

Children and Young People Partnership Board

Terms of Reference

Purpose

The purpose of the Board is to:

1. Oversee and monitor the implementation of the Children and Young People Plan.
2. To provide partnership challenge to performance against the Children and Young People Plan.
3. Drive change through harnessing the range of resources and expertise available across the public and voluntary sector.
4. Give multi-agency strategic leadership and direction.

Objectives of the Board

1. Support the Health and Wellbeing Board in delivering long-term, sustainable improvements in children's services, through the delivery of the Children and Young People Plan.
2. Support the Improvement Board, particularly through a focus on early help, in sustainable improvement.
3. To ensure the Children and Young People Plan reflects the priorities and outcomes that will make a difference to the lives of children and young people in Coventry.
4. To oversee implementation of delivery against the Children and Young People Plan.
5. To monitor the City's performance against the Children and Young People Plan by:
 - a. Appointing an accountable strategic lead for each of the four priorities.
 - b. Receiving a bi monthly progress report for each of the four priorities on the delivery of the plan.
6. To annually review the Children and Young People Plan and produce a concise public report summarising performance.
7. To inform the Children and Young People Joint Commissioning Group on the potential opportunities for the development of services or initiatives to deliver the Children and Young People Plan.
8. Ensuring children, young people and parents and carers are involved in decision making.
9. To lever resources across the public and voluntary sector and ensure they are targeted appropriately and maximised to deliver the most effective outcomes through services and initiatives for children and young people.
10. To ensure that Early Help is promoted by all partners and central to all local delivery plans.

Membership

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

- Executive Director, People, Coventry City Council (Chair)
- Chief Nursing Officer, Coventry and Rugby Clinical Commissioning Group (CCG) (Deputy Chair)
- Director of Children's Services, Coventry City Council
- Director of Education, Libraries and Adult Learning, Coventry City Council
- Consultant, Public Health, Coventry City Council

- Associate Director for Integrated Children's Services, Coventry and Warwickshire Partnership Trust
- Representative, NHS England
- Representative, Coventry, Warwickshire, Solihull Partnership
- Representative, University Hospitals Coventry & Warwickshire NHS Trust
- Representative, West Midlands Police
- Representative, Voluntary Action Coventry
- Schools Forum (representing primary, secondary and special schools)
- Cabinet Member for Children & Young People, Coventry City Council
- Shadow Member for Children & Young People, Coventry City Council
- Cabinet Member for Education, Coventry City Council
- Shadow Member for Education, Coventry City Council

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

- Head of Children's Strategy & Commissioning, Coventry City Council
- Assistant Director of Commissioning, Coventry and Rugby CCG
- Children's Joint Commissioning Manager, Coventry City Council/ Coventry and Rugby CCG

Quorum

The quorum necessary for the transaction of business shall be that 8 full members must be in attendance.

Board Meetings

- Meetings will take place bi-monthly in the Council House.
- The agenda, minutes and reports will be circulated 5 working days before the Board meeting.
- The Board will be supported by officers from the Joint Commissioning Team.

Format of the Meetings

The standing agenda items will be the four priorities within the Children and Young People's plan.

On occasions, at the agreement of Board members, some meetings may be run on a workshop style basis where it is required to facilitate discussion.

Reporting Arrangements

The Board will be accountable to the Health and Well-being Board.

Representatives of partner organisations will be accountable to their respective organisations governing bodies and for consulting or briefing them as appropriate.

A Children and Young People Joint Commissioning Group, with commissioning representatives from Coventry City Council and Coventry and Rugby CCG will report to the Board. The purpose of the Children and Young People Joint Commissioning Group is to strategically oversee the commissioning activity, and tactical decisions that support the priorities in the Children and Young People's Plan.

Operational Delivery Groups

Each of the four priorities will have an identified named Lead, with accountability for developing and overseeing the delivery plan for the priority. Specific operational delivery groups for each priority will be established where required, but where possible existing meetings/ forums will be used to avoid duplication.

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 annually.