



# Cymorth:

## Children & Youth Support Fund Guidance



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

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**CYMORTH:  
CHILDREN AND YOUTH SUPPORT FUND**

**GUIDANCE**



# **CYMORTH GUIDANCE**

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## CHAPTER 1 - INTRODUCTION

**1.1** "Cymorth – the Children and Youth Support Fund" aims to provide a network of targeted support for children and young people within a framework of universal provision, in order to improve the life chances of children and young people from disadvantaged families. It will subsume and build on the existing programmes Sure Start, Children and Youth Partnership Fund, National Childcare Strategy, Youth Access Initiative and Play Grant. Much research indicates that the most effective interventions are delivered where all the dimensions relevant to the child are addressed. Partnership working of good quality, which can bring together statutory social services, education, and health specialists, with the voluntary sector, is proving to be an effective vehicle to do this. Services made available on an area basis can avoid stigmatising individual families.

**1.2** The Assembly Government has, following consultation, drawn up core aims for children and young people, founded in the UN Declaration on the Rights of the Child. The overall aim of Cymorth is to use partnership working and targeted investment in disadvantaged communities to promote those aims, and to impact positively, in the medium term, on the indicators of well being for children and young people – for example the child protection register; access to childcare; health indicators; school attendance; and youth crime.

**1.3** The Planning Guidance for Children and Young People's Partnerships, which accompanies this guidance, sets out the structure of partnerships that the Assembly Government will require within all local authorities to draw up an overall Framework for Children and Young People. This will include two subgroups: a Children's Partnership to make more detailed plans for children aged up to 10, and a Young People's Partnership, which will make plans for young people aged 11 to 25. Each of these sub-groups has the task of considering the needs of all the children and young people within the authority area. Their tasks will include, among other things, to draw up, manage, monitor and evaluate a local plan for the deployment of Cymorth funding. The Cymorth plan for the whole age span will ultimately be submitted to and owned by the Children and Young People's Framework Partnership.

**1.4** Cymorth funding will be only one element of the financial support for the children's and young people's plans, targeted on preventative services. The children's and young people's plans will need to influence the distribution of mainstream discretionary funding for universal services as well as other specific grants.

**1.5** The Cymorth plan should set out a five-year programme. Indicative allocations for 2003-4 are given in Chapter 8; allocations for further years should be assumed to be subject to change as the Assembly reaches its budget decisions. The allocations show a "lump sum"

applicable to all authorities, to reflect the fact that some expenditure on planning is not affected by population, and a formula element, based on the children's services element of the standard spending assessment.

**1.6** The plan should show a spread of activity against the Cymorth themes described below and across the age range. There should also be a spread of investment between the local authority, health providers, and the voluntary sector.

**1.7** The Childcare section of the Cymorth plan should form the basis of any future statutory requirement to produce a plan for childcare provision in the area. There is a separate note on the specific requirements for planning of, and support to childcare within this guidance.

**1.8** Some costs will be central for the whole Cymorth programme within the authority – planning, management, monitoring and evaluation. Most costs will be on activities in support of the local communities. The following minimum percentage investments of the allocation are recommended. These minimum values reflect the current pattern of funding as a starting point:

- 4% Planning, partnership costs, monitoring and participation of children and young people
- 4% Evaluation (though this 4% may be spread unevenly over several years)
- 35% Sure Start programme: Children under 4
- 12% Children aged 4-10 inclusive
- 35% Young people aged 11 - 25.

**1.9** Plans will be referred back if they do not adhere to the minimum investments or they do not cover the range of Cymorth themes sufficiently.

**1.10** However, it is recognised that this guidance may cause existing provision to be altered or refocused, and that the first year may be the beginning of a transition process.

**1.11** The plan should follow the model at Chapter 3. An electronic template to tabulate the programme is provided.

## CHAPTER 2 - PROCESS THEMES

**2.1** The Assembly Government intends to monitor and evaluate closely the process by which Cymorth is delivered. The following are seven important themes for the Cymorth process :

### **Focus on disadvantaged neighbourhoods, and particularly Communities First areas.**

**2.2** Cymorth is one of a number of Assembly Government regeneration initiatives for disadvantaged communities. A community focus offers the opportunity to improve life chances while maintaining a lack of stigma in the way services are offered.

**2.3** The Cymorth plan should be focussed on wards identified as Cymorth target areas (CTA's). There should be a justification for inclusion of wards that are not identified as Communities First areas.

**2.4** However, the partnerships should have discretion to offer certain services more widely – for example in providing information services; in considering non-geographical communities of need, such as disabled children; or if a service provided outside the immediate family community to young people is the best means of tackling disaffection and exclusion. It should also be recognised that mainstream services may provide similar services universally or in other areas. This is discussed further in Chapter 3.

