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Department of
Children and Youth Affairs



Children and Young People's Services Committees: *Planning and Reporting Framework Workshop*

Presented by Colma Nic Lughadha, National Co-ordinator for CYPSC,
Centre for Effective Services

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GOAL & AIM

GOAL: To develop a CYPSC Planning and Reporting Framework

AIM of WORKSHOP:

To convene a working group of CYPSC stakeholders to consult with and to discuss the development of a CYPSC planning and reporting framework.



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OBJECTIVES of WORKSHOP:

- To clarify CYPSC specific planning and reporting activities already in place
- To elicit views on the purpose of CYPSC planning and CYPSC reporting
- To present learning about what exists in similar inter-agency initiatives in order to inform thinking and discussions regarding a CYPSC planning and reporting framework
- To identify parallel initiatives or processes and how they might contribute to / impact upon CYPSC planning and reporting
- To discuss what needs to be included in CYPSC reports; local to national and national to national.
- To identify what supports may be required by CYPSC for quality planning and reporting.



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Introductions

- Your name
- Your organisation
- Your role / job title
- Your CYPSC “hat” - if you are wearing one!



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Ground Rules

- *Chatham House Rule*: information disclosed during this meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified.
- Please respect the opinions of others.
- One speaker at a time.
- We may need to call a halt to certain discussions to remain on schedule.
- Every contribution is valued!



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Children and Young People's Services Committees

Local *interagency* structures to improve outcomes for children & young people

- Committees are responsible for **improving the lives of children, young people and families** at local and community level
- **Age remit** – 0 – 24 years
- Bring together a diverse group of public and not-for-profit organisations in **local county areas**
- Engage in **joint planning and co-ordination of services for children and young people**
- First four Committees established in **2007**; currently 23 committees in 23 counties or 27 local authority areas – at 88% coverage.
- **National roll out near completion – Clare, Laois/Offaly, Dun Laoghaire Rathdown.**

In alignment with *Better Outcomes Brighter Futures National Policy Framework for Children and Young People 2014 – 2020*



Better Outcomes, Brighter Futures

is the National Policy Framework for Children and Young People 2014 – 2020





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Blueprint for CYPSC



- Chart the development of CYPSC operationally and strategically over the next number of years

- ACTION PLAN

Monitoring, Reporting, Learning & Evaluation

“Development of reporting framework for CYPSCs”, p.35



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Children and Young People's Services Committees

Children and Young People's Services Committees (CYPSC) are a structure for bringing together a diverse group of agencies in local county areas to engage in joint planning and co-ordination of services for children and young people.

The overall purpose of CYPSC is to secure better outcomes for children and young people.



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Children and Young People's Services Committees Purpose

Ensuring that the needs of children and young people are identified and addressed

Planning and co-ordinating services for children and young people in the area covered by the CYPSC

Ensuring effective collaboration and interagency working

Promoting quality, evidence-informed planning and practice

Optimising the use of resources

Promoting best participation practice



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Membership of CYPSC

Senior management, representing a range of agencies/services including

Tusla
Child & Family Agency
(CHAIR)

Local Authorities
(VICE CHAIR)

Health Service Executive

Education & Training
Board

Young person
(18-24years)

Probation Services

An Garda Síochána

Irish Primary Principals
Network

City & County Childcare
Committees

Department of
Social Protection

National Educational
Psychological Service
(NEPS)

