

## Appraisal application form for Interaction NMP Board

<b>1. Title of proposal</b>	<b>Pier Childrens Centre – Continuation of funding 2008/09; Contribution to annual officer lease costs and purchase of sensory equipment</b>		
<b>2. Date submitted</b>	<b>21<sup>st</sup> April 2008</b>		
<b>3. Summary of proposal (max 150 words) i.e. what does the proposal involve and what will it achieve?</b>			
<p>The project was created through a previous bid for NM funding and has been extremely successful in engaging vulnerable families from within the Pier ward who drop-in to a well presented and inviting environment that promotes improved outcomes for children in line with the ethos of Tendring Children's Centre services and provides a true multi-agency platform for the provision of integrated services for children and families.</p> <p>The project is now largely supported through Tendring Children's Centre Services, such has been the impact of the drop-in, however the project remains outside of the offer required to be delivered and its sustainability within the District Children's Centre budget is reliant upon accessing additional external funding.</p> <p>In addition to requesting support for the delivery costs of maintaining a high profile drop-in environment for families with children under the age of five within the Pier Ward. Funding is requested to develop the provision in response to local consultation with families and provide a well resourced sensory environment tailored to the needs of children with special / additional needs.</p>			
<b>3. How much will the proposal cost in total?</b>			
	From NM	From other sources	Total
Purchase of Sensory Equipment	£4,950	Surestart	
Contribution to annual premises lease cost	5,000	28,424	<b>38,374</b>
<b>Total</b>	<b>£9,950</b>	<b>28,424</b>	<b>38,374</b>
<b>4. Organisation responsible</b>			
Name of contact and position	Fiona Young Pier Children's Centre Co-ordinator Tendring Children's Centre Service		
Address	78-80 Pier Avenue, Clacton on sea, Essex CO15 1NH		
Phone	01255 475734      mobile 07989 417050		
e mail	<a href="mailto:fiona.young@guinness.org.uk">fiona.young@guinness.org.uk</a>		

## ***B The proposal***

### **1. What is the problem you are trying to address?**

Set out the problems and causes, using statistics and evidence where available – referring to the delivery plan and its targets and outcomes

Although we are able to engage families more regularly being in the centre of town we still have a long way to go with engaging hard to reach families and make more services available to the families who live with the local area to remove more barriers for them to engage in the programme. After consulting with families who use the centre we have a fair percentage with children who would greatly benefit interaction with sensory equipment and trained staff within a safe environment they are comfortable with. There are only two other sensory resources in the Tendring area and both out of the reach of families in Clacton town and these families need to have a choice of where they want to, and feel comfortable to take their children, so we can improve the outcomes for the children and break the cycle of deprivation to those in need.

I have recently been appointed as the new Children's Centre Co-ordinator for this project and after successfully receiving funding in 2007 the Pier Children's Centre drop in has engaged with over 300 families on a regular, sessional and ad hoc basis totalling over 3,500 contacts with vulnerable parents 40% of whom live within the Pier Ward of Clacton and 34% of whom have never accessed Sure Start or Children's Centre services before.

This continues to be a popular service with many partners involved such as Health visitor, Dietician, Health team, Library, Teen Talk, Job Centre Plus and many others.  
Services we deliver from the drop-in include: baby massage, lone parent advisor drop-in, story sessions, crafts and play, physical fun, washing and drying facilities etc

We intend to expand the partners already involved and make sure we are providing the support and services needed by the families accessing.

### **2. Proposal objectives?**

List the objectives for the proposal (these should be measurable) which can be used to evaluate the impact of the project

To create a multi-sensory area within the Pier Children's Centre Drop-In  
Promote the use of the multi-sensory space with parents and partners  
Educate service users on the benefits of multi-sensory resources on child development and behaviour for all children  
To increase 'reach' for the project by 10% year on year  
To increase engagement with vulnerable families and increase registration to Tendring Children's Centre Services  
Increase referrals and signposting to services for families provided by partner agencies

### 3. How do you propose to address the problem?

List the activities and set out who will benefit.

Funding will ensure the sustainability of the Pier Children's Centre Drop-In which is an already well established and well appointed service providing vital support to parents with children under 5.

