

STEP BY STEP GUIDE TO CORE GROUP ACTIONS IN STAGE 1

	WHAT	WHO	WHEN
1	Briefing sent to members of the Core Groups setting out the process for deciding the services recommended for Cymorth funding.	Joint Commissioning Officer	End July
2A	<p>Members of the Core Groups review the sections of the Plan and Delivery Plan in which they have a special interest and identify the services that need Cymorth funding in order to deliver them. These may be identified in the Delivery Plan (as things that need to be developed or delivered), or noted in the C&YP Plan as things that we will continue to do.</p> <p>Members are asked to take responsibility for starting to gather the supporting information which will be needed by the Core Groups and to complete a 'Core Group Service Proposal' form for proposed services. The information in these will then be used by the Core Group to complete the 'Cymorth Development Proposal Proforma' (see Guidance for more details about the kind of information required). Services identified must be suitable for Cymorth funding.</p>	<p>Members of the Core Groups: individually or in groups, but in consultation with the relevant LSOs to avoid any duplication.</p> <p>Members may also wish to consult with lead people in relevant sub groups.</p>	August – service proposals to be returned to CUPS Team at least two working days before first Core Group meeting in September (see schedule)
2B	Information gathered about current projects funded by Cymorth – completion of the 'Assessment Proforma'.	CUPS Team (with input from LSOs)	August - September
3	<p>First Core Group meeting reviews relevant sections of C&YP Plan and Delivery Plan and considers proposals received:</p> <ul style="list-style-type: none"> • Do these cover all areas where provision is needed or are there still gaps where proposals may need to be developed/ information gathered? • Are there any proposals that need to be brought together to ensure coherent provision? • Does the group have the information needed to begin to make decisions about priority? 	Core Group supported by LSOs and CUPS Team	First Core Group meeting in September (see schedule)
4	Work to gather additional information identified during first Core Group meeting.	Core Group Members, LSOs and CUPS Team	Between Core Group meetings in September

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5	<p>Second Core Group Meeting follows up on initial meeting and should:</p> <ul style="list-style-type: none"> • Consider additional information • Use risk matrix to assign priority and decide which areas of provision should be recommended for Cymorth funding • Match with current projects from information supplied by CUPS Team • Identify current projects which: <ul style="list-style-type: none"> ○ are crucial and should be put 'on hold' ○ are crucial but current provision needs to be reviewed and should be included in Phase 1 • Assess whether there is sufficient information to complete proforma or whether further work is needed <p>Core Groups also need to consider the implications for the projects assigned to their priorities which have not been matched and indicate whether they recommend that funding should come to an end – indicate on relevant Assessment Proformas.</p>	Core Group supported by LSOs and CUPS Team	Second Core Group meeting in September (see schedule)
6	Completion of development proformas setting out proposals for each Core Group and collation of information to go to JCG	LSOs and CUPS Team	For JCG meeting 5 October

SCHEDULE OF MEETINGS

CORE GROUP	DEADLINE FOR PROPOSALS	FIRST MEETING	SECOND MEETING
Purposeful Learning	11 th September	15 th September 9.30pm	25 th September 9.30am
Health, Wellbeing and Social Care	9 th September	11 th September 9.30am	18 th September 9.30am
Leisure, Play and Culture	1 st September	3 rd September 1.00pm	17 th September 9.30am
Participation and Involvement	8 th September	10 th September 2.00pm	22 nd September 9.30am
Nurturing Families and Communities	2 nd September	4 th September 12.30pm	22 nd September 2.00pm