discussion with school governors. In the West locality we still have one PA school which has not bought in.</p> <p>The Central locality have 4 PA schools, support is being provided by intensive casework, regular attendance review meetings and feeding into the SIP B meetings.</p> <p>East Locality continue to have no PA schools, although the schools do have PA students. Intensive case work is completed with these families and if necessary proceed through the court system or issued with Penalty Notices. Referrals are also made to other agencies to help support our work and help support the families to effect change within their lives.</p>	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P2A19	Deliver Emotional First Aid training to families with complex needs identified through the Common Assessment Framework	31-Mar-2014	30% of families with complex needs who attended the course; report improvements through the Common Assessment Framework review		25%		Q2 Waiting for appropriate training to be delivered.	Julie Davis
CYPP1314 P2A20	implement the use of Common Assessment Framework in the Early Years assessment processes across education health and care	31-Jul-2013	all professionals use Common Assessment Framework as the single assessment tool in Early Years		100%		Q2 All Early Years settings are using CAF to request intervention beyond initial consultation from EY SEN team and to request statutory assessment. Some children already have input from EY SEN team on starting at setting due to Section 332 referral from Health (1996 Education Act). A family have agreed to trial new Southend Assessment Form.	Olwen Shalis











CYPP1314 P2A21	Open objects website (new provider taking place of Open Family Service) to provide online access for parents/carers and professionals relating to activities and services available across the borough	30-Jun-2013	Website launched and communication plan in place		100%		Q1 2013: A new online directory of services for children and families is planned to launch in July 2013 (testing currently taking place on Capita1 download feeds). The site will run alongside Adult Services' SHIP (Southend Information Point) with a central landing page to access either adult or children and families services. The site will also support Southend's Local Offer. The directory will provide information for universal, targeted and complex services and provide information on available support, childcare, advice and guidance for children and families and can be accessed by the public (parents) and professionals to identify early support and childcare available for children. The Locality Information Officers are responsible for ensuring this information is kept up to date within Capita. Once the website is complete and fully tested a launch and communication plan will be initiated.	Jane Arnold; Cathy Braun; Victoria Pallen
CYPP1314 P2A22	Ensure that families area aware of the new website facility by delivering the communication plan	31-Mar-2014	800 separate hits by end of March 2014		50%		Q2: The launch of the new SHIP Directory was delayed due to issues with creating a feed from Capita (where the data is stored) to Open Objects, although this is not completely rectified an agreement was made between systems team and Open Objects to have this working for the 15/10/13. Concerns remain regarding the validity of the childcare data due to similar issues with the Ofsted data feed. If this has not been rectified by the go live date (22/10/13), then the childcare information element of SHIP will not go live to safeguard advertising childcare that has been inspected as inadequate. 25/10/13 - to clarify there has been 0 hits as the system has yet to go live. The revised 'go live' date is now the 5/11/13. Due to the delay in launching the website there may be slippage in meeting the target.	Jane Arnold; Cathy Braun; Victoria Pallen
CYPP1314 P2A23	Improved communication with GPs	31-Mar-2014	Bi-monthly newsletters across all three localities		16%		Q2 The next edition of the GP newsletter is scheduled to be issued in October, the focus of which will be the Common Assessment Framework/Early Help Assessment, Streets Ahead and Private Fostering.	Jane Arnold; Cathy Braun; Victoria Pallen

Title 3 - Keeping children and young people safe

Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P3A01	Co-ordinate the Section 11 audit with Early Years Providers	31-Jan-2014	100% of early years settings have a completed Section 11 audit		50%		Q2 - Section 11 tool was sent out to providers in September. 50% have been returned to date.	Elaine Hammans

