

Children, Young People and Families Board Terms of Reference

1. INTRODUCTION

1.1 National Context

Under the Coalition Government the “*core principle of a shared commitment to improve the lives of children, young people and families-enshrined in the duty to cooperate on local strategic bodies-remains as important as it ever was*” (DFE Website 3 November 2010).

However, the approach to achieving this has changed, with a shift of responsibility and accountability away from the centre to an approach which best fits the local circumstances and need. Consequently as of 31 October 2010:

- Statutory children’s trust guidance, which no longer reflects government policy has been withdrawn; and
- Children and Young People’s Plan (CYPP) regulations have been revoked, meaning that Children’s Trust Boards (CTB) are not required to produce a CYPP.

Government has retained the duty to cooperate on a range of partners as set out in section 2.1

1.2 Local Context

Telford & Wrekin Council and its partners continue to face immediate, unprecedented Government grant cuts which means that we are all having to reduce our costs and challenge what we are spending. We recognise that strong local partnerships are essential to meet the needs of children and their families, providing public services that are good quality and offer value for money. We see our Children, Young People and Families Board (CYPFB) as central to achieving this. Equally, the Board is about enabling partners to offer challenge as to the pace by which outcomes for children, young people and families are being improved.

The focus of the CYPFB is early help and targeted services and works alongside the Local Safeguarding Children Board whose primary focus are the acute services (as shown by Diagram 1). The Local Authority and partners need to ensure that its resources are targeted at those most in need, i.e. where children and young people’s families require support or the system is failing them.

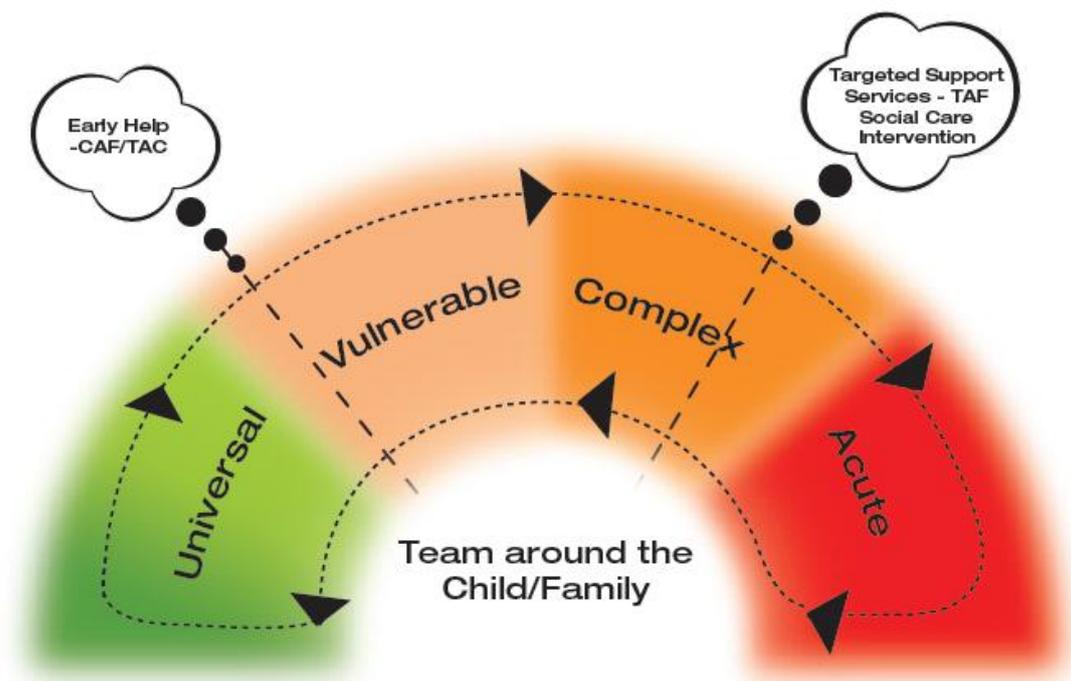


Diagram 1: Children's Services areas (taken from T&W Integrated Working Toolkit, 2013)

This document sets out the working arrangements between key partners, forming a basis for us to further strengthen our arrangements to deliver measurable improved outcomes for children and young people and families in Telford and Wrekin. It outlines the governance framework, membership, functions and operational protocols of the CYPFB.