### **Partnership working**

**2.5** The planning guidance on Children and Young People's Frameworks, accompanying this guidance, includes a best practice note on partnership working. We are looking to ensure that partnership working goes beyond formal structures to deliver effectively for children and young people. The research instruments developed by Children in Wales will be used for continued monitoring and national evaluation of the quality of partnership practice.

### **User involvement**

**2.6** We shall be looking for innovation and outreach to include children, young people, parents, neighbourhood groups, and normally excluded groups in decisions as to the services to be provided by Cymorth.

## **Adding value to mainstream services**

**2.7** All services provided by Cymorth must be additional to and distinctive from mainstream services provided by the local authority. They may refocus those services and seek to break down barriers that some groups face in accessing them.

## **Early preventative intervention**

**2.8** The level of investment recommended for the Sure Start element indicates the importance of providing a wide range of good quality services to young children and their families, to deliver the best possible outcomes later on. Within Cymorth we wish to see the principle extended to further age groups, providing services that can reduce the call on crisis interventions, such as receptions into the care system or involvement with crime.

## **Delivery from integrated centres and networks**

**2.9** Integrated centres can bring together a range of services that children and their families need: childcare, pre-school learning, family support, health promotion, open access play, and community training. A physical centre can be the focus of a network of services offered in an integrated but dispersed way within a community. The Assembly Government is setting a target that each local authority area should set up one such centre. This is outlined further within Chapter 6.

## **Inclusion**

**2.10** The Cymorth plan should include measures to ensure that children and young people facing potential barriers due to race, culture, gender, disability or sexual orientation, and their families, are properly served by all the activities provided. In some instances projects may have the specific objective to reduce such barriers, for example by working closely with children or young people with disabilities. Equally, an inclusive approach to participation and the planning of services should be demonstrated.

## **Evidence based practice**

**2.11** Cymorth activities should be either founded on research evidence, or recognised as innovative pilots and closely evaluated. The Assembly Government will spread awareness of such evidence through new guidance and evaluation arrangements.

## CHAPTER 3 - STRUCTURE OF THE CYMORTH PLAN

**3.1** The Cymorth plan should add to the content of the local Framework. There should be no need to repeat data and discussion that is contained in the Framework or in the Annual Reports of the Children's Partnership and the Young People's Partnership.

**3.2** The plan should be a working and accessible document that is constructed, owned and understood by the Framework partnership and all subgroups. A plan is a set of intentions to act that are subject to modification by subsequent information and knowledge. It captures those intentions at a moment in time but is constantly subject to review and change on the basis of evidence of progress or otherwise. It should be kept up to date and should form the main working reference document for the partnership. The Assembly Government will request annual progress reports, and an annual roll forward of the plan.

**3.3** It should contain the following sections: (Items marked \* are supported by a computerised template)

### Introduction/Background

- Description of how the plan has been produced and who has been involved (whose been consulted, whose collaborated and how people have been engaged).
- Explain linkages with other plans and reviews.
- Policy framework for Cymorth.

### Current position

- Assessment and analysis of need relating to national and local objectives. This is the baseline data from which the partnership can make judgements on what kind of services will be required to meet their objectives. Raw data sets should not be included in the body of the report but could be included in appendices if necessary.
- Audit of existing provision within the precursor programmes and related to the Cymorth themes.
- Analysis of existing provision including issues of quality, feedback from users, capacity, accessibility to users in terms of location and hours available. This analysis should also identify any gaps, shortfalls or over-provision.
- Identification of priorities – in particular the approach taken to area support, and the relationship between the plan proposed and the Communities First areas.

## Consultation with users and eligible populations

- Describe briefly the mechanisms for consulting with existing and eligible users.
- Description of the key messages derived from the consultation and how these views have been taken into account in the planning and delivery of services and activities.
- Description of the methods for feeding back to those consulted as to how their views have been taken into account.

## Objectives and targets

- Specify clear impact objectives for your programme as a whole (outcomes for children) and measurable targets. These will include targets against the key outcome indicators listed in the Cymorth themes at Chapter 8, but can be added to locally. They should reflect national and locally identified priorities and be capable of being used as a measure of the value of individual elements of the plan. Targets should have timescales for their achievement and if necessary be broken down into a series of steps towards the target showing the progress made in Year 1 and following years (milestones). \*

## Outputs

- List activities and services against the Cymorth themes, impact objectives and key outcome indicators to which they relate.\*
- List objectives and output targets for each activity and service, including as a minimum the number of users to be reached. In the case of registered provision, count the number of registered places. \*
- List the target ages for children or young people supported by the activity. \*
- Indicate whether the activity is targeted at Cymorth Target Areas. \*
- Indicate whether the activity is to be delivered through an integrated children's centre or associated network. \*
- Specify timescales and processes.