CYPP1314 P3A02	Establish a robust reporting system for children who go missing from care or home	31-Dec-2013	Monthly report provided to Specialist Services Management Group and Departmental Management Team		100%		Q2 - There is now monitoring in place for children who go missing from home and care which includes monitoring the return to home/placement visits. However this has yet to be embedded and there are some issues around completion of the forms relating to the visits on CareFirst for those children who are looked after. For the children who go missing that aren't open to Social Care, where the visits are undertaken by Streets Ahead, this system is working well and visits are completed and recorded in a timely manner.	Laura Llewellyn
CYPP1314 P3A03	Ensure advice on e-safety is integral with all traded services ICT advice	31-Mar-2014	All systems purchased by schools are installed e-safety compliant		50%		September 2013: Continue to provide advice and guidance. Attend regular LSCB e-safety sub group meetings	Mark Churchill
CYPP1314 P3A04	Embed the revised children missing education processes	30-Sep-2013	Stakeholders participating in process		100%		Q2 - Target completed	Chrissy Papas
CYPP1314 P3A05	Develop a data and performance response to the new Ofsted requirements for Social Care inspections	31-Jul-2013	Reporting prepared to respond when inspections commence		100%		Q2 - Work is in place to respond to the new data requirements as part of the new inspection framework published in September	Tom Dowler
CYPP1314 P3A06	Develop a data and performance response to the Munro review and working together	01-Dec-2013	Data and Performance needs arising from Munro and working together are responded to		60%		Q2 - The DfE have, to date, only adopted certain of the recommendations from the Munro report. We have stayed up to date and in line with the DfE and their requirements and will continue to do so.	Tom Dowler
CYPP1314 P3A07	Revise and implement the workforce for excellence strategy to reflect Southend response to local and national priorities	31-Mar-2014	Revised strategy agreed at Departmental Managers Team.		75%		September 2013: Q2 - As Q1. The WfE Strategy will be reviewed in October/November 2013.	Robert Malliff
CYPP1314 P3A08	Undertake an audit of school travel plans	31-Mar-2014	audit completed		100%		Q2 - School Travel Workshop due on 2nd October had to be postponed but will be held in November and will be open to all schools. Workshop will include Road Safety, Cycling in the Curriculum, Bikeability, writing of School Travel Plans. One workshop to be held in each Locality by March 2014 but all workshops will be open to all schools. Workshops to be supported by all partners including Public Health, Fire Brigade and Police.	Anne Igoe
CYPP1314 P3A09	Ensure updated travel plans form part of any school capital expansion plans	31-Mar-2014	Plans in place		50%		Q2 - All planning applications include school travel plans where appropriate	Mike Singleton











CYPP1314 P3A10	Roll out the child sexual exploitation toolkit	31-Mar-2014	toolkit rolled out to all staff in specialist services. Training delivered to all Child Sexual Exploitation champions		75%		Q2 - Identified champions are undertaking the e-learning course with face to face follow up training taking place in October and November 2013. Key partners including independent foster care providers and children's homes based in Southend have been approached and identified champions, and are undertaking the e learning course, with face to face follow up training taking place late 2013. The LSCB ratified the training plan in July 2013 and is implementing it, with Key Child Sexual Exploitation Practitioners also identified and offered e learning training. Risk assessment toolkit and referral pathways agreed by LSCB May 2013 for implementation following training of Child Sexual Exploitation Champions (projected by early 2014)	Laurence Doe
CYPP1314 P3A11	Undertake pilot project for all young people under the age of 18 who are reported missing to the police	30-Jun-2013	100% return home interviews completed and appropriate follow on action taken. Findings available to inform further service planning		100%		Q1 - Pilot completed. Missing Children project has achieved 100% progress to date. There have been 16 notifications of found children not known to Social Care since 22.4.13, all families have been contacted and offered a "Return to Home" interview. Only 3 declined visits, all others had a visits, 4 of these families have been referred to Streets Ahead and are receiving intervention. 1 family referred to IYSS Challenge and Support.	Julia Mackenzie
CYPP1314 P3A12	Embed the new processes for children missing from care	30-Sep-2013	100% return home interviews for LAC completed and appropriate follow on action taken. Findings available to inform further service planning		60%		Q2 As detailed at the end of Q2 work continues to embed the consistency of completion of return home interviews for missing LAC. A meeting has been held between the LADO, Laurence Doe, and Fieldwork Service Managers in order to support improved performance. Further improvement is anticipated during Q3	Ruth Baker
CYPP1314 P3A13	Embed the process for responding to reports of domestic violence	30-Sep-2013	80% cases show management decision making within 2 working days		100%		Q2 - Target exceeded- 87.7% of cases show management decisions within 2 working days	Alison Crowe
CYPP1314 P3A14	Develop the children's services response to working together	30-Sep-2013	Action plan developed and agreed		100%		Q2 - An action plan to implement the new guidance was agreed by the LSCB in May 2013 and its progress is being monitored through the LSCB Executive.	Laurence Doe
CYPP1314 P3A15	Impliment the new single assessment model	30-Jun-2013	100% of assessments being completed in line with the new model		100%		Q1 - Single social work assessment model implemented. All social work assessment now being completed using new model	Alison Crowe