In addition funding will enable the project to provide a direct response to the consultation undertaken with parents as service users and develop a multi-sensory resource space for use on an 'as and when' or appointment basis.

Both the Drop-In provision and the Multi-Sensory resources enable Tendring Children's Centre Services to provide direct support for families with limited social networks or who traditionally do not engage with more mainstream and statutory services ensuring that the family have access to opportunities, advice and support that will inform the life choices they make and improve outcomes for their children in line with Every Child Matters and the Children Act 2004.

**4. How does this proposal address the problem.** List activities and describe evidence from similar initiatives if possible.

By providing this drop-in centre, which is central to our programme we will give the families in Tendring a place to engage us and find out about activities , partner agencies and receive support through :

Breast feeding support

Information on further training

Information on various child topics

Health visitor - general discussion

Dietician on regular basis

Support through Women's Refuge outreach

Support on bonding with your child

Physical development for children

Access to library story sessions

Craft activities

Support from staff and volunteers for parents

Lone parent advisor-JCP sessions

Network with other families

As mentioned above the evidence is in the amount of families accessing the drop-in and the regular families who either not able or won't attend other centres as this is local for them and they feel comfortable / safe and have been able to build relationships with both the staff and other families accessing the centre.

**5. Community involvement**

How have residents been involved in developing the proposal?

We have recently undertaken a district wide consultation exercise (report to follow in May) which asked all parents of children under 5yrs what they want to see in their area and what would benefit their family. From this we will be able to move forward with services in Tendring. As a programme we are very proactive in consulting with families and at all our centres encourage them to give us feedback through comment cards and suggestion boxes and then we reply and display the comments and responses so they can see their voice is heard. At the drop-in we also have a wipe board available for parents to write comments, suggestions and ideas on and again we will respond and display them comment and response. Many parents feel there is very limited resources in the area for sensory needs but they are also concerned they are unable to get to sensory resources already in operation.

**6. Management arrangements?**

Describe the arrangements for ensuring the proposal is managed, monitored and delivered as planned. Please give names of two references or referees (people that you've worked with before) that we can contact in advance of the appraisal process.

All funding is centrally managed by Tendring Children's Centre Services through The Guinness Trust as Lead Body for the Tendring Children's Centre Partnership Board. Bi-monthly finance reports are prepared for Board meetings by the Senior Finance Officer and reported by the Development Manager, Benjamin Mann. External funding is reported in an integrated report for Board Members.

The Pier Children's Centre Drop-In is managed by Fiona Young who is responsible for the day to day delivery of the project and through her involvement in the Children's Centre Senior Management Team is responsible for setting and measuring performance against Key Performance Indicators for the District programme

Julie Young

Assistant Head of Children's Services

North East Essex Primary Care Trust

Kennedy House

Kennedy Way

Clacton-On-Sea

**Maria Blanche**

**Children's Community Development Officer**

## 7. Risks

Risk	Impact	Likelihood Low /Medium / High	Importance Low /Medium / High	Contingency and/or mitigation actions
<b>Initial implementation or build risks for the project</b>				
Resources are inappropriately used or damaged	Reduction in the availability of multi-sensory resources for families.	Low	Low	To provide support and information on the benefits and appropriate use of multi-sensory resources with pre-school children.
Core funding is no longer available to support the project.	Withdrawal of a high profile resource for parents and children in an area of high deprivation	Low	Medium	Funding has been made available to support deliver costs for 2008-2009 and whilst funding is made available by Government the project remains a priority for the Board.

**C Finances**

**1. What is the total cost of the proposal?**

Itemise the total spend as much as possible and set out the period this will cover, indicating what proportion is required from NM

	item	£ year 1	£ year 2	£ year 3	Total
Capital (NM)					
Revenue (NM)	Multi-Sensory Resources (breakdown of costs attached)	£4,950			
Revenue (NM)	Contribution to rental costs	£5,000			
Total (NM)		£9,950			
Other funding	Salaries and remaining office lease costs	£24,097			
	Other running costs	£1,850			
	Rates & utilities	£2,477			
<b>Total</b>		<b>£38,374</b>			

**2. Value for money**

Explain how this proposal provides value for money not only in terms of cost but also in terms of quality

As the project is integrated into the Children's Centre delivery significant savings are made through group purchasing, collaborative services provided by other children's centre staff and partners as well as corporate services provided by The Guinness Trust in terms of Payroll, Personnel, IT support and staff training.

