

Committee: **Corporate Parenting Panel**

Date: **23 April 2010**

Title of Report: **Action Plan of East Sussex Foster Care Association,
1 April 2009 – 31 March 2014**

By: **Director of Children's Services**

Purpose of Report: **To present the action plan of the East Sussex Foster Care
Association**

Recommendation:

The Corporate Parenting Panel is recommended to note and support the action plan

1. Supporting Information

1.1 The Action Plan of the East Sussex Foster Care Association Service is attached as Appendix 1.

1.2 The action plan covers the period 1 April 2009 to 31 March 2014.

1.3 The Authority is fortunate to have a partnership of such high calibre, and congratulates the Association on the quality of its work.

2. Recommendation

2.1 The Panel is recommended to note and support the action plan.

MATT DUNKLEY
Director of Children's Services

Contact Officer: Steve Hunt, Operations Manager, The Fostering Service
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Local Members: All

BACKGROUND DOCUMENTS: None



East Sussex Foster Care Association

“BUILDING BRIGHTER FUTURES” PROGRAMME

ACTION PLAN

1 April 2009 to 31 March 2014

(last updated following Full Association Meeting on 5 February 2010)

Year One - Actions for Period: 1 April 2009 to 31 March 2010

Overall Objectives for Year One:

1. Finalise the new structure and all policies and procedures relating to its effective and efficient governance.
2. Secure funding for staff salaries and projects for this year and thereafter.
3. Deliver the projects below and report back to funders and three stakeholder groups on outcomes and outputs using sound evaluation and reporting processes.

NB: Shaded areas depict achieved Actions.

Action No.	Action Summary	Financial Implications/ Funding Reqd.	Funding Source(s)	Working Group(s)/ Individuals Involved/ Staff Involvement	Review Date	Delivery Date
Governance						
1.G	Finalise and implement new structure and governance procedures and terms of reference	N/A	N/A	Governing Body	March	April
2.G	Review the following existing policies, procedures and Operational Guidelines: <ul style="list-style-type: none"> • Child Protection Policy (completed) • Memorandum of Articles • Articles of Association 	N/A	N/A	Governing Body/Co. Secretary	May	October
3.G	Produce the following Policies and Procedures for the effective and efficient running of ESFCA <ul style="list-style-type: none"> • Health and Safety Policy • Equal Opportunities Statement • Funding Protocol • Finance Protocol 	N/A	N/A	Governing Body/HR Working Group	May	Nov
4.G	Undertake review of current staffing. Assess future staffing needs and source funders as appropriate.	TBA	Wates Lottery ESCC	Governing Body/HR Working Group	April	Sept Agreed for Nov
5.G	Election/re-election of Governing Body members and roles	N/A	N/A	Governing Body/Co. Secretary	June	Sept
6.G	Produce and distribute Annual Report	£300	TBA	Governing Body/Events & Communications WG/SDM	May October	Nov