CYPP1314 P3A16	Implement the learning from review on 50+ and 80+ week proceeding cases to be implemented	31-Oct-2013	action plan developed		100%		Q2 - the duration of care proceedings is closely monitored at the Local Family Justice Board. Statistics are produced by CAFCASS and are challenged on the occasions when they report incorrect data. Cases where proceedings have been issued since Q1 are moving through rapidly with the majority due to be concluded within 26 weeks. Some cases, issued in 2011 and 2012, have concluded during Q1 are were of significant duration. The reasons for the length of the proceedings were: reassessment of parents during proceedings, family members asking to be assessed at a late stage in proceedings and additional siblings born during the proceedings. Delays caused by these 3 factors will decrease following the implementation of the Family Justice Review in July 2013.	Ruth Baker
CYPP1314 P3A17	Deliver the Youth Justice strategic plan	31-Mar-2014	Plan fully delivered		50%		Q2. Youth Justice Plan approved. Q2. data not available until mid October	Richard Meads
CYPP1314 P3A18	Deliver and target training for Domestic Abuse Awareness, online Common Assessment Framework training and Assessment skills	31-Mar-2014	50% increase in Domestic Abuse Champions in settings. 10 Common Assessment Framework online training sessions implemented, promoted and undertaken by Common Assessment Framework assessors from settings. 3 Assessment skill training sessions		25%		Q2 A half day training session was delivered to second year social work students at South Essex College on 26th September, there were 23 students present. A further session is scheduled for third year students on 21st October.	Jane Arnold; Cathy Braun; Victoria Pallen
CYPP1314 P3A19	Increase in the quality of Common Assessment Framework reviews and the number of Team around the Child and Family's that take place	31-Mar-2014	5% increase in number of Team around the Child and Family's received. 5% increase in the number of assessments processed within 10 working days		50%		Q2 2013 5% increase in TACAF's: Q2 TACAF data - baseline 2012 = 162, target + 5% =170, actual 2013 181. This shows we are currently above target for this element.	Jane Arnold; Cathy Braun; Victoria Pallen
CYPP1314 P3A20	Increase the quality of Common Assessment Frameworks by undertaking 2 audits (April and October) to assess the quality of Common Assessment Framework	31-Mar-2014	Future training needs identified in a report to Local Safeguarding Children Board		25%		Q2 - The Journey of the child (part of LSCB programme) undertaken and initial findings feedback to the LSCB sub monitoring group. Internal service area audit on CAF quality due to take place end of October 2013	Jane Arnold; Cathy Braun; Victoria Pallen

