

Herefordshire Children's Trust Board

Terms of reference

Purpose:

- THE vehicle for shaping and improving children's services in the county
- Drives continuous improvement in outcomes for children and young people
- Plans and commissions services
- Manages performance and delivery

Operating Principles:

- All strategic commissioning decisions, particularly those involving more than one agency, will be made through the Children's Trust
- Partners will align individual plans to the Children and Young People's Plan
- Partners will align, and where appropriate, pool budgets to enable joint commissioning of services
- The involvement and engagement of children, young people and their families will be a consistent part of the Children's Trust work
- Partners will work together to actively manage risk
- The voice of service providers will be considered in planning and commissioning decisions
- Performance will be actively managed and challenged
- Equality and diversity will be a consistent consideration across the Children's Trust
- Partners will act in accordance with any frameworks agreed by the Children's Trust e.g. performance, communications, commissioning

1. Purpose

The purpose of the Children's Trust Board is to provide the strategic lead and co-ordination for the Children's Trust. The Board will ensure that all partners fully engage in the work of the Children's Trust by developing a culture and framework so that multi-agency services can be developed and delivered.

The Board will therefore ensure the overarching purpose and principles for the Children's Trust are carried out (above).

2. Objectives

- To lead partners in the development of the vision and strategy, for services for children and young people in Herefordshire. This will be captured in the Children and Young People's Plan (CYPP) which the Children's Trust has a statutory duty to produce.
- To lead, and hold accountable, all partners in the delivery and commitment to the CYPP, including elements of the Local Area Agreement and Herefordshire Community Strategy that are the responsibility of the Children's Trust.

- To ensure that the safeguarding agenda for children and young people in Herefordshire is delivered across the Trust, promoting the work of the Herefordshire Safeguarding Children Board (HSCB) and challenging activity supportively.
- To ensure appropriate delivery of effective, integrated and locally focused services for children and young people through joint commissioning and planning. This will include allocating and shifting resources, at a strategic level, to meet priorities and overcome gaps and barriers.
- To deliver value for money services by the effective use of joint commissioning through the pooling and aligning of partners' resources with regular performance reporting.
- To secure effective consultation with children, young people and parents/carers when developing services.
- To develop a proactive framework and culture across stakeholders to determine priorities for future service developments, and by the work of the Trust to deliver these for children and young people.

3. Work Programme

- directing work of the Management Group and Outcome Groups, particularly around safeguarding
- approval of multi-agency strategies and plans
- agree overall resource requirements, delegating authority to the Management Group to manage within a financial year
- performance management, by exception, of key information around performance within children's services and particularly with the delivery of the CYPP and LAA elements pertinent to the Children's Trust
- hold the Management Group to account for the delivery of the Service Management Section of the CYPP
- receive progress reports at every meeting from outcome groups and the Management Group, particularly highlighting anything not travelling in the right direction

4. Accountability

The Children's Trust is accountable to current democratic and professional governance structures. Members of the Board will act within their delegated powers but also represent their agencies in terms of a commitment to developing and delivering services in a multi-agency way.

The Lead Member for Children's Services and the Director of Children's Services, are accountable for ensuring Children's Trust arrangements are in place, including the involvement of those key partners with a duty to co-operate.

The Children's Trust acts as one of the Policy and Delivery Groups for the Herefordshire Partnership (HP), and will provide representatives to attend the HP Board and HP Management Group.

5. Membership

The following organisations' representatives will be members on the Children's Trust Board:

- Director of Children's Services, Herefordshire Council
- Lead Member for Children and Young People's Services, Herefordshire Council
- Director of Public Health, NHS Herefordshire
- Non Executive Director, NHS Herefordshire
- Superintendent (Operations), West Mercia Police
- Two third sector representatives
- Children's Trust Shadow Board representatives (by invitation or request)
- Chair of the Herefordshire Safeguarding Children Board
- Primary schools representative
- Secondary schools representative
- Special schools representative
- Clinical Chair PCT PACE Committee and representative GP
- College representative

The Chair could be the DCS, lead member for Children's Services, Chief Executive for the PCT or an independent chair. It is crucial that the Chair is able to speak with authority on behalf of the Children's Trust Board as a whole and ensure each of the members contributes fully to its work.