## Inputs and Funding Profile

- Specify proposed funding profile for each activity and service over the five-year period. \* (A lower level of detail will be acceptable for later years than for the first year of each plan.)
- For each activity and service, indicate whether it is local authority, health authority or voluntary sector led, the split in funding between these sectors, and the split between the age ranges 0-3, 4-10 and 11-25. \*
- Staff and other revenue costs. \*
- Capital expenditure. \*
- Other funding sources for the activity. \*
- Describe arrangements for reviewing expenditure.

## Monitoring and Evaluation Arrangements

- Outline how progress in achieving objectives and meeting targets will be monitored and reviewed.
- Outline the strategy for contracting independent evaluation and review, and combining this within internal monitoring and evaluation.
- Outline arrangements for gathering user feedback on services and activities and suggestions for improvements.
- Explain how the process of monitoring and evaluation links to the annual review of the plan.
- Further advice on monitoring and evaluation is given at Chapter 7.

## Central planning and participation

- Staff and associated costs involved in producing the local framework, and children's and young people's plans.
- An outline of the support given to participation of children, young people and their families in planning and associated costs.

## CHAPTER 4 - INTEGRATED CENTRES

**4.1** The Welsh Assembly Government wishes to see the establishment of integrated centres as a joint initiative between local communities, the voluntary sector, education, health and social services.

### Features of Integrated Centres

**4.2** The centres should not be stand-alone buildings but the nucleus of the programme of integrated children's services provided under Cymorth. They should be multi-functional and multi-agency, linking a network of providers such as parent and toddler groups, play groups, childminders, out of school clubs, adventure play sites and other leisure activities for young people to provide enrichment and skills for children, families and communities. They should also incorporate part time education provision for three year olds as an important part of the network. Services such as play groups, childminders and informal carers could be affiliated and supported in outreach settings and through multi-disciplinary training programmes.

**4.3** Other activities could include parenting support and a base for health visitors. Many of these services are already provided separately through Sure Start, the Children and Youth Partnership Fund and the Childcare Strategy. The centre-based network of services should build on and enhance existing provision and on the strengths of community groups. Particularly in rural areas, transport difficulties may mean that the activities at the centre are a relatively small proportion of the overall network of services. In some areas, agencies work in partnership, led or commissioned by social services, to provide children's or family centres that work with families where child protection is a significant issue, often on a referral basis. These centres can be seen as contributing to the local network of provision, delivering a specialist element, either exclusively or as part of a wider programme of provision for the local community.

### Key Features

**4.4** The precise services to be provided in any centre-based network will depend on local circumstances. However, we propose that the following should be essential features. Where possible they should be included within a physical centre; but in all cases they should form part of a network of associated services.

## Early Years Education

**4.5** Centres should provide half-time placements from the term following the child's third birthday. The establishment will be required to work towards the common standards and benchmarks in "Desirable Learning Outcomes" and meet the needs of children with special educational needs. As part of the commitment in *The Learning Country*, consideration is being given to the development of a specific stage foundation stage of learning from 3-7 years. Each centre should have a clear statement regarding the main language in use and its commitment to the development of any other languages.

## Childcare

**4.6** The network of services should include an element of childcare to meet the needs of parents in work, training etc who need assurance that their children can be left there between certain hours. This could be all or any of the following:-

- full day care for 0-3 year olds;
- "wrap-around care" for 3 and 4 year olds;
- before or after school or holiday care for those of primary school age; and
- before or after school or holiday activities for those aged 11 to 14.

**4.7** In order to avoid a "two-tier" childcare strategy, a charge would be made for this childcare, although local partnerships will be free to propose subsidies for this provision in addition to the subsidy which purchasers could claim through the Working Families Tax Credit.

## Open Access Play

**4.8** Provision will be a key component of the Assembly's play strategy, following the play grants of the past two years. Provision will be supervised and free. It is intended that it should include adventurous outdoor activity as well as organised sports. The age range, as with other aspects, will be a matter for local discretion but could go up to around age 15.

**4.9** This provision will have two main purposes. It will meet the need for stimulating activities for the early teenage years, which was one of the original justifications for the Children and Youth Partnership Fund. It will also provide an opportunity for children's play and enrichment, at little or no cost, in disadvantaged areas. Although, by virtue of the nature of open access play there can be no guarantee that children and young people will be present between set times, the open access play will provide positive experiences for the children and young people.

## Training and Community Development

**4.10** Depending on local needs the centres could provide a variety of training - in childcare of early years education, parenting support, or IT and other training designed to get parents back to work.

