



## **Terms of Reference for the Children and Young People's Partnership Board**

### **Scope**

The Children and Young People's (CYP) Plan 2014-2017 sets out the vision and strategic priorities to improve outcomes for children and young people in Herefordshire. Education outcomes for children and young people will be overseen through the Education Strategic Board. The Herefordshire Safeguarding Children's Board is in place to deliver the statutory requirements, including promoting and enhancing high quality safeguarding practice. The CYP Partnership Board exists to set strategic direction, enable resource allocation, and ensure that transformation takes place; the delivery of the plan will be driven through the Board.

The CYP Partnership Board is founded on the statutory duties of co-operation with partners under the Children's Act 2004.

### **Objectives**

- I. To give strategic leadership to achieving changes within a reducing resource environment that achieves better outcomes for children and young people.
- II. To champion children and ensure that the voice of children and young people and their families is at the heart of our activity and acted upon.
- III. To create the environment where staff from all organisations, communities and families can work well together
- IV. To identify priorities and take actions that will achieve substantial change and improvement in outcomes
- V. To review performance and constructively challenge areas and aspects of under-performance and deploy resources to ensure improvement

### **Principles**

- All strategic commissioning decisions, particularly those involving more than one agency, will be informed by the Board
- 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 Board's 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 Board
- Partners will act in accordance with any frameworks agreed by the Board e.g. performance, communications, and commissioning

## **Governance**

The Children and Young People's Partnership (CYPP) Board is responsible to the Health and Wellbeing Board for progressing the priority areas of improvement for children and young people. The Health and Wellbeing Board reports to Herefordshire Council's Executive and other partner's executive functions. The CYPP Board provides the governance and quality assurance of the partnership.

The Children and Young People's Partnership will also work alongside the Community Safety Partnership, the Herefordshire Safeguarding Children's Board and the Strategic Education Board.

## **Accountability and Outcomes**

The CYPP Board will be responsible for delivering and reporting measurable outcomes related to its priorities.

To drive the agenda forward for children and young people in Herefordshire and their families/carers, a strategic plan has been developed which will deliver against the Health and Wellbeing Strategy and focus on the following priority areas for children over the next three years:

- Early Help. Improve the early identification and response to critical issues affecting children and young people's development
- 0 to 5 Early Years. Improve the health, wellbeing, developmental and educational outcomes of children aged 0 to 5 years
- Mental health and emotional wellbeing. Improve how we identify and support children, young people and their families to access help and services
- Children and young people in need of safeguarding. Improve how we identify and respond to safeguarding needs and risks
- Addressing challenges for teenagers. Improve how we support young people's behavioural, emotional and social needs to ensure successful progression into adulthood
- Children and young people with disabilities. Improve our range of services and education and learning opportunities.

The strategic plan will be delivered through working groups for each priority area. These will drive transformational change and provide the vehicle for partnership resources to be actively deployed and re-focused to support these priority areas.

## **Board Membership**

- Cabinet Member for Young People and Children's Wellbeing – Herefordshire Council, Chair
- Director, Children's Wellbeing Services – Herefordshire Council
- Assistant Director, Education and Commissioning, Children's Wellbeing Services – Herefordshire Council
- Assistant Director, Safeguarding and Family Support, Children's Wellbeing Services – Herefordshire Council
- Consultant in Public Health – Herefordshire Council
- Chief Operating Officer, Herefordshire Council Commissioning Group
- Superintendent of Herefordshire Police
- Early year's representative
- Secondary School representative – TBC
- Primary School representative - TBC
- College representative - TBC

- Special School representative – TBC
- Family Health Services representative, Wye Valley Trust
- CAMHS representative, 2Gether NHS Foundation Trust
- Children's Lead, Healthwatch
- Chair, Herefordshire Safeguarding Children Board
- Economic Partnership Development Group representative
- Head of Youth Offending Services
- Third Sector representative
- Attendees of Steering Group

### **Frequency of Meetings**

Five times a year

### **Responsibilities of Representatives**

All members of the executive group will:

- Be clear who they are representing and their role
- Feed in views of their host agency
- Promote the work of the CYPP within their own organisation/peers and take back and act on decisions/issues arising from the executive group
- 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 terms of reference of the executive group

### **Responsibilities of Chair**

The chair of the Board will:

- Provide leadership for the Board
- Ensure the Board operates within the terms of reference
- Provide guidance and direction to lead officers tasked with activity in the strategic plan
- Challenge activities where necessary to ensure work to achieve the targets within the CYPP is achieved
- Ensure the working groups operate within their remit, giving updates, reporting on performance and highlighting issues as necessary to the Board

### **Operating Procedures**

- The Board will meet five times a year for 2 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 five agency representatives (one of which must be from Herefordshire Council) are required to be present before the meeting proceeds.
- An agenda and supporting papers will be circulated at least three working days before each meeting. Members with significant items for discussion must notify the Board's administrator two weeks in advance of the meeting for them to be included on the agenda.

Supporting details/evidence must be circulated three working days in advance. Reports should not be tabled wherever possible.

- A schedule of dates will be published; lead officers and the chair are responsible for meeting these timeframes.
- Minutes will be kept to record all business transacted by the Board and will be distributed no later than ten working days after a meeting takes place.
- Where the Chair agrees, the Board may transact its business through written procedures (email or letter); this will mainly be due to time constraints. A response from five Board members will be required for decisions to be quorate (one of which must be Herefordshire Council).
- The terms of reference will be reviewed annually or where appropriate.

### **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.

There is the potential for conflict of interest by the very nature of the partnership's work, in commissioning and planning services, and the need to involve service providers. This should always be a consideration.

**Resolution of any disputes** will be by referring the matter to the director of children's services and lead member who will have the final decision.

**Date:** May 2017

**Review Date:** Jan 2018