CYPP1314 P3A21	embedding and publicising good practice around child employment for the children of Southend.	01-Feb-2014	20% increase in proportion of children working with work permits (baseline of xxxx in 2012/13)		32%		Q2 . West locality completed 25 Child Employment visits in the summer holidays raising awareness around the safety and good practice of child employment. One school assembly has been booked reaching a target audience of 450 pupils and associated staff. During the summer period central locality conducted 60 child employment visits, checking if employers are following the rules and regulations.	Kirsty Edmonds; Jacqui Lipyeat; Katie Meeks; Victoria Pallen
CYPP1314 P3A22	Analyse the Your Say survey to monitor the number of children and young people who experience bullying	31-Mar-2014	young people report low incidences of bullying		0%		Q2 - -we are awaiting the results of the recent Your Say survey.	Colin Gordon
CYPP1314 P3A23	Implement the anti bullying strategy and monitoring arrangements	01-Sep-2013	Strategy launched and training opportunities offered to schools- baseline of racist incidents established		90%		Q2 - Strategy has been launched with guidance to schools. Strategy has been presented to DMT	Colin Gordon

Title 4 - Supporting young people and families to live healthier lifestyles

Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P4A01	Work with the Clinical Commissioning Groups to develop commissioning intentions for Child and Adult Mental Health Service	31-Mar-2014	An agreed commissioning plan for Tier 2 Child and Adult Mental Health Service for 2014/15.		50%		Q2 - A joint strategic group has been set up with Thurrock Council, Essex County Council and the Clinical Commissioning Group to develop a new commissioning plan for emotional health and wellbeing services. Southend are represented on the strategic group as well as the 5 workstreams. The group are working towards having a new integrated service working within local models in place for April 2014	Darren McAughtrie
CYPP1314 P4A02	Develop a new alcohol strategy for children and young people	31-Mar-2014	New strategy agreed with supporting implementation plan		10%		Q2 - Scope of strategy and developmental approach agreed. Meeting dates circulated to start late October. Aim for strategy to be at March Cabinet.	Glyn Halksworth; Jamie Pennycott
CYPP1314 P4A03	Deliver the catch 22 training	31-Mar-2014	Deliver 3 programmes to vulnerable at risk girls aged between 13-18		66%		Q2 Delegates for the second programme have been identified and the programme will commence 3rd October	Chris Clark; Richard Meads
CYPP1314 P4A04	Develop and deliver healthy lifestyle training for foster carers	31-Mar-2014	80% carers attend healthy lifestyle training		10%		-- enter new status update --	Emmet Perry

CYPP1314 P4A05	Review and re-design 5-19 pathways	31-Mar-2014	Local service model for school nursing developed providing targeted early help and extra support to children and young people at times when they need it.		100%		The service specification has been signed and being delivered	Erin Brennan-Douglas
CYPP1314 P4A06	Commission programmes of work in partnership to encourage healthy eating in children and young people	31-Mar-2014	Mind, Exercise, Nutrition, Do-it! 2-4: 5-10 weekly sessions Mind, Exercise, Nutrition, Do-it! 5-7: 7-10 weekly sessions Mind, Exercise, Nutrition, Do-it! 7-13: 7-10 weekly sessions; 23 Lunchbox sessions. Health Exercise Nutrition for the Really Young: TBC		100%		The service specifications have been signed and the services are being delivered	Erin Brennan-Douglas
CYPP1314 P4A07	Deliver Eat Better, Start Better programme in partnership with early years	31-Oct-2013	40 venues audited for compliance to the new standards; 10 venues delivering 8 sessions focussing on healthy food prep in early years settings		90%		31 settings have been audited and all 10 venues have delivered a number of healthy food preparation workshops. The Childrens Food Trust have written an evaluation report. We will continue to audit venues but this will be carried out after the Big Lottery stage 2 submission.	Sharon Cohen; Lee Watson
CYPP1314 P4A08	Cook4Life conducting cookery courses with parents and carers. National programme to promote healthy eating and healthy lunchboxes by engaging with schools community settings and children's centres	31-Mar-2014	8-4 weekly sessions provided to high risk targeted groups; 23 lunch box sessions		58%		5 more one off sessions including Healthy Lunchbox sessions have been delivered in Sept and Oct. One more 4 week session has been delivered to Teenage Parents November 2013 fully booked in advance of sessions	Sharon Cohen; Lisa Holloway
CYPP1314 P4A09	Deliver National Child Measurement Programme for Yr 6	31-Dec-2013	Gain local intelligence on patterns of obesity in children to enable targeting of interventions, as part of a wider national health surveillance programme		90%		This is on target for delivery for an August submission. This action is dependant upon an agreed data sharing agreement.	Erin Brennan-Douglas