## Funding

**4.11** In preparing plans for these centres, Children and Young Peoples' Framework partnerships should draw on all possible streams of funding. It is anticipated that the New Opportunities Fund will make available capital funding for integrated centres, where this will support childcare or open access play. Capital and revenue funding is available from the Assembly Government for the costs of half time early education provision for three-year olds. It is envisaged that many existing services currently provided by Sure Start or the Children and Youth Partnership Fund might relocate to an integrated centre, or be part of a network served by a centre.

## CHAPTER 5 - PLANNING AND DELIVERING CHILDCARE PROVISION WITHIN THE CYMORTH PLAN

**5.1** The planning and delivery of childcare should be integrated into the Cymorth plan.

**5.2** The Cymorth plan "current position" section should include an analysis of the current provision of childcare, and the evidence of unmet demand uncovered by surveys, providers, employers, the Employment Service etc.

**5.3** The "objectives and targets section" should include targets for childcare provision and targets related to the childcare workforce.

**5.4** The activities and services delivered by Cymorth should include a programme of childminder start up grants, a programme of sustainability grants, a children's information system, and a programme of childcare training support.

### Child minder Start up Grants

**5.5** All newly registered child minders should be eligible for a start up grant of £300. The grant will be delivered through the provision of goods and services. The EYDCP should fund provision of the NCMA "Quality Start" Package, at a cost of £110 per childminder. The remainder of the grant will take the form of free of charge attendance at pre-registration training, and further one-to-one mentoring. These latter services will be provided by the National Childminding Association under contract with the Welsh Development Agency, and will therefore not require EYDCP funding. The pre-registration training will include the Introduction to Childminding, First Aid, and Basic Food Hygiene courses.

**5.6** The 'Quality Start' package includes the following :

- 12 months' NCMA membership
- 12 months' NCMA public liability insurance and legal representation
- NCMA cashbook and attendance register
- NCMA accident/incident and medication book
- Set of five childminding contract forms
- Set of five child record forms' and
- Fire blanket

**5.7** The partnership should give consideration to grants or provision of equipment up to an additional £300 in value where:

- Child minders are located in disadvantaged areas and they can demonstrate that to begin business they need additional grant; and
- Child minders propose to cater especially for children with special needs and will use the additional grant for appropriate equipment or adaptations.

**5.8** Details of expenditure on child minding start-up grants should be included within the normal partnership claim. Claims from childminders will only be eligible for payment where registration is successful. However, partnerships may consider payment in advance of registration where there is financial need and the local Senior Inspector for Under 8s of the CSIW is of the view that registration is likely to take place.

**5.9** It should be a condition of the grants the partnerships make that any childminder receiving the grant and subsequently ceasing to be a childminder within 12 months of registration may be required (where appropriate) to repay some or all of the grant received. Where assets have been purchased such as toys and equipment and they are still in reasonable condition, these should be returned to the Local Authority.

## **Sustainability and small grants schemes**

**5.10** Partnerships should consider how they intend to address the sustainability of childcare providers. This will include a fair and transparent opportunity for settings to access partnership funds.

**5.11** All partnerships should set aside a sum of money within their allocation available for distribution via an open bidding round for childcare settings. It may be appropriate to have two funds, one for small grants for equipment, and another for strategic sustainability grants where settings meet a community need but are at severe risk of closure. It is important that criteria for assessing bids are established that are relevant to the locality and publicised prior to inviting bids.

**5.12** Partnerships may wish to explore other ways in which groups can be sustained, for example:

- An assisted places scheme;
- Subsidy to training;
- Support to settings in applying for other sources of finance, e.g. Children in Need, New Opportunities Fund, other Lottery sources; and
- Encouraging joint work and equipment sharing with schools.

## Children's information services

**5.13** Further guidance regarding Children's Information Services will follow the Assembly Government's response to the recent review conducted by HEDRA Ltd.

## The Care Standards Inspectorate for Wales (CSIW)

**5.14** This Inspectorate is constituted as a Division of the Welsh Assembly Government with effect from 1 April 2002, and will replace local authority Registration and Inspection units. Partnerships should maintain close contact with the local office of the Inspectorate, and especially the Senior Inspector for childminders and day care for children under 8 years of age. A protocol is currently being drafted to clarify these contacts. Partnerships should invite the Senior Inspector to attend their meetings as an observer.

## Training

**5.15** Partnerships should note that the role of the new Care Standards Inspectorate for Wales (CSIW) will be limited to registration and inspection. The CSIW will not carry out or procure training, although they will provide briefing sessions for prospective childminders and day care providers on the registration process and the national minimum standards. It is for Partnerships to use their funds strategically in conjunction with local authority discretionary resources to support childcare providers in meeting the training requirements in the new national minimum standards, and more generally to raise quality.

**5.16** An effective training programme should include elements such as:

- Child protection;
- First Aid;
- Playwork;
- Consulting with children and parents;
- Integrating children with special needs;
- Business support and management.