**3. What resources are already invested by your, and other, organisations in the area on this issue?**

The project is significantly supported by the Tendring Children's Centre programme through funding awarded to the District by the Department for Children, Schools and Families under the Governments Children's Centre Initiative.

Core project costs and staff salary costs have been met through the Children's Centre budget for 2008-2009 but the increasing scale of the Children's Centre operation requires that additional funding is accessed to add value to core funding in the support of the Pier Children's Centre Drop-In.

The project forms part of a District wide network of services and premises delivering high quality services and support for families with children under the age of five. The project employs over 35 staff across three locality areas, North, Mid and South Tendring.

**4. Why is NM money needed?**

To support the ongoing delivery of the Pier Children's Centre Drop-In

To create a Town Centre based multi-Sensory resource for families with children under the age of 5.

**5. Can you be paid this money in arrears, or do you need it to prime the project?**

Funding for utility costs can be paid in arrears whereas the capital funding required to establish the Multi-Sensory space is required in advance.

**6. Who are your organisation's auditors?** (Please attach a copy of your last set of audited accounts)

The programme is audited on an annual basis by auditors for Essex County Council as a condition of the Early Years Grant that constitutes the Children's Centre funding for Tendring.

***D Options***

**1. What other options have been considered to address this proposal and if they were, why have they been rejected?**

Alternative funding sources to support the project will be considered in parallel with this application.

***E Measuring and sustaining the impact***

**Taking into consideration the objectives for the project set out in section 2, what outcomes do you hope to achieve?** (I.e. overall results and benefits that relate to the delivery plan?)

How will the outcomes be measured?

Number of additional service users

Number of new registrations

Proportion of families from Pier Ward accessing services

Increased awareness of sensory resource use

Number of multi-agency sessions delivered

Outcomes will be measured through ongoing assessment of Key Performance Indicators through data collected on a monthly basis in relation to the user profile of the centre

**2. What monitoring arrangements will be put in place?**

Set out your milestones (what you will have done by when) and outputs (things you can count to measure your activities) How will spend be monitored?

<b>Year one</b>	Number of additional service users - 10% increase Number of new registrations – 10% increase Proportion of families from Pier Ward accessing services - 5% increase Number of multi-agency sessions delivered 10% increase		
<b>Year two</b>			
<b>Year three</b>			

**3. Evaluation**

Following implementation of the project how will you evaluate if your objectives have been met and ensure that there is continuous improvement?

The project forms part of an annual programme of Evaluation undertaken by the Children’s Centre programme.

**4. The long term and future**

What is the exit strategy when NM resources are no longer available and how will the benefits be sustained?

The project will be funded through core Children’s Centre funding as long as it remains available and at a level that can accommodate the project.  
If this is not possible external funding will need to be sought from other sources and support for identifying sources may be requested from the Interaction Partnership.

## Appraisal and approval structures

<b>Amount of funding</b>	<b>Appraisal method</b>	<b>Approval required</b>
Up to £2.5k	Neighbourhood Manager can carry out appraisal and submit for approval	Neighbourhood Manager and 2 Board members one of whom should be a resident board member if possible
Over £2.5k	Neighbourhood Manager and two board members one of which should be a resident board member if possible must go through the project appraisal form and submit for approval	Full Board

Signed:...

