

REPORT FOR THE CHILDREN AND YOUNG PEOPLE'S TRUST EXECUTIVE GROUP

Date of meeting:	12 th September 2019
Report Title:	Progress monitoring and reporting template for the Children and Young People's Plan and Trust Strategic Priorities 2019 - 2022
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Status of report:	Confidential / Non Confidential
Approved by:	<i>Sarah Sinclair, Head of Commissioning, Governance and Partnerships.</i>

1.	<p>Purpose of report/ Introduction/ Background</p> <p>The purpose of this report is to present for consideration the reviewed monitoring/performance template which will be used to monitor progress against the Children and Young People' Plan/Trust Outcomes. The template and process has been reviewed to support the plan refresh. Also attached is an updated TEG report template which asks report authors to identify which Trust priorities the reported activity supports.</p> <p>Officers/Service Leads will be asked to report on areas of the plan as appropriate. TEG champions will continue to provide strategic understanding/overview in relation to Trust priorities and how they are being met. This process will be coordinated by the Partnership Support Officer and will be done on a quarterly basis with a summary report being provided to each TEG meeting for information. More in depth reports will also be presented to TEG on individual areas of development/practice as agreed via the TEG Work Programme.</p> <p>The evidence and lead service sections of the monitoring template require further development in partnership with partners to ensure they effectively identify good supporting evidence to demonstrate impact and correctly identify accountability. As many of the plan priorities were determined by Directorate/Service plans the majority of contacts/service leads have been identified however it is import to capture activity across the Trust and develop a collective approach to meeting plan/Trust objectives, required service change and continuous improvement. Monitoring reports will therefore be sent to all TEG members in addition to identified service leads.</p>
2.	<p>Recommendations</p> <p>TEG members are asked to review the document to ensure it will be an effective tool for demonstrating Trust outcomes.</p> <p>To support the effective implementation of this monitoring process within their Services.</p>
3.	<p>Conclusion/ next steps</p> <p>On agreement by TEG members the monitoring template will be circulated to partners on a quarterly basis, in advance of every meeting, for completion and a highlight report drawing together progress will be produced and presented at each TEG meeting. An annual report will then be produced.</p>

4.	Risks/ barriers <ul style="list-style-type: none"> • Non completion of template by partners • Key pieces of work which support Trust outcomes not being identified.
5.	Financial Implications None
6.	Co-production/ stakeholder engagement The CYP Plan monitoring requires a partnership effort to ensure that all the work undertaken via the Children and Young People's Trust is articulated and system change and achievement of outcomes are effectively demonstrated to enable feedback to key stakeholders. Children and Young People will play a central role in providing monitoring information in relation to the plan in addition to attending scheduled meetings/events to evaluate progress.
7.	Appendices/ background papers Monitoring Form Revised Report Template