1.3 Our Vision

The Telford & Wrekin Community Strategy “**Shaping Our Future – Our Journey to 2020**”, identifies two high level objectives:

- “**narrowing the gap between our least and most deprived communities**”
- “**protect and create jobs**”

Both of these goals are central to improving outcomes for children, young people and families. To address these objectives, the Board’s vision for children, young people and families in Telford and Wrekin is that they:

Start Well	every child has the best start in life
Develop Well	every child and young person has the opportunity to achieve their full potential
Live Well	every child and young person will have a healthy and positive lifestyle
Work Well	every child and young person is able to achieve economic well being
Die Well	those whose lives are shortened receive the care and support they require

At every stage of their life children and young people will be kept **safe from harm and neglect**.

1.4 The principles that will underpin how we will improve outcomes are:

- **Co-operative working** – being outwards looking; listening to and learning from others and adhering to co-operative values:
 - **Openness and Honesty** - being open and honest in the way we work and make decisions and communicate in a clear, simple and timely way
 - **Ownership** - be accountable for our own actions, working towards agreed targets and being accountable for their delivery
 - **Fairness and Respect** - respond to people's needs in a fair and consistent way
 - **Involvement** - work together with our communities, involving people in decisions that affect their lives and be prepared to listen and take on new ideas
- **Evidence based working** – using needs analysis and best practice.
- **Early Intervention and Prevention** – issues should be identified early and stopped from escalating and becoming entrenched.
- **Multi-disciplinary, Interagency Services** – services will be located in the right place available at the right time and provided by the right people.
- **Shared responsibility** – across partners for safeguarding children, promoting wellbeing and protecting them from harm.
- Securing **Value for Money** and ensuring that resources are directed where they are needed the most.

2. GOVERNANCE FRAMEWORK

The CYPFB is the integrated governing board (see Appendix 2) which is the cornerstone of our partnership arrangements that exist to improve outcomes for children, young people and families here in Telford and Wrekin.

2.1 Children, Young People and Families Board

The CYPFB includes representatives of all key partners at a senior level who are able to agree decisions on behalf of their organisation. It gives strategic direction and remains focussed on greater integration, or alignment of services, and a shared purpose for all those working with children, young people and families, especially the most vulnerable. Section 3 summarises the key responsibilities for the CYPFB.

The CYPFB is a child and young person centred forum chaired by the Lead Member for Children and Young People with a membership predominantly drawn from those placed under a legislative duty to co-operate; however, the Board also has membership from the voluntary organisation:

Statutory 'duty to cooperate':
Telford and Wrekin Council
West Mercia Youth Offending Service
Clinical Commissioning Group

Shropshire Community Health NHS Trust
 Shrewsbury and Telford Hospital NHS Trust
 National Probation Service
 Community Rehabilitation Service
 West Mercia Police
 Job Centre Plus
 Maintained Schools
 FE & sixth-form colleges
 Non-maintained special schools
 Academies, city technology colleges and city colleges for the technology of arts.

Non statutory:

Children and Young People Representation
 Parents and Carers Representation
 Private Voluntary and Independent Sector
 Local Safeguarding Children Board

Please refer to Appendix 1 for full membership details.

Any new member of the Children, Young People and Families Board will be offered an induction by the Partnership and Planning Officer for the Board.

The CYPFB meets on bi-monthly basis and each meeting will have concentrate on one priority. One meeting within the year will be a review of the Board, its priorities and progress on the outcome measures identified.

2.2 Accountability

The Children, Young People and Families Board will be accountable to the Health and Wellbeing Board and the Strategic Commissioning Group. The following diagram illustrates the relationship between the Children, Young People and Families Board, the Health and Wellbeing Board, other Commissioning and Transformation Partnerships and the Strategic Commissioning Group.