Third Level Institution

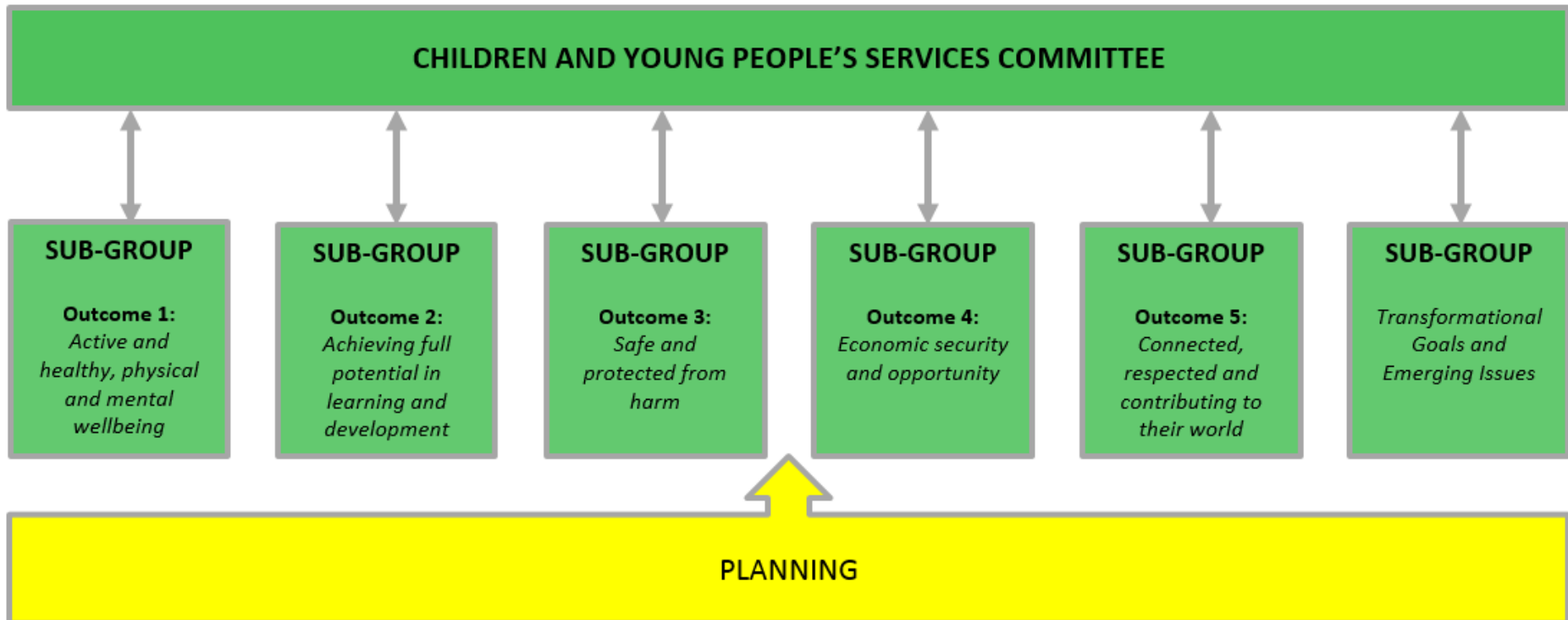
National Association of
Principals & Deputy
Principals

Social Inclusion Partners,
e.g. Local Development
Companies

Community & Voluntary
Services for children &
young people



Local Structure





Children and Young People's Services Committees Plan

Each Committee develops and implements an interagency 3 year Children and Young People's Plan for the County (CYPP), which is:

- Designed to improve outcomes for children and young people in their area
- Based on the 5 National Outcomes for children and young people in Ireland
- The CYPP includes:

