



## Children and Young People's Strategic Partnership

Terms of Reference 2018

*Subject to Annual Review*

Draft October 2018

### 1. Purpose

The Children and Young People's Strategic Partnership has been established to develop and help implement Worcestershire's Children and Young People's Plan (CYPP), and further support and underpin the all age Joint Health and Wellbeing Strategy.

The partnership is a sub-group of Worcestershire's Health and Wellbeing Board and has been tasked to bring together senior/strategic leaders from agencies and organisations to take a whole-system response to improving outcomes for children and young people. The Partnership will have specific oversight required of the Troubled Families Programme, SEND Strategy and our approach to Prevention and Early Intervention.

### 2. Scope

The scope of The Partnership is defined by section 10 of the Children Act. *The local authority is under a duty to make arrangements to promote cooperation between itself and organisations and agencies to improve the wellbeing of local children. This co-operation should exist and be effective at all levels of an organisation, from strategic level through to operational delivery<sup>1</sup>.*

The approach of The Partnership is the added value that can be achieved not through monitoring business as usual activity but through developing effective partnership working and the efficiency of how partners work together as a *whole system*. Partnership members are *systems' leaders*, collectively accountable for the impact of the system as a whole and not just for the individual priorities of their own organisations.

The Partnership has agreed to focus on 11 priorities outlined in the CYPP:

1. Help children live in safe and supportive families and communities
2. Promote safe, healthy and positive relationships
3. Support children to have the best start in life and be ready for learning
4. Provide access to a quality and appropriate education/learning experience for all
5. Prepare young people for adult life

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<sup>1</sup> Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children (July 2018)

6. Improve outcomes for our most vulnerable children and young people
7. Increase young people's voice in community life, participation and engagement in developing services
8. Increase access to safe and affordable activities and places to go outside of school
9. Increase physical activity and healthy eating
10. Improve social, emotional mental health & wellbeing outcomes
11. Support young people, parents and carers to overcome the barriers to sustained employment

### **3. Principles and Responsibilities**

The Partnership will operate in accordance with the following principles, keeping children, young people and families at the heart of everything we do:

- Creating a health promoting environment
- Encouraging and enabling people to take responsibility for themselves their families and their communities
- Providing clear information and advice
- Commissioning prevention services (based on evidence of effectiveness and within funding available)
- Ensuring services are targeted to the people who would benefit the most

### **4. Membership**

Membership of the Strategic Partnership Board will represent those agencies or organisations which have significant strategic influence over the wellbeing of children, young people and families. These are:

<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Catherine Driscoll	Director of Children, Families & Communities	WCC
Frances Howie	Director of Public Health	WCC
Avril Wilson	Director of Adult Services	WCC
Sarah Wilkins	Interim Assistant Director of Early Help & Commissioning	WCC
Liz Altay	Public Health Consultant	WCC
Nick Wilson	Assistant Director, Education & Skills	WCC



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Judith Willis	Head of Community Services	Redditch & Bromsgrove Borough & District Councils
Lloyd Griffiths	Managing Director	Worcester City Council
Ian Miller	CEO	Wyre Forest
Fran Oborski	Chair – Children's Trust	Wyre Forest
Stephen Gabriel	Joint Head of Housing and Communities	Malvern & Wychavon
Susan Harris	Director of Partnerships	Worcestershire Health and Care Trust
Lucy Noon Mari Gay	Director of Corporate Affairs Chief Operating Officer R&B CCG	Worcestershire CCGs
Sarah Smith	Director of Strategy	Worcestershire Acute Trust
Nathan Travis	Chief Fire Officer	Herefordshire and Worcestershire Fire and Rescue Authority
Kevin Purcell	Chief Superintendent	West Mercia Police
Keith Barham	Head of Service	West Mercia Youth Offending
Ann Williams	Senior Employer & Partnership Lead	Department of Work and Pensions
Stephen Cox	Headteacher, Middle Schools	Aston Fields Middle School
	Primary/First Schools	
Deb Rattley	Headteacher, Special Schools	Chadsgrove Special School & Sports College
Julia Breakwell	Assistant Principal Information Systems and Student Experience	Heart of Worcestershire College
Michael Hunter	Chair of Worcestershire Voices	Voluntary Community Sector
Judy Chadwick	Skills & Investment Group Manager	Local Enterprise Partnership
Tracey Onslow	Deputy Police & Crime Commissioner	West Mercia PCC
Geoff Taylor-Smith	Chair	Redditch Community Wellbeing Group
John Godwin	Chair	Bromsgrove Community Wellbeing Theme Group



Board members should be at Director or equivalent level and have the authority, remit and resource to act as a systems leader. They should be able to speak, make decisions and where appropriate commit resources to the work of the Partnership, on behalf of their organisation/sector.