Title 5 - Continuing to improve the life chances for looked after children and those on the edge of care

Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P5A01	Plan and deliver a bespoke employability training programme for looked after young people	31-Dec-2013	Programme delivered		5%		Q1 - Initial programme planning and recruitment underway, working in partnership with colleagues from the Integrated Youth Support Service (IYSS). Next programme due to commence Autumn 2013.	Stephen Lay
CYPP1314 P5A02	Implement and embed the new virtual school portal	31-Aug-2013	System purchased, installed and staff trained		75%		September 2013: Training organised with service provider on 30th September. Roll out plan to be finalised	Mark Churchill
CYPP1314 P5A03	Develop a tracking process to monitor performance on school placements for looked after children	31-Mar-2014	System set up and baseline established		40%		Data collection still to be resolved but on target to accomplish priority	Chrissy Papas
CYPP1314 P5A04	Deliver the specialist services audit programme	31-Mar-2014	Audit reports show evidence of sustained improvement in the areas identified in the Safeguarding and Looked After Children inspection		50%		Q2 - The Audit programme is being embedded and some improvements across all areas but quality of practice is still variable. 6 monthly report will be presented to the Departmental Management team in October.	Laurence Doe
CYPP1314 P5A05	To lead on and support the effective running of the Corporate Parenting Group	31-Mar-2014	Regular well supported meetings that ensure the group have oversight of all agreed priority areas		50%		Q2 - Meeting continue to be held regularly and are well attended. Members feedback they are satisfied with quality and progress. There is a clear action plan in place to deliver on the group's priorities.	Sue Hadley
CYPP1314 P5A06	Develop a new private fostering communication strategy	31-Dec-2013	Increased private fostering notifications		75%		Q2. The Private Fostering action plan is now well embedded into practice and positive moves have been made in highlighting appropriate arrangements. There continues to be a slight increase in the number of referrals in respect of Private Fostering, however numbers do remain limited. Ongoing improvement to communication continues.	Diane Keens
CYPP1314 P5A07	Develop a plan to mitigate the impact of the welfare reforms on care leavers	30-Sep-2013	Plan developed and agreed		20%		Q2. Considerable work has continued over the past quarter with positive moves forward in relation to housing benefit changes. A full action plan will be completed when the new manager takes over the 16+ Team at the end of September 2013.	Ruth Baker
CYPP1314 P5A08	Develop a Local Authority Traded Company for Adoption	31-Mar-2014	Trading company developed		80%		Q2. The work regarding the Public Service Mutual for adoption is now complete and we are clear that this would not be financially viable for the Council and could lead to financial pressures on the Authority. A paper is now being completed and this will be presented to CMT in the next two months as to how to move this forward in the most cost effective way for the Authority.	Diane Keens