1

- **Socio-demographic profile – how are our children & youth doing?**

2

- **Audit of services – what services are available in the county?**

3

- **Needs analysis – what does this info tell us about need in our county?**

4

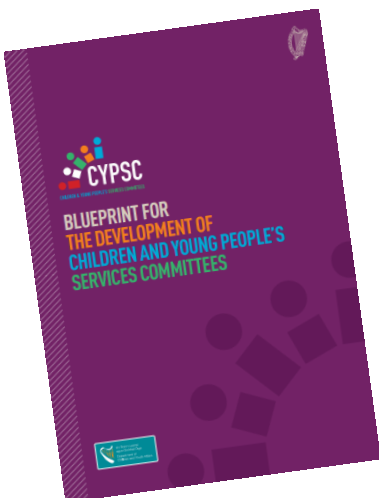
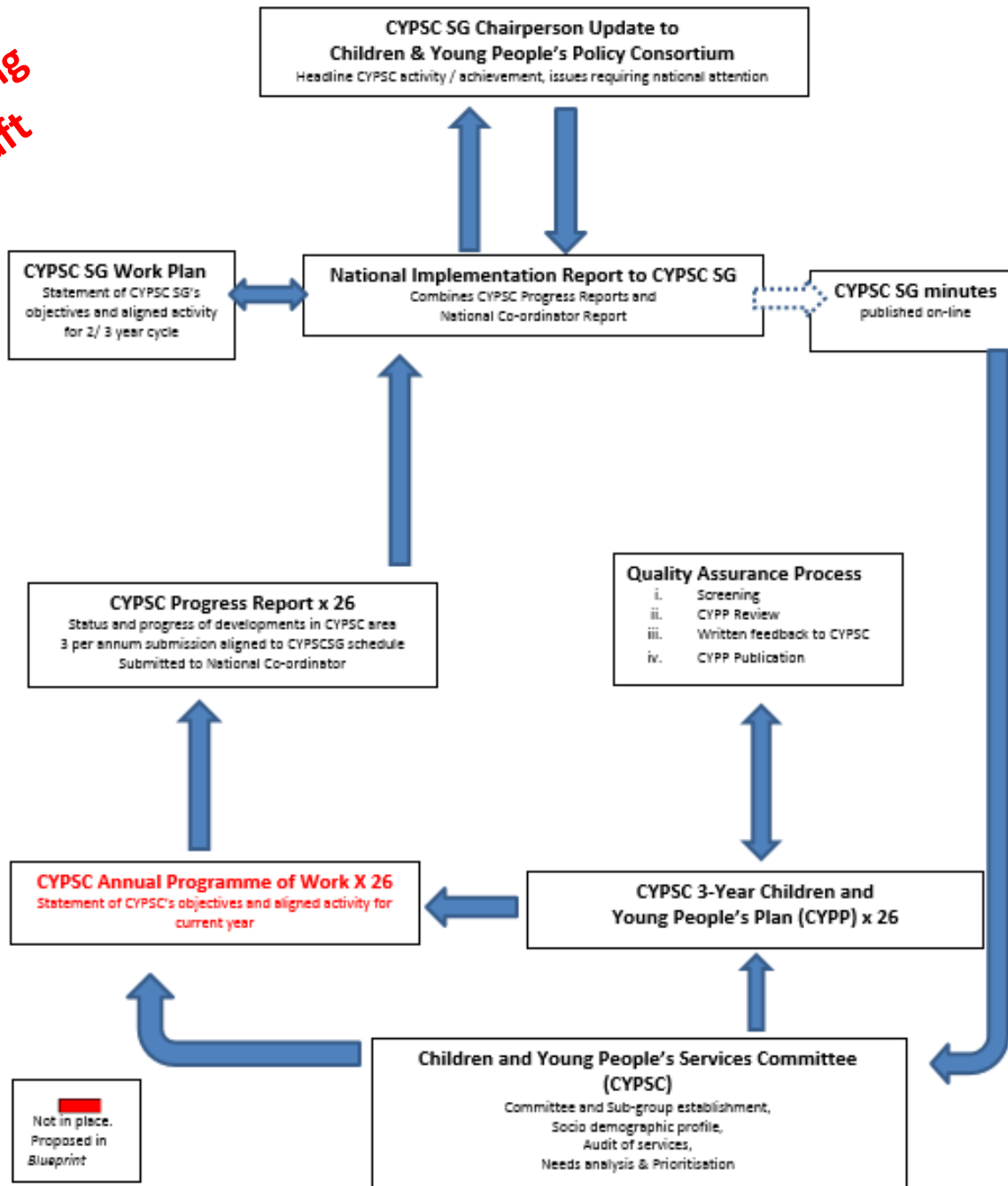
- **Action plan – what are we committing to do together?**

5

- **Review & monitoring – how will we know we did it / did it work?**

CYPSC Planning and Reporting Activity

Working draft



Not in place.
Proposed in
Blueprint



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Large group discussion - morning

PLANNING - Think about your own workplace

- What types of plans are produced?
- Why do we plan?