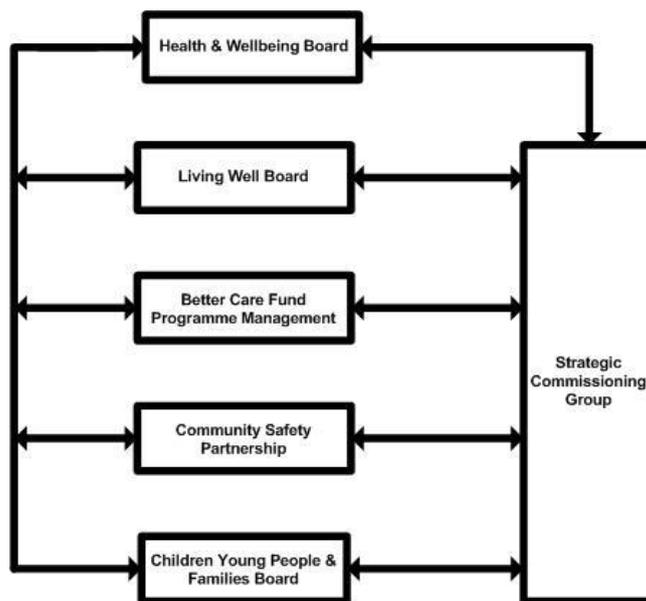


Diagram 2: Telford & Wrekin Partnership Landscape.

The Board will lead on a programme of work which includes one of the ten Health and Wellbeing Strategy priorities, *reduce teenage pregnancy*, and as such will provide progress and exception reports to the Health and Wellbeing Board on a regular basis and as requested by the Board.

2.3 Delivery Partnerships

These multi-agency groups are responsible for the development, implementation and monitoring of action plans to deliver the outcomes set out in the CYPF plan. The following diagram illustrates the partnerships delivering the CYPFB priorities.