CYPP1314 P5A09	Deliver the action plan for adoption improvement through the adoption reform grant	31-Mar-2014	Plan delivered		80%		Q2. The action plan presented to DMT is now being fully implemented to ensure we meet government targets for adoption reform. Statistics for the adoption service show a huge increase in the number of adopters recruited and assessed by the agency along with an increase year on year of the number of children placed. Timescales for the placement of children has also improved.	Diane Keens
CYPP1314 P5A10	Improve system for tracking progress of looked after children from their starting points to inform target setting at the Personal Education Plan meeting.	30-Mar-2014	Virtual School Portal implemented with designated teachers, social workers and the virtual school working together more effectively to accelerate progress of looked after children		45%		Q2 The Virtual School has worked closely with the Software Developer and majority of functions are in place. Initial training for LA Personnel has taken place and two pilot training sessions for users. Roll out is scheduled from November 28th till the end of term..	Sarah Beales; Phil Warner
CYPP1314 P5A11	Increase the impact of Personal Education Plans on the achievement of looked after children	30-Mar-2014	90% of looked after children have a Personal Education Plan. Personal Education Plan targets are challenging, focused and achievable.		15%		Q2 We have experienced a dip in the completion of PEPs in September. Targeted PEP training for Social Workers is therefore currently being arranged to take place as soon as possible. The dip was also influenced by the school summer holidays (when PEP meetings cannot be held) and the number of children starting in Reception for whom there was no previous PEP on CareFirst. Impact on the quality of PEP targets from the LAC Designated Teachers event the Nominated Governor training which took place in the Summer Term to be monitored this term.	Sarah Beales; Phil Warner
CYPP1314 P5A12	Deliver 2 training courses to foster carers across the borough to give them the confidence to understand and intervene	01-Sep-2013	2 courses provided		67%		Q2 - Currently 3 training sessions have been planned, dates have been set and will be delivered in the Q3 and Q4.	Colin Gordon




Title 6 - Supporting young people to prepare for employment







Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
CYPP1314 P6A01	Deliver the Jibes programme	31-Dec-2013	Programme delivered		100%		Q1 - JIBES course has now been replaced by the new study programme which has integrated the JIBES learners with a new cohort of vulnerable young people.	Stephen Lay
CYPP1314 P6A02	Develop a college offer as part of the package of support for raising the participation age	31-Mar-2014	Successful partnership established with other providers.		100%		Q1 - Study programme involving 20 young people started on 11th September 2013.	Stephen Lay

CYPP1314 P6A03	Implement the findings from the Children and Lifelong Learning Scrutiny Committee in-depth review of Not in Education Employment or Training	31-Dec-2013	Plan agreed to implement the review findings		30%		Q2. The second quarter has continued to show positive improvement with a small number of young people and feedback from the strategies put in place has been very positive. We continue to monitor the outcomes for this area.	Ruth Baker
CYPP1314 P6A04	commission additional training to level 2 for Looked After Children	31-Mar-2014	increased number eligible to apply for apprenticeships		40%		Q2 - The first course was completed in the summer of 2013, with 4 young people reaching target to enable them to access level 2 apprenticeships. Work is still being undertaken with them to enable them to identify appropriate opportunities.	Ruth Baker
CYPP1314 P6A05	Implement the connexions strand Integrated Youth Support Service plan	31-Mar-2014	Plan fully implemented		79%		QTR 2 Young Carers - increase in the number of known young carers to 530. All schools have been contacted with premier Care Services details and two have already signed the Charter. 11 activities have been undertaken plus a successful camp for 30 young carers at the Young Carers Festival where Dani's poem was officially launched.	Jane Allen; Wendy Hackett; Janice Lyons
CYPP1314 P6A06	Develop and implement a pilot scheme to develop music tuition in secondary schools that will increase participation and use of Pupil Premium Grant	30-Sep-2013	Effective and efficient use of Pupil Premium Grant for Music. Case study to be completed from Pilot and rolled out in Autumn term		100%		Q2. Programme continued at Futures. Southend Academy of Music launched at Cecil Jones Lower School 21st September 2013.	Phil Warner
CYPP1314 P6A07	Work with Alternative Provision providers to increase the numbers of providers; and the range and quality of provision	30-Sep-2013	New list and handbook released		100%		Q2. New providers identified. Awaiting safeguarding checks	David Coleman; Phil Warner
CYPP1314 P6A08	improve transitions and provision for learners with Special Educational Needs and Difficulties at post 16	31-Mar-2014	Fewer learners with Special Educational Needs are Not in Education, Employment or Training and there is a wider range of appropriate provision		100%		Q2 - 100% of learners with SEN have a planned destination as at September 2013. LDA's have been completed for all young people eligible/opting to have one.	Margaret Wall