REPORTING - Think about your own workplace

- What types of reports are produced?
- Why do we report? And to whom?
- How are these reports used?



Types of plans

Type of plan	Description	Planning horizon	Specificity	Management Level
Strategic	Outlines major goals Outlines position and overarching strategy to attain goals	Long term	Directional	Upper and middle
Operational	Specifies actions and responsibilities to achieve strategic goals.	Short term	Specific	Middle and lower
Tactical	Describes the actions managers adopt to deal with a specific opportunity/threat	Short term	Specific	Middle and lower



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The benefits of planning

- Planning gives direction and purpose to an organisation; it is a mechanism for deciding the goals of the organisation
- Planning is the process by which management allocates scarce resources, including capital and people, to different activities
- Planning drives operating budgets – strategic, operations, and unit plans determine financial budgets for the coming year
- Planning assigns roles and responsibilities to individuals and units within the organisation
- Planning enables managers to better control the organisation



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Reports

Definition

A report is a document that presents information in an organised format for a specific [audience](#) and [purpose](#). Although [summaries](#) of reports may be delivered orally, complete reports are almost always in the form of written documents.

"**Reports** can fulfill four different, and sometimes related, functions. They can be used as **controls** to ensure that all departments are functioning properly, to **give information**, to **provide an analysis**, and to **persuade others to act**."

H. Dan O'Hair, James S. O'Rourke, and Mary John O'Hair, *Business Communication: A Framework for Success*. South-Western College Publishing, 2001)



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Benefits of reports

- Increased communication
 - multi-directional: upward, downward, lateral; Can connect units
 - Internal & external
 - Concurrent.
 - Also emphasises what is of concern or important to the report user
- More accurate planning and forecasting
- Supports better decision-making
- Timely evaluation and control
- Can change thinking!



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Small Group Work Questions - morning

QUESTION 1 - PLANNING

CYPSC currently develop three-year Children and Young People's Plans (CYPP)

- a. Why do CYPSC develop plans?
- b. Who is the audience of the CYPP / who is it for?
- c. How is the CYPP used?
- d. What, if anything, is missing from the current planning approach?
Consider timeframes & responsiveness, access to information, skills etc.
- e. What, if anything, is missing from CYPPs or is included but could be developed more? E.G. are there additional elements / sections that ideally should be included in a CYPP?
Are there aspects of current plans that could be strengthened?



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Small Group Work Questions - morning

QUESTION 2 - REPORTING

- a. What types of reports are CYPSC producing currently?
- b. How often are CYPSC producing reports?
- c. Who is the audience of the CYPSC reports / who are they for?
- d. How are CYPSC reports being used? For what & by whom? Consider local use, national use.
- e. How might CYPSC reports be used more and by whom?
- f. What would CYPSC like to report on? And why?
What would it take to make that happen?



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Small Group Work Questions - afternoon

QUESTION 1

What features are most relevant or helpful for inclusion in a CYPSC Planning & Reporting Framework? (bearing in mind the purpose of planning and reporting and bearing in mind the purpose of CYPSC.)

QUESTION 2

Are there existing initiatives or programmes or mechanisms relevant to planning and reporting that might assist CYPSC or that CYPSC could learn from to realise any of those features? i.e. what is already happening or planned that CYPSC could “tap” into or utilise?



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Large group discussion - afternoon

QUESTION:

What kinds of supports might CYPSC need to realise potential enhancements to CYPSC Planning and Reporting?

E.G.

- Specific guidance
- Training & supports

Is there anything else that CYPSC might need?



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Working Together

When we work together we can make a positive difference to the lives of our children and young people.

Working together in a sustained way is challenging, takes time and requires continuous learning; but it's worth it.

We are doing this through Children and Young People's Services Committees.



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