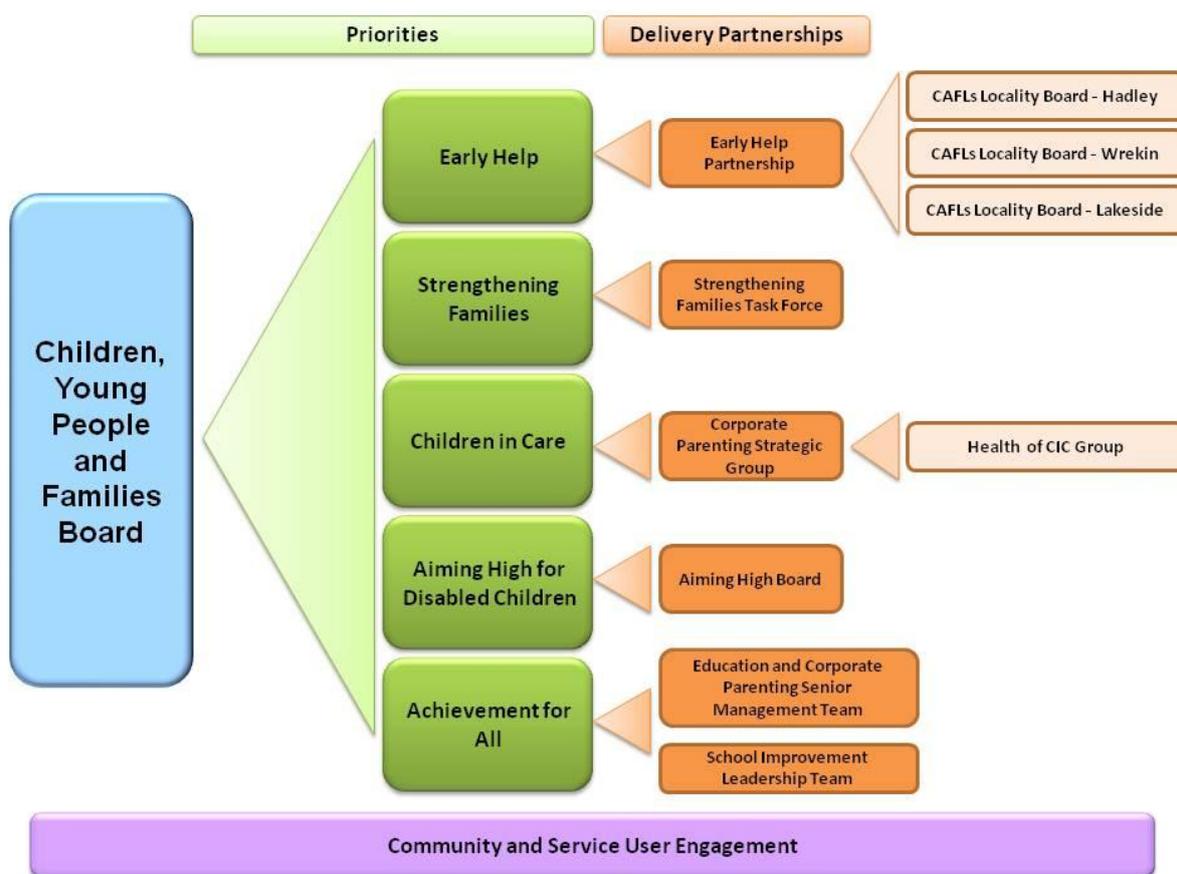


Diagram 3: Delivering the CYPFB priorities

Updated: 1/6/2014

The CYFB will receive progress updates from these delivery partnerships with a view to:

- Sharing success and driving evidence based practice
- Informing joint decision making
- Improving joined up planning and commissioning
- Challenging agencies where partnerships are falling short of expectations

2.3 Relationship with the Local Safeguarding Children Board (LSCB)

Telford and Wrekin Safeguarding Children Board (TWSCB) is the key statutory mechanism for agreeing how relevant organisations will co-operate and work together to

safeguard and promote the welfare of children and young people in Telford & Wrekin, and for ensuring the effectiveness of what they do.

Whilst the work of TWSCB contributes to the wider goals of improving the wellbeing of all children, its core objectives of are to safeguard and protect children and young people, defined as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Understanding that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Keeping children safe is a top priority for the CYPFB as part of its responsibility to promote co-operation to improve the wellbeing of children and young people in the local area. It works closely with the TWSCB (as detailed within the Children Act 2004) which acts as a ‘critical friend’, holding partners to account for their safeguarding arrangements. As mentioned in Section 1.2 the CYPFB focuses on the early help and targeted services, whilst the LSCB focuses mainly on the acute services provided to children and young people. The current priorities for the LSCB are:

- Missing Children
- Neglect
- Domestic Abuse

To further strengthen this relationship the Independent Chair of the LSCB is a member of the CYPFB and the Director of Children and Family Services (DCFS) is a member of the LSCB. The Lead Member for Children and Young People, the Chair of the CYPFB, is an observer at the LSCB which further enhances the links between the two boards.

3. RESPONSIBILITIES WITHIN THE CHILDREN AND FAMILY PARTNERSHIPS

		Children, Young People and Families Board	Delivery Partnerships
3.1	Summary	The integrated governing board which includes representatives of all key partners at a senior level. It ensures that partners work together to deliver their responsibilities with respect to improving outcomes for children, young people and families.	Multi-agency groups responsible for the development and implementation of action plans to deliver improved outcomes for children, young people and families
3.2	Partnerships & Planning	<ul style="list-style-type: none"> • Set the strategic vision and direction for services for children, young people and families in Telford and Wrekin via the Children, Young People and Family’s Plan (CYPF Plan) and the Joint Strategic Needs Assessment (JSNA). 	<ul style="list-style-type: none"> • Contribute to the production of the JSNA. • Contribute to the production of the CYPF plan and subsequent annual reviews • Develop, monitor and annually review the multi-agency action plans • Advise the CYPFB on any