.. (project proposer) Date: 21<sup>st</sup> April 08

Name: ... .. Fiona Young

**Pier Childrens Centre**

**Appraised by; Mildred Newton**

**Date 29 April 2008**

**Appraisal checklist**

<b>Summary</b>	<b>Yes/no</b>	<b>Notes / changes required</b>
Does this proposal impact on mainstream services or resources?	No	
Do we know what level of service are delivered by and resources committed to the area by this organisation?	Yes	
Will this help us achieve our agreed outcomes?	Yes	
Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea?	Yes	
Will it make a lasting difference?	Yes	
Is this a substitute for mainstream funding?	No	
Does it provide best value?	Yes	
Is it too risky?	No	
Are we confident it will be well managed, monitored and evaluated?	Yes	
<b>Section A</b>	<b>Yes or no</b>	<b>Notes / changes required</b>
Is it clear what is being proposed?	Yes	
Is it clear how much money is required?	Yes	
Is it clear who the responsible organisation is?	Yes	
<b>Section B</b>		
Is it a convincing proposal in terms of setting out problems, objectives and activities?	Yes	

Will the proposal contribute to the delivery plan outcomes?	Yes	
Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services?	Yes	
Have residents been adequately involved in developing the proposal (or their views taken into account)?	Yes	
Are management arrangements adequate?	Yes	
Have risks been adequately considered and planned for?	Yes	

<b>Section C</b>	<b>Yes or no</b>	<b>Notes / changes required</b>
Are the finances clear and reasonable and do they provide adequate detail?	Yes	
Does the proposal provide value for money?	Yes	
Is adequate information provided on the resources already invested by the organisation?	Yes	
Is an adequate explanation provided for why NM money is required?	Yes	
<b>Section D</b>		
Have other options been adequately considered?	Yes	
<b>Section E</b>		
Have measurable outcomes been identified?	Yes	
Are adequate monitoring arrangements in place?	Yes	
Are mechanisms in place for evaluation?	Yes	
Is it clear what the exit strategy is and how the benefits can be sustained?	Yes	

***Decision of appraisal panel***

Recommend approval	Yes
Do not recommend approval	
Recommend changes required before approval	
If so, please state or refer to above sections	

<b>Name</b>	Mildred Newton
<b>Signed</b>	
<b>Date</b>	29 April 2008

**Pier Childrens Centre**

**Appraised by; Teresa Stephenson**

**Date; 30 April 2008**

**Appraisal checklist**

<b>Summary</b>	<b>Yes/no</b>	<b>Notes / changes required</b>
Does this proposal impact on mainstream services or resources?	No	
Do we know what level of service are delivered by and resources committed to the area by this organisation?	Yes	
Will this help us achieve our agreed outcomes?	yes	
Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea?	Yes	
Will it make a lasting difference?	I hope so	
Is this a substitute for mainstream funding?	no	
Does it provide best value?	yes	
Is it too risky?	no	
Are we confident it will be well managed, monitored and evaluated?	yes	
<b>Section A</b>	<b>Yes or no</b>	<b>Notes / changes required</b>
Is it clear what is being proposed?	yes	
Is it clear how much money is required?	yes	
Is it clear who the responsible organisation is?	yes	
<b>Section B</b>		
Is it a convincing proposal in terms of setting out problems, objectives and	yes	

<b>Summary</b>	<b>Yes/no</b>	<b>Notes / changes required</b>
activities?		
Will the proposal contribute to the delivery plan outcomes?	yes	
Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services?	yes	
Have residents been adequately involved in developing the proposal (or their views taken into account)?	yes	
Are management arrangements adequate?	yes	
Have risks been adequately considered and planned for?	yes	
<b>Section C</b>	<b>Yes or no</b>	<b>Notes / changes required</b>
Are the finances clear and reasonable and do they provide adequate detail?	yes	
Does the proposal provide value for money?	yes	
Is adequate information provided on the resources already invested by the organisation?	yes	
Is an adequate explanation provided for why NM money is required?	yes	
<b>Section D</b>		
Have other options been adequately considered?	yes	
<b>Section E</b>		
Have measurable outcomes been identified?	yes	
Are adequate monitoring arrangements in place?	yes	
Are mechanisms in place for evaluation?	yes	
Is it clear what the exit strategy is and how the	yes	

benefits can be sustained?		
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***Decision of appraisal panel***

Recommend approval	Yes
Do not recommend approval	
Recommend changes required before approval	
If so, please state or refer to above sections	
Anything that enhances babies, children and young people, and their families, has my vote each time	

<b>Name</b>	Teresa Stephenson
<b>Signed</b>	Teresa Stephenson
<b>Date</b>	27 <sup>th</sup> April 2008