**5.17** The CSIW will aim to integrate their pre-registration briefing sessions with the pre-registration training provided or procured by Partnerships, wherever this makes sense locally.

**5.18** Information on childcare training opportunities should be offered by the local children's information service.

## CHAPTER 6 - THEMES FOR ACTIVITY, AIMS AND KEY OUTCOME INDICATORS

**6.1** The following are the Cymorth themes for activity. Each carries an overall aim for the theme, and key indicators for local and national use. Local partnerships may add to this minimum set other relevant local indicators and targets. Following receipt of the first plans, national targets will be announced.

**6.2** All activity should be consistent with, and presented under, one of these themes.

**6.3** The themes are as follows:

- Family support;
- Health improvement;
- Play, leisure and enrichment;
- Empowerment, participation and active citizenship;
- Community development;
- Training, mentoring and information; and
- Building childcare provision.

### Children's Safeguards

**6.4** Cymorth funding should only be provided to projects where adequate children's safeguards are in place.

**6.5** Where projects involve persons having direct contact with children (whether as volunteers or casual, part-time or full time project workers) the appropriate Criminal Records Bureau disclosures should be sought. These are:

- Enhanced Disclosure, for posts involving a substantial degree of contact with children. In general the type of work will involve regularly caring for, supervising, training or being in charge of children.
- Standard Disclosure, primarily for any other posts that involve working with children.

**6.6** In addition, projects should have adequate written child protection policies and procedures in place and these should be made available to all project workers, parents and carers.

## THEME A – FAMILY SUPPORT

### Related Welsh Assembly Government core aims

Ensure that all children have a flying start in life and the best possible basis for their future growth and development.

Ensure that all children and young people enjoy the best possible physical and mental, social and emotional health, including freedom from abuse, victimisation and exploitation.

### Cymorth theme aim

To ensure families have access to support that will foster positive relationships between parents and children.

### Key outcome indicator

A1 Number of receptions into local authority care per financial year

### Possible additional indicators

Use of the 4-year-old health visitor assessment  
Qualitative assessments of service users  
Use of Rickter scale

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Parenting programmes	Parenting programmes
Crèche support to parent groups	Family conferencing
Parent/toddler groups	Single parents' groups
Promoting alternatives to smacking	
Story sacks	
Home Start	

## THEME B – HEALTH IMPROVEMENT

### Related Welsh Assembly Government core aims

Ensure that all children and young people enjoy the best possible physical and mental, social and emotional health, including freedom from abuse, victimisation and exploitation.

### Cymorth theme aim

To promote the healthy development of children (including before birth) and young people by providing more intensive community health support or to break down barriers to mainstream health services.

### Key outcome indicators

- B1 Proportion of low birth weight babies
- B2 Pregnancies in women aged below 18

### Other possible indicators

- Sexually transmitted infection rates.
- Results of substance misuse surveys.

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Drop in health advice at Sure Start centre	Peer support worker
Combining Health promotion with other Cymorth themes – e.g. play, mentoring	Combining Health promotion with other Cymorth themes – e.g. play, mentoring
Support for the development of the local healthy school scheme	Sexual health worker
Culturally - sensitive family and health support services	Support for the development of the local healthy school scheme

## THEME C – PLAY, LEISURE AND ENRICHMENT

### Related Welsh Assembly Government core aims

Ensure that all children and young people have access to play, leisure, sporting and cultural activities.

### Cymorth theme aim

To develop play opportunities appropriate to age, and thus assist with their emotional, physical, social, intellectual and creative development.

### Key outcome indicators

Number of play scheme places and other play opportunities broken down by:

C1 Open access play

C2 Holiday play schemes

C3 Static unstaffed provision

C4 Development of local play strategy

(Note - these indicators overlap outcome indicators for Theme G – Building Childcare Provision).

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Parent/toddler groups	Out of school clubs
Story sacks	Holiday play schemes
Toy libraries	Open access play provision
Music, dance and art groups	Creative arts groups
Playgroup/cylchoedd meithrin	Integration of disabled children into leisure opportunities
Development of play strategy	Mobile and outreach leisure
Open access play provision	Transport support to play/ leisure
Out of school clubs	
Holiday play schemes	
Mobile and outreach leisure	
Integration of disabled children into leisure opportunities	
Creative Arts Projects	

## THEME D – EMPOWERMENT, PARTICIPATION AND ACTIVE CITIZENSHIP

### Related Welsh Assembly Government core aims

Ensure that all children and young people are listened to, treated with respect, and are able to have their race and cultural identity recognised.

### Cymorth theme aim

To develop new forms of support to children and young people that empowers them to participate fully in their local and wider community.

### Key outcome indicators

D1 Regularly functioning local children and young people's forums

### Other indicators

Evidence of children and young people involvement in designing, planning and reviewing Cymorth activities.