The Vice-Chair will be elected annually.

6. Responsibilities of being a representative

All members of the Children's Trust will:

- be clear who they are representing and their role
- feed in views of their host agency
- take back and act on decisions / issues from the Children's Trust
- attend meetings regularly
- give adequate notice if unable to attend a meeting
- nominate and brief a deputy if unable to attend a meeting
- undertake work outside of meetings
- be adequately prepared for meetings
- respect others views and work together to come to a collective agreement
- adhere to the purpose and principles of the Children's Trust (appendix 1 below)

7. Supporting Structure

The Children's Trust Board will be supported by the Children's Trust Management Group and five outcome groups:

- Be Healthy
- Stay Safe (the Herefordshire Safeguarding Children Board)
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-Being

The Management Group and outcome groups report to the Board and are accountable to them.

The Children's Trust Office will provide advisory and secretarial support to the Board, Management Group and Outcome Groups. .

8. Operating Procedures

- The Board will meet bi-monthly for 3 hours.
- The Chair will have the right to invite representatives of other bodies to the Board to discuss particular issues where necessary.
- A quorum of four agency representatives (one of which must be from Herefordshire Council or NHS Herefordshire) are required to be present before the meeting proceeds.
- An agenda and supporting papers will be circulated at least one week before each meeting (electronically). Members with significant items for discussion must notify the Children's Trust Office two weeks in advance of the meeting for them to be included on the agenda. Supporting details/evidence must be circulated a week in advance. Reports should not be tabled wherever possible.
- A forward plan and schedule of dates will be published; lead officers and the chair are responsible for meeting these timeframes.
- Minutes will be kept to record all decisions made by the Board. These will be made publicly available.
- Where the Chair agrees, the Board may transact its business through written procedures (email or letter); this will mainly be due to time constraints. This procedure will be undertaken through the Children's Trust Office. A response from four Board members will be required for decisions to be quorate (one of which must be Herefordshire Council or NHS Herefordshire).
- The terms of reference will be reviewed annually or where appropriate.

Environmental considerations

The Children's Trust Board has a responsibility to ensure that it is aware of environmental issues and reducing its carbon footprint therefore:

- All papers are sent electronically
- No spare copies are printed for meeting unless requested in advance
- Meetings are held within local authority premises to avoid any unnecessary travelling wherever possible

9. Conflicts of Interest

Members and any representatives or substitutes with a personal, financial or service interest in a matter being discussed, must declare that interest at the beginning of the meeting or as soon as they become aware of the potential conflict. They will only be able to contribute to the discussion by invitation from the Chair. They will not be entitled to vote on that item.

Date: February 2010

Review Date: February 2011

Signatures of members

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Children's Trust Membership
Children's Trust Board

| Designation | Current post-holder |
|--|---|
| Local Authority Director of Children's Services (Chair) | Sharon Menghini |
| Local Authority Lead Member for Children and Young People's Services | Cllr Jenny Hyde |
| NHS Herefordshire – Non Executive Director (vice chair) | Sue Mead |
| Herefordshire & Worcestershire Learning and Skills Council | Dave Waldron |
| West Mercia Constabulary, Superintendent (Operations) | Kevin Purcell |
| Third Sector representatives | Ben Lea, Chair of HCVYS Andrew Strong, Manager, The Alliance |
| NHS Herefordshire, Director of Public Health | Dr Akeem Ali |
| Chair of the Herefordshire Safeguarding Board | Maggie Blyth |
| Primary Schools representative | To be confirmed |
| Secondary Schools representative | To be confirmed |
| Special Schools representative | To be confirmed |
| Clinical Chair PCT PACE Committee and representative GP | TBC |
| College representative | Richard Heatly, Principal of Herefordshire College of Arts |