The Partnership should make arrangements to maintain links with other relevant bodies and organisations not specifically represented on the Board but who still have a significant role to play in the children's/families' agenda such as the wider community and voluntary sector, provider organisations and adult services.

The Partnership will be chaired initially by the Director of Public Health, A Vice-Chair will be appointed from amongst the Board membership.

Expectations of Board members:

- Represent and speak on behalf of their agency, while also, through their Board membership, accepting a dual collective responsibility for the whole of the children's system
- Actively commit to championing the role of the Board and delivering its collective responsibilities; this should be evidenced within their own organisations and when attending other partnership meetings
- Appropriately communicating Board discussions / decisions throughout their own organisations
- Members representing a number of agencies (for example in the case of district, borough and city councils and CCGs) should establish suitable feedback, consultation and communication arrangements with component organisations, ensuring concerns are raised and addressed
- Proactively support the work of the Partnership and be prepared to either lead or support agreed activity/action
- Attend meetings unless non-attendance is unavoidable, in which case a substitute should be nominated who has sufficient authority and understanding to make an active contribution to the meeting
- Agree in advance with the Chair, additional attendees at meetings beyond the agreed membership

- Advise the Partnership in advance of any proposed or likely changes to their provision of services, their ability to fulfil their remits or functions, or of any identified risks, to enable a collective discussion about potential impact
- Commit to provide information that is requested and agreed to be provided, including that needed to enable the Board to collate and analyse data to inform the performance framework

Any instances of a Board member not complying with these expectations will be raised by the Chair with their agency at the highest level

## **5. The Plan**

The Children and Young People's Strategic Plan ('The Plan') is a multi-agency plan agreed by the members of the Children and Young People's Strategic Partnership. It sets out the outcomes and a set of priorities, how these will be achieved and the intended difference these will make to children and young people. The Plan has been informed by an extensive process of engagement and consultation not only with children and young people but also parents and carers and those who work with and for children and young people. It will continue to be informed by performance information and local intelligence about key issues of concern on a county and locality basis.

The plan is a document, periodically updated and supported by key identified action plans, which focus on activity that needs to be undertaken at a strategic level and locality level. An aligned performance management framework will be used to monitor progress and the impact.

## **6. Funding**

The delivery of the Children and Young People's Plan at county or locality level will be through member agencies using, aligning or combining existing resources or through seeking additional funding through, for example, social finance or grants. It is expected that all agencies will make contribution in kind to the Partnership, including enabling their staff the time to attend and support meetings and to contribute to the activity required to implement the Plan.

## **7. Sub-Groups**

The Board does not have a standing sub-group structure, it may however establish sub-groups or task and finish groups as deemed necessary for the delivery of the Plan, any group established should have a 'named sponsor' on the Board.

#### **8. Frequency of meetings**

Meetings will be held four times per year. Dates of meetings will be set a year in advance.

#### **9. Administration of meetings**

Agendas and supporting documents will be issued electronically at least one week before the meeting. All member agencies should proactively contribute to setting the agenda. Minutes will be produced and circulated within two weeks of the meeting. Worcestershire County Council will provide administrative support for the Board.

#### **10. Accountability**

The Children and Young People's Strategic Partnership will be accountable to the Health and Wellbeing Board with reporting frequency to be determined by the Health and Wellbeing Board.

The Partnership is not directly accountable to any other partnerships, but appropriate alignment will be sought with the plans and strategies of other relevant partnerships. This will occur through the Partnership establishing an effective influencing and advisory role in relation to other partnerships; through it taking into account other strategic frameworks and plans when setting its own Plan; and through the Partnership consulting with these other partnerships when establishing its Plan and on other relevant matters.

The Partnership does not have any powers to direct member agencies or other organisations however, member agencies of the Children and Young People's Strategic Partnership Board will be accountable to the Health & Wellbeing Board for acting in accordance with the agreed principles and responsibilities, including for delivering the Children and Young People's Plan. The Chair of the Partnership will raise at a senior level any concerns the Partnership has about actions of members or other organisations which are not effectively contributing to the wellbeing of children and young people.



## Children & Young People’s Plan and Troubled Families Governance Model