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Children's Forums Involvement of children in service planning Inclusion of hard to reach children Challenging racist attitudes	Participatory youth work Young people's forums Involvement of young people in service planning Inclusion of hard to reach young people Challenging racist attitudes

## THEME E – COMMUNITY DEVELOPMENT

### Related Welsh Assembly Government core aims

Ensure provision of a safe home and a community that supports physical and emotional wellbeing.

Ensure that all children and young people are not disadvantaged by child poverty.

### Cymorth theme aim

To support disadvantaged communities in improving the well being of their children and young people.

### Key outcome indicators

E1 Number of training opportunities linked with children and family services provided by the fund.

### Other indicators

Links with community capacity building.

Evidence of community consultation and participation.

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Support to childminder networks Business advice and other training for local childcare enterprises Crèche support to community training Support to voluntary initiatives working with children	Support to youth involvement in community regeneration Support to young peoples' community volunteering Support to voluntary initiatives working with young people

## THEME F – TRAINING, MENTORING AND INFORMATION

### Related Welsh Assembly Government core aims

Ensure that all children and young people have access to a comprehensive range of education, training and learning opportunities, including acquisition of essential personal and social skills.

### Cymorth theme aim

To ensure that children and young people disaffected from education or who are in danger of becoming disaffected, training or employment receive training, mentoring and information to enable them to maintain engagement with education, training or employment as appropriate; to develop the capacity of the local community to support their children and young people; to ensure local people have access to information about childcare and services to children and young people.

### Key outcome indicators

- F1 School absences – days per annum
- F2 Number of young people aged 16-18 not in education, training or employment
- F3 Childcare information services meeting national minimum quality standards and level of usage
- F4 Proportion of childcare settings with level 3-qualified leader
- F5 Number of 14 and 15 year olds leaving compulsory full time education or residential care without qualifications

### Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Home Start Sure Start information service Childcare information service Childcare training Family support information services	Outreach services for young people who have dropped out of education, training and who are not in employment Mentoring of young people disaffected from education/ training/ employment Alternative curriculum Key skills development "Drop in" youth information services Contribution to integrated children and young people's information service Work with disaffected young people from ethnic minorities

## THEME G – BUILDING CHILDCARE PROVISION

### Related Welsh Assembly Government core aims

Ensure that all children have a flying start in life and the best possible basis for their future growth and development.

Ensure that all children and young people have access to play, leisure, sporting and cultural activities.

### Cymorth theme aim

To build the quality, affordability, diversity, and accessibility of childcare provision, especially but not exclusively within the Cymorth target areas.

### Key outcome indicators

Number of registered child places in each type of childcare setting:

G1 Childminders

G2 Sessional care

G3 Full day care (excluding out of school clubs' holiday schemes)

G5 Holiday play schemes

G6 Out of school clubs, showing separately: breakfast care, after school care, holiday care, open access play

### Other indicators

Welsh language provision appropriate to the area and demand.

Number of settings meeting recognised quality standards.

## Examples of activity

<i>Children's partnership</i>	<i>Young people's partnership</i>
Sustainability support and business advice to all daycare settings	Sustainability support to out of school clubs
Childminder start up grants	Childcare information services
Childcare information services	Support and training to assist childcare providers achieve quality standards
Support and training to assist childcare providers achieve quality standards	Advice to potential new childcare providers
Advice to potential new childcare providers	Liaison with Care Standards Inspectorate for Wales and the New Opportunities Fund
Liaison with Care Standards Inspectorate for Wales and the New Opportunities Fund	

## CHAPTER 7 – MONITORING AND EVALUATION

**7.1** In determining the purpose of monitoring of projects/programmes by partnerships it is primarily important to define the meaning of monitoring. Monitoring is about supervising and maintaining close regulation of a process. The purpose of monitoring of projects by the partnership is to:

- maintain activities as agreed in the overall plan;
- analyse information in relation to targets and objectives;
- measure outputs and outcomes;
- ascertain that projects are providing value for money;
- provide effective information on evidence based practice; and
- improve and develop services provided by professionals and projects.

### Maintenance of activities as agreed in the overall plan

**7.2** In planning projects, partnerships need to consider the aims in relation to those stated for the overall plan. The aims are the intended purposes of the project.<sup>1</sup> In setting aims for projects, partnerships should undertake an analysis of the needs of the local population in relation to the available demographic information on health, social and educational indicators. This analysis should describe the perceived benefits of the project(s) to the locality and its population.

**7.3** Partnerships, usually through their partner agencies, will set the aims of projects at a local level, relating them to the aims of the programme overall. This will ensure that some consistent information is gathered by and across partnerships that enables comparisons of projects and programmes at a national level.

**7.4** Partnerships should consider linkages with other relevant plans and initiatives in setting the aims and objectives of the project/programme in the plan in the interests of best value (see below).