7.G	Produce final accounts for Companies House and funders	£200	TBA	Treasurer/Finance WG	April	June
<i>Children in Care</i>						
1.CiC	“Are You Ready for Success” – Workshop for Care Leavers Volunteers at 11/5/09 Meeting – Sandie, Kathy, Ben, Graham.	£2500	TBA	Events & Communications WG/SDM	TBA	TBA
2.CiC	Take 25 Young People Aged 11 to 17 on Residential PGL with 12 adult helpers (venue Little Canada, Isle of Wight)	£5000	TBA	Events & Communications WG/SDM	June	21-23 August
3.CiC	Take further 25 Young People Aged 7 to 11 on Residential PGL with 12 adult helpers (venue Windmill Hill, Sussex)	£5000	TBA	Events & Communications WG/SDM	August	4-6 Sept
4.CiC	Arrange trip to Monkey Bizness for Under 5’s	£150	Received	Admin Officer	Jan 2010	Feb 2010
5.CiC	“Project IT @Home” - Provide 6 new Computer Systems, maintain and upgrade existing machines.	£325	Raffle at Annual Conf.	C Thornton	Ongoing	Ongoing till March 2010.
6.CiC	‘Bin the Black Sacks’ - Provide Quality Luggage when entering, moving and leaving care	N/A due to insufficient in storage	-----	Admin Officer	Ongoing	Ongoing
7.CiC	Offer Lego Land tickets for disabled children and under five’s	£500	Received	Admin Officer/SDM	June/Sept	Summer
8.CiC	Arrange trip for disabled children to Hindleap Warren	£4000	Received	C Thornton taking lead with Jackie Hoadley	June/Sept	Oct
<i>Children who Care</i>						
1.CwC	Take 60 Young People on Residential PGL Aged 7 upwards (venue Windmill Hill, Sussex)	£6000	Children in Need, unrestricted funds YOP Fund	SDM/Events & Communications WG	June/Sept	23-25 Oct
2.CwC	Take 40 Young People Grease and Ice –skating/pizza	£2450	YOF	SDM/AO/	TBA	TBA
<i>Foster Carers</i>						
1.FC	Annual Conference	£4000	ESCC Core Funding	Events & Communications WG/Gov Body	April	June
2.FC	Access to Monthly Surgeries with Departmental Management	N/A	N/A	Admin Officer	Monthly	Monthly
3.FC	Access to Independent Allegations Worker as necessary	£10000	ESCC	SDM/Co. Secretary	Ongoing	Ongoing

4.FC	Commence preparations for 1 or 2 day Seminar for 2010, Sussex National Golf Club Venue	?				
<i>Combined CiC/CwC/Foster Carers Projects</i>						
2.All	Annual Xmas Party and Bowling Event NOT GOING AHEAD THIS YEAR DUE TO INSUFFICIENT FUNDING	£1200	Local Charities	Events & Communications WG	June/Sept	December
3.All	Annual Pantomime Event (200 tickets)	£3000	TBA Carer Contribution	Events & Communications WG	June/Sept	January

Overall Objectives for Year Two:

1. Review the effectiveness of the new structure; operational procedures and revise as appropriate.
2. Secure further funding for all projects and explore future funding sources to aid its future development and expansion via a large bid.
3. Deliver the projects below and report back to funders and three stakeholders.
4. Increase our support to CwC by way of workshops, support groups and training to help deal with separation and loss

Action No.	Action Summary	Financial Implications/ Funding Reqd.	Funding Source(s)	Working Group(s)/ Accountable Trustee/s/	Review Date	Delivery Date
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Governance

1.G	Evaluate structure and operational procedures.	N/A	N/A	Trustees / Tina D	January	April
2.G	Review this Action Plans remaining 4 Year Programme	N/A	N/A	Trustees / Tina D	January	February
3.G	Review Funding Timetable/Resource Needs for Year 2, 3, 4 and 5 and agree written funding plan of action	N/A	N/A	Trustees/Tina H /Sandie	January	February
4.G	Election/re-election of Governing Body members and roles	N/A	N/A	Trustees/Co. Secretary/Susanne	April	June
→ 5.G	Produce and distribute Annual Report	£300	Core Funding	Trustees/Sandie	April	June
6.G	Produce the following Policies and Procedures for the effective and efficient running of ESFCA (not achieved in 2009) <ul style="list-style-type: none"> • Health and Safety Policy • Equal Opportunities Statement • Funding Protocol • Finance Protocol 	N/A	N/A	Trustees - HR Group }-Gillian/Chris/TinaD } }-Denise/Ben/Martin }	May	Nov
7.G	Undertake review of current staffing. Assess future staffing needs and source funders as appropriate.	TBA	TBA Lottery ESCC	Trustees/HR Group – Gillian/Chris	February	March
8.G	Produce final accounts for Companies House and potential funders	£200	T	Treasurer/Finance Group – Denise/Ben/Martin	April	July

Children in Care

1.CiC	"Are You Ready for Success"	£2500	TBA	Tina H/Sandie with at least two Trustees participation	January	March
2.CiC	Take 25 Young People on Residential PGL	£5000	TBA	Tina H/Sandie with Trustee participation – Ann, Susanne, Martin	March	August ⁶

Year Three - Actions for Period : 1 April 2011 to 31 March 2012

Overall Objectives for Year Three:

1. Secure funding for all its projects and explore future funding sources to aid its future development and expansion.
2. Deliver projects and report back to funders and three stakeholder groups on outcomes and outputs through sound evaluation and reporting processes.
3. Explore commercial arm of ESFCA

Action No.	Action Summary	Financial Implications/Funding Reqd.	Funding Source(s)	Working Group(s)/ Individuals Involved/ Staff Involvement	Review Date	Delivery Date
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Governance

1.G	Review this Action Plans remaining 4 Year Programme	N/A	N/A	Trustees	April	May
2.G	Review Funding Timetable/Resource Needs for year 3, 4 and 5	N/A	N/A	Trustees/HR Working Group		
3.G	Election/re-election of Governing Body members and roles	N/A	N/A	Trustees/Co. Secretary	June	Oct
4.G	Produce and distribute Annual Report	£300	TBA	Trustees/Events & Communications WG/SDM	May	July
5.G	Produce final accounts for Companies House and funders	£250	TBA	Treasurer/Finance Group	April	June

Children in Care

1.CiC	“Are You Ready For Success”	£2700	TBA	Events & Communications WG/SDM	TBA	TBA
2.CiC	Take 25 Young People on Residential PGL	£5500	TBA	Events & Communications WG/SDM	June	August
3.CiC	Arrange trip to Monkey Bizness for Under 5’s	£200	TBA	Admin Officer	Jan 2012	Feb 2013
4.CiC	‘Bin the Black Sacks’	£400	TBA	Admin Officer	Ongoing	Ongoing

Children who Care

1.CwC	Take 50 Young People on Residential PGL	£6000	TBA	SDM/Events & Communications WG	Jan 2012	May 2013
2.CwC	Take 50 Young People on Day Trip (TBC)	£2000	TBA	SDM/Events & Communications	TBA	TBA

Foster Carers

1.FC	Two Day Conference (in place of Annual Conference)	£20000	ESCC Core Funding plus other funders/ticket sales	Events & Communications WG/Gov Body	April	June
2.FC	Access to Monthly Surgeries with Departmental Management	N/A	N/A	Admin Officer	Monthly	Monthly
3.FC	Access to Independent Allegations Worker as necessary	£10000	ESCC	SDM/Co. Secretary	Ongoing	Ongoing

Combined CiC/CwC/Foster Carers Projects

1.All	Inspirational Project – Xfactor or similar	£3300	TBA	SDM/Admin Officer		
2.All	Annual Xmas Party and Bowling Event	£1300	Local Charity Groups	Events & Communications WG	June	December
3.All	Annual Pantomime Event (200 tickets)	£1300	Local Charity Groups/Carer Contributions	Events & Communications WG	June	December

Year Four - Actions for Period : 1 April 2012 to 31 March 2013

Overall Objectives for Year Four:

1. To secure funding for all its projects and explore future funding sources to aid its future development and expansion.
2. To deliver the projects below and report back to funders and three stakeholder groups on outcomes and outputs through sound evaluation and reporting processes.
3. To start planning beyond this Five Year Programme into the next

Action No.	Action Summary	Financial Implications/Funding Reqd.	Funding Source(s)	Working Group(s)/ Individuals Involved/ Staff Involvement	Review Date	Delivery Date
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Governance

1.G	Review this Action Plans remaining 4 Year Programme	N/A	N/A	Trustees	April	May
2.G	Review Funding Timetable/Resource Needs for year 3, 4 and 5	N/A	N/A	Trustees/HR Working Group	April	May
3.G	Election/re-election of Governing Body members and roles	N/A	N/A	Trustees/Co. Secretary	June	Oct
4.G	Produce and distribute Annual Report	£350	TBA	Governing Body/Events & Communications WG/SDM	May	July
5.G	Produce final accounts for Companies House and funders	£250	TBA	Treasurer/Finance Group	April	June