Title 7 - Service delivery is influenced by the views of all young people

Code	Description	Due Date	Desired Outcome	Status	Progress	Expected Outcome	Latest Note	Assigned To
------	-------------	----------	-----------------	--------	----------	------------------	-------------	-------------

CYPP1314 P7A01	Work with young people to develop a training offer for staff, partners and members in order to assist with social media usage as a communication tool	01-Sep-2013	Training offer developed and a minimum of two training dates offered		30%		Q2 - This action is being progressed by the Youth Council. There has been a delay due to circumstances outside of the control of the Youth Council members.	Catherine Benford; Lucy Bissell; Jenni Naish
CYPP1314 P7A02	Roll out children and young people's involvement in staff appraisals across children's services	01-Mar-2014	Managers are provided with feedback on frontline social work staff to inform the appraisal process		85%		Q2 - The Autumn round of questionnaires has been sent out to children aged over 8 who are service users.	Jenni Naish
CYPP1314 P7A03	Identify other children's services team to include in the young people's appraisal process	31-Mar-2014	Teams identified		15%		Q2 - Involvement in staff appraisals will be rolled out to the Voice and Influence Team and the Youth Offending Team.	Jenni Naish
CYPP1314 P7A04	Roll out the user experience and user feedback surveys as requested and compile analysis reports	01-Oct-2013	Report produced for each survey commissioned.		100%		Q2 - Reports have been produced for all surveys commissioned. The following user experience (UX) surveys have been implemented: CAF case closure, Care Management Case Closure. The following UX surveys have been prepared: CM16+ care leavers, Child Protection Plans and Child In Need - waiting to be rolled out. The following consultations and surveys have been completed: Looked After Children, social worker appraisals, Streets Ahead door knocking survey, Youth Service user survey, and two children's Centre consultations, Your Say 2013 and a School Data Pack satisfaction survey. A targeted 'attend to achieve' survey is also in development.	Jenni Naish
CYPP1314 P7A05	Increase membership of Looked After Children's Council to 10 regular members	01-Mar-2014	Increase membership of Looked After Children's Council to 10 regular members		25%		Q2 - 3 new members attended the September meeting, whilst the CICC is a small group it is very active and the members are committed. Relationships are being built with the wider group of children in care to try and encourage their participation.	Lucy Bissell
CYPP1314 P7A06	Support the Youth Mayor and Deputy to develop an action plan for their term of office	30-May-2013	Action plan prepared		100%		Q2 - Campaign plans have been drafted and plans for implementation are underway.	Lucy Bissell
CYPP1314 P7A07	Develop and pilot a reward scheme for young people's continued commitment to attending the youth council	31-Mar-2014	Analysis of the pilot reward scheme and decision on how to proceed.		50%		Q2 - this has been implemented and 5 young people achieved the full points quota and were able to use this to attend the residential.	Lucy Bissell
CYPP1314 P7A08	Embed the young people focus groups within the adult college	31-Mar-2014	3 termly focus groups for each programme to further enhance effectiveness		25%		Q1 - Focus groups to be embedded as part of the new study programme for 16-19 year olds.	Stephen Lay

CYPP1314 P7A09	Recruit a young person to sit on the Admissions Forum	01-Sep-2013	Young person recruited		100%		Q2 - 2 young people attended the last admissions forum and have also been invited to the next meeting.	Lucy Bissell
CYPP1314 P7A10	All managers to take account of the views of children and young people in social worker appraisals	31-Dec-2013	All social worker appraisals take account of the views of children and young people		50%		Q2 - requests for responses from young people on the performance of their allocated social workers have been sent out. These will be used during the PMR mid-point reviews which will take place in October and November.	Ruth Baker
CYPP1314 P7A11	Develop a parents forum for parents of children subject to a child protection plan	31-Dec-2013	Forum developed		60%		Q2 - Resources have been identified to develop and deliver the forum. There have been some delays in commencing but work is now underway.	Sue Snoxell