**7.5** Partnerships should consider monitoring and evaluation of the projects in relation to the aims stated in the plan. This should include the types and sources of information that will be taken into account in monitoring the performance of projects.

## Analysis of monitored information in relation to targets and objectives

**7.6** A basic structure for the monitoring of projects should include:

- identified baselines;
- targets which relate to the aims and objectives of projects and programmes;
- qualitative data collection methods to gather information from project users by means of a variety of methods, e.g., satisfaction questionnaires, focus group interviews, case studies, in-depth interviews;
- quantitative data collection methods to gather information on the numbers of users, attendees, volunteers recruited and trained, referrals/ service contacts, number of sessions delivered, duration and intensity of contact, drop-out and refusal of service, e.g., via postal questionnaires, records of contact numbers, attitude scales; and
- analysis of the collected data to determine the performance of the project(s) in relation to targets, aims and objectives and feed back into the planning process in order to improve project performance.

**7.7** It is essential that partnerships set and gather information on appropriate baselines at the outset of a project so that performance can be ascertained as a result of comparison with the information gathered for the purposes of project monitoring. These should include the key outcome indicators shown against each Cymorth theme

**7.8** Partnerships need to set realistic measurable targets, which relate to the aims and objectives of the project itself, as well as the overall aims and objectives of the programme.

**7.9** Objectives are the steps that should be taken to ensure that the aims are met. In the case of Sure Start, a service aim might be to reduce dental decay. This aim is very broad so a service might break this down into a series of smaller objectives, such as:

- Providing information to parents on the importance of dental hygiene;
- Informing parents of the dangers and consequences of giving children food and drink that is high in sugar content; and
- Informing parents of the importance of registering a child with a dentist.

## Measuring outputs and outcomes

**7.10** Partnerships need to monitor outputs and outcomes of projects in order to determine their success. Outputs are concerned with quantities, e.g., number of users a project might have, number of contacts/ sessions delivered, number of volunteers recruited. The monitoring of outputs should also include some detail of intensity of intervention or duration of contact if they are to be meaningful. The monitoring of project outcomes is concerned with the impact or consequence of the service delivered by a project upon the user. Partnerships should closely monitor the quality and impact of projects upon its service users in order to gauge its performance and implement any suggestions for improvement.

## Quantitative and qualitative methods data collection

**7.11** Various methods of data collection can be used by partnerships in order to monitor project performance. To provide a holistic view of the service being delivered by projects both quantitative and qualitative information should be gathered. Quantitative approaches assume the collection of numerical data, which is amenable to statistical manipulation. Data collected using qualitative research methods is more verbal and requires a different method of exposition. Qualitative data collection and analysis strives to provide satisfactory explanations of social activities through accounts collected on the perspectives, culture and 'world-views' of the people involved. The variety of methods of data collection available for both qualitative and quantitative research has advantages and disadvantages. Partnerships should explore the options and consider the best methods in respect of the type of project being monitored and the time, staffing capacity and resources available. In some cases partnerships may decide that the services of an independent evaluator would be useful in helping them decide the form of monitoring best suited to themselves (see below for commissioning and deployment of independent evaluation).

## Value for money

**7.12** It is necessary for partnerships to closely monitor projects in order to ascertain if they are providing 'best value'. Projects should provide value for money by meeting an identified need (as outlined at the planning stage) without duplicating or threatening existing services. It is important to make explicit the criteria by which value for money will be judged.

## Evidence based practice

**7.13** Professionals need and want to know how effective they are in their practice. Monitoring project activities, outputs and outcomes provides valuable information to enable professionals to determine how well they are performing and if and where improvements or changes need to be made. This ensures partnerships are providing projects and programmes that have been developed using evidence-based practice.

**7.14** It should be the expectation that all staff, both practitioners and managers, providing activities and services within the programme would be involved in the monitoring and evaluation of their service. There may be a need to provide support and further training but one of the main benefits of staff engagement in these activities is to provide direct feedback at the point of service to those who deliver it. This provides incentives for change and a focus on improving the quality of services. Much of the monitoring programme can be carried through in this way. Extra steps would be the provision of external support and/or a decision to bring in external evaluation (see below).

### **Improving and developing services**

**7.15** It is critical that partnerships analyse the results of the monitoring of project(s) and programmes in order to ascertain if their aims and objectives have been met. The results of the analysis of the monitoring should lead to revision of project(s) and programmes so that improvements and developments can be made. The improvement and development of project(s)/programmes should be a five stage process:

- An outline of the purpose of the project/programme including targets, aims and objectives;
- Implementation of the project/programme;
- Monitoring of the project/programme using a variety of methods;
- Evaluation of the results of the monitoring of the project/programme; and
- Revision and improvement of the project/programme design.