Children in Care

1.CiC	“Are You Ready for Success”	£2700	TBA	Events & Communications WG/SDM	TBA	TBA
2.CiC	Take 25 Young People on Residential PGL	£5500	TBA	Events & Communications WG/SDM	June	August
3.CiC	Take further 25 Young People on Residential PGL	£5500	TBA	Events & Communications WG/SDM	August	Oct
4.CiC	‘Bin the Black Sacks’ - Provide Quality Luggage when entering, moving and leaving care	£400	TBA	Admin Officer	Ongoing	Ongoing

Children who Care

1.CwC	Take 50 Young People on Residential PGL	£6000	TBA	SDM/Events & Communications WG	Jan 2012	May 2013
2.CwC	Take 50 Young People on Day Trip (TBC)	£5000	TBA	SDM/Events & Communications	TBA	TBA

Foster Carers

1.FC	Annual Conference	£4100	ESCC Core Funding	Events & Communications WG/Gov Body	April	June
2.FC	Access to Monthly Surgeries with Departmental Management	N/A	N/A	Admin Officer	Monthly	Monthly
3.FC	Access to Independent Allegations Worker as necessary	£10000	ESCC	SDM/Company Secretary	Ongoing	Ongoing

Combined CiC/CwC/Foster Carers Projects

1.All	Inspirational Project	£3600	TBA	SDM/Admin Officer		
2.All	Annual Xmas Party and Bowling Event	£1400	Local Charity Groups	Events & Communications WG	June	December
3.All	Annual Pantomime Event (200 tickets)	£1400	Local Charity Groups/Carer Contributions	Events & Communications WG	June	December

Year Five - Actions for Period : 1 April 2013 to 31 March 2014

Overall Objectives for Year Five:

1. To Secure funding for next phase of ESFCA Programme of Works
2. To Produce Action Plan from 1 April 2014 to 2019
3. To deliver against our core events and activities for Year 2013-14
4. To Evaluate outcomes and outputs of 2009 – 2014 “Building Brighter Futures” Plan

Action No.	Action Summary	Financial Implication s/Funding Reqd.	Funding Source(s)	Working Group(s)/ Individuals Involved/ Staff Involvement	Review Date	Delivery Date
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Governance

1.G	Review this Action Plans remaining 4 Year Programme	N/A	N/A	Governing Body	April	May
2.G	Review Funding Timetable/Resource Needs for year 3, 4 and 5	N/A	N/A	Governing Body/HR Working Group		
3.G	Election/re-election of Governing Body members and roles	N/A	N/A	Governing Body/Co. Secretary	June	Oct
4.G	Produce and distribute Annual Report	£350	TBA	Governing Body/Events & Communications WG/SDM	May	July
5.G	Produce final accounts for Companies House and potential funders	£300	TBA	Treasurer/Finance Group	April	June

Children in Care

1.CiC	Leaving Care – Achieving your Potential Workshop	£2700	TBA	Events & Communications WG/SDM	TBA	TBA
2.CiC	Take 25 Young People on Residential PGL	£5500	TBA	Events & Communications WG/SDM	June	August
3.CiC	‘Bin the Black Sacks’	£400	TBA	Admin Officer	Ongoing	Ongoing

Children who Care

1.CwC	Take 50 Young People on Residential PGL	£6500	TBA	SDM/Events & Communications WG	Jan 2012	May 2013
2.CwC	Take 50 Young People on Day Trip (TBC)	£2500	TBA	SDM/Events & Communications	TBA	TBA

Foster Carers

1.FC	Annual Conference	£4000	ESCC Core Funding	Events & Communications WG/Gov Body	April	June
2.FC	Access to Monthly Surgeries with Departmental Management	N/A	N/A	Admin Officer	Monthly	Monthly
3.FC	Access to Independent Allegations Worker as necessary	£10000	ESCC	SDM/Company Secretary	Ongoing	Ongoing

Combined CiC/CwC/Foster Carers Projects

1.All	Inspirational Project	£3700	TBA	SDM/Admin Officer		
2.All	Annual Xmas Party and Bowling Event	£1300	Local Charity Groups	Events & Communications WG	June	December
3.All	Annual Pantomime Event (200 tickets)	£1300	Local Charity Groups/Carer Contributions	Events & Communications WG	June	December

End of Five Year "Building Brighter Futures" Programme 2009 - 2014