

# Coventry Children's Joint Commissioning Board

## Terms of Reference

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### **Purpose**

The purpose of the Board is to ensure services and plans are jointly and efficiently commissioned to improve outcomes for children and young people, their families and carers. The Board will oversee the development and monitoring of the Children and Young People's Plan. The Board will also have a lead role in steering the strategic direction and overseeing the implementation of the Early Help strategy and action plan.

### **Membership**

The principle decision making members of the Board will be as follows:

- Executive Director, People, CCC (Chair)
- Chief Nursing Officer, CRCCG
- Consultant, Public Health, CCC
- Representative, Public Health England
- Representative, NHS England
- Representative, Coventry Warwickshire Solihull Partnership
- Schools Forum (representing primary, secondary and special schools)
- Cabinet Member for Children & Young People, CCC
- Shadow Member for Children & Young People, CCC
- Cabinet Member for Education, CCC
- Shadow Member for Education, CCC

The principle advising members of the Board will be as follows:

- Deputy Director, Early Intervention & Social Care, CCC
- Assistant Director, Commissioning & Transformation, CCC
- Consultant, Public Health, CCC
- Representative, Coventry and Warwickshire Partnership Trust
- Representative, University Hospitals Coventry & Warwickshire
- Children's Joint Commissioning Manager, CCC
- Head of Children's Strategy & Commissioning, CCC

### **Objectives of the Board**

1. To support the Health and Wellbeing Board in delivering long-term, sustainable improvements in children's services
2. To support the long-term and sustainable improvement beyond the life of the DfE Improvement Plan
3. To agree and monitor the Children and Young People's Plan
4. To review and agree commissioning strategies which focus on areas of greatest significance in delivering long-term sustainable improvement in children's services
5. To agree all plans which comprise significant financial / service planning commitments across the areas of joint commissioning responsibility
6. To receive and consider reports on progress of service planning and delivery across the areas of joint commissioning responsibility
7. To provide direction for the development of health and social care services taking into account local need, best practice and national direction

8. To provide governance for the joint commissioning of health and social care services
9. To consult and communicate with relevant partnership boards and reference groups
10. To oversee the Early Help Strategy and Implementation Plan
11. To develop an integrated approach for the commissioning and delivery of services that improve outcomes for children and young people across the city
12. To ensure resources are shared appropriately and maximised to deliver the most effective outcomes through commissioned services for children and young people

### **Joint Commissioning Board Meetings**

- Meetings will take place bi-monthly in the Council House
- The agenda, minutes and reports will be circulated a week before the Board meeting
- The Board will be supported by officers from Coventry City Council

### **Reporting Arrangements**

The Children's Joint Commissioning Board will be accountable to the Health and Well-being and DfE Improvement Boards. Representatives of Coventry City Council and partner organisations will be accountable to their respective organisations governing bodies and for consulting with them as appropriate.

### **Delivery Groups**

The Board will establish a Business Group that will be made up of key people from across the partnership. The Business Group will focus on tactical and operation decisions and will report to the Board on any key decisions as required.

### **Disputes**

The Board will conduct business on a consensual basis i.e. the Board Members will attempt to achieve full agreement wherever possible. Where agreement cannot be reached, then other channels for resolution will be explored.

### **Review**

The Terms of Reference will be reviewed at least annually or at any other time the Board seems appropriate.