**7.16** It is critical that the monitoring process is ongoing and should involve regular reports and periodic review. The reports should include details of:

- The most successful aspects of projects;
- Monitoring and evaluation methods and results, including examples of data collection instruments, reports of results on outputs and outcomes relating to progress in meeting targets from analysis of data collected;
- Accounts of good practice;
- Benefits accrued (for the programme as a whole as well as for individual projects);
- Lessons learnt; and
- Issues arising, for example any gaps, problems or difficulties.

**7.17** The partnership should examine the reported information at regular intervals, provide feedback to the projects across various programmes and where necessary take action upon it.

## The Commissioning and Deployment of Independent Evaluation

### Why choose independent evaluation - what are the major benefits of an independent evaluation?

**7.18** The most effective partnerships will recognise the need to be constantly learning and developing the project(s)/programme in response to changing needs and proven effectiveness. Therefore the monitoring and evaluation of a project and programme is the responsibility of the partnership. Monitoring is about ensuring that the process is taking place, whilst evaluation is concerned with the value of the process itself and is concerned with the overall outcome.

**7.19** Evaluation is used to determine the value of a process, e.g., how effective was that project in meeting its aims, objectives and targets. However, in some circumstances the commissioning and deployment of an independent evaluation of project or programme will be necessary.

**7.20** The decision to commission and deploy an independent evaluation of a project, or programmes should be based upon consideration of the several advantages that an independent evaluation can provide over those that can be conducted internally. These are:

- An additional element of independence/objectivity - independent evaluation provides an additional level of independence and objectivity that is not possible if evaluation is conducted at an "in-house" level. This might be particularly suited to particular types of evaluation, e.g., reported effectiveness of projects/partnerships by their members;
- Expertise in the specific field being researched; and
- Expertise in the methodology of conducting assessment and added value resulting from:
  - Support for staff where levels and capacity to conduct an evaluation at an in-house level are currently limited.
  - Bringing people to a higher level of confidence and competence through training and working alongside them.
  - Provision of an interface with project staff/users/project and programme managers/members of the partnership.

## Considerations for partnerships before commissioning and deploying an independent evaluation

**7.21** Partnerships should ask themselves the following important questions before commissioning and deploying an independent evaluation:

- What are the reasons why this evaluation cannot be carried out "in-house"?
- How much of the allocated project/programme budget should be spent on independent evaluation?
- Does the independent evaluator(s)/ agency/ organisation have sufficient expertise and 'a proven track record' in conducting assessment and evaluation?
- Does the independent evaluator(s)/ agency/ organisation have relevant expertise in the field being evaluated?
- Are the independent evaluator(s)/ agency/ organisation able to adequately demonstrate appropriate expertise in the field being researched, knowledge of the various funding programmes and the requirements for their evaluation within the political context?
- Are the independent evaluator(s)/ agency/ organisation required to abide by professional standards regarding the issues of ethics and confidentiality?
- Are the independent evaluator(s)/ agency/ organisation in receipt of appropriate professional liability insurance to conduct work of the given nature in the given context?
- Do the independent evaluator(s)/ agency/ organisation have the appropriate capacity to conduct the evaluation as specified by the partnership?
- Is the independent evaluation to be a piece of academic evaluation, where the outcome can be reported at the end of a programme. Or is it to be action research, where the results of the evaluation can be fed back into the delivery of the programme at regular intervals and action taken upon this feedback where appropriate?
- Does the proposed evaluation contribute to a broader national programme of evaluation and is its design consistent in order to augment the learning from elsewhere?
- Is this an evaluation of a novel approach or model which will advance knowledge of what works and could be applied more widely if rigorously tested?

## CHAPTER 8 - ALLOCATIONS

The allocations for Cymorth for the financial year 2003-4 are as follows. The baseline for future years is the same, but will be subject to change as the Assembly reaches its budget decisions.

They include £210,000 for each authority, with the remainder allocated by formula.

Anglesey	854,696
Blaenau Gwent	1,066,455
Bridgend	1,742,934
Caerphilly	2,543,572
Cardiff	4,953,937
Carmarthenshire	1,793,884
Ceredigion	715,436
Conwy	1,244,767
Denbighshire	1,154,922
Flintshire	1,654,734
Gwynedd	1,254,589
Merthyr Tydfil	1,096,540
Monmouthshire	842,148
Neath Port Talbot	1,969,662
Newport	2,356,008
Pembrokeshire	1,312,512
Powys	1,168,496
Rhondda Cynon Taff	3,113,182
Swansea	3,409,326
The Vale Of Glamorgan	1,708,445
Torfaen	1,516,266
Wrexham	1,662,491
<b>Total</b>	<b>39,135,000</b>

Completed plans should be sent to:

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