		<ul style="list-style-type: none"> • Inform and influence the work of the Local Strategic Partnership (LSP) as it relates to children, young people and their families • Ensure that the CYPFB engages with other thematic partnerships as detailed in Appendix 2. • Maximise partner contributions to the supporting action plans • Lead an integrated approach to national issues and legislative change 	national issues/legislative changes
3.3	Performance Management	<ul style="list-style-type: none"> • Drive improvements in performance ensuring that the CYPFB delivers measurable improvements for children and young across the five Every Child Matters outcomes. • Endorse the targets and performance management framework used to measure improvements in outcomes. • Share success to drive evidence based practice • Receive and act upon exception reports from the delivery partnerships. 	<ul style="list-style-type: none"> • Contribute to the target setting process for the CYPFB performance management framework. • Contribute to the performance reports which assess the progress made against the CYPFB priorities. • Share success to inform evidence based practice. • Flag barriers to progress so that they can be addressed by the CYPFB.
3.3	Active Involvement	<ul style="list-style-type: none"> • Ensure the active involvement of all key partners. • Ensure that the views of children, young people and families are at the centre of the decision making process. 	<ul style="list-style-type: none"> • Engage on a regular basis with children, young people and families e.g. what is to be achieved and how it could be measured. • Adhere to the Good practice Guide (Consultation with Children and Young People February 2008).
3.4	Equalities and Diversity	<ul style="list-style-type: none"> • Ensure that all strategies, plans and service developments secure equality of opportunity for all children and young people. • Ensure that strategies incorporate determined actions to address the inequalities between children from 	<ul style="list-style-type: none"> • Collate and analyse the appropriate data to ensure that strategies, plans and service developments secure equality of opportunity for all children and young people.

		disadvantaged backgrounds and their peers.	
3.5	Commissioning	<ul style="list-style-type: none"> Use the appropriate planning processes within the Strategic Commissioning Group to inform commissioning decisions and ensure that front line services work together to improve outcomes through the development and monitoring of the CYPF Plan. 	<ul style="list-style-type: none"> Develop or redevelop services as appropriate at the level of individual priorities.
3.6	Finance and Resources	<ul style="list-style-type: none"> Determine arrangements for funding of initiatives where appropriate Approve the pooling of budgets where appropriate. Approve the alignment of resources. Map use of resources across partners to secure value for money (VFM). 	<ul style="list-style-type: none"> Manage any budget devolved to the group Identify and advise the CYPFB of funding initiatives where appropriate. Identify opportunities to pool resources Embed VFM in service planning
3.7	Risk Management	<ul style="list-style-type: none"> Identify, assess and manage the opportunities and risks to which the partnership is exposed at a strategic level. 	<ul style="list-style-type: none"> Ensure that the action plan is supported by a robust risk register.
3.8	Workforce Development	<ul style="list-style-type: none"> Ensure that partners have the capacity, skills and leadership to deliver the CYPF Plan through their workforce strategy. 	<ul style="list-style-type: none"> Include action to ensure the workforce has the capacity and skills to deliver the outcomes identified in the CYPF Plan.
3.9	Communication	<ul style="list-style-type: none"> Ensure that information about the CYPFB business and priorities is disseminated through their organisation to inform and engage colleagues to play an integral role where appropriate in the delivery of the CYPF Plan. Share strategic information and plans openly with partners. In respect of individual children and young people this will be governed by information sharing protocols. 	

4.4 Administration of the Children, Young People and Families Board

- The agenda and papers for the CYPFB will be circulated at least one week in advance of each meeting.

- Apologies should be sent to the Partnership and Planning Officer (Telford & Wrekin Council) with the responsibility for supporting the CYPFB.
- Minutes of the meeting will be taken by Partnership & Planning Support Officer.
- The Terms of Reference for the CYPFB will be reviewed annually.
- The Partnerships and Planning Officer (Telford & Wrekin Council), with the responsibility for supporting the CYPFB, must be notified of any changes in representation on the CYPFB.

For any enquires regarding Telford & Wrekin Children, Young People and Families Board contact:

Delivery & Planning – Telford and Wrekin Council

Telephone: 01952 380599

APPENDIX 1

Children Young People and Families Board Membership

Name		Organisation	Email
Watling	Cllr Paul	Chair and Lead Member for Children's Services	paul.watling@telford.gov.uk
Chaloner	Sarah	Chief Inspector, Safer Neighbourhoods, West Mercia Police	sarah.chaloner@westmercia.pnn.police.uk
Banks	Jo	Interim Deputy Director of Nursing & Quality, Shrewsbury and Telford Hospital NHS Trust	jo.banks@sath.nhs.uk
Barham	Keith	Head of Service, West Mercia Youth Offending Service	keith.barham.whyos@westmercia.pnn.police.uk
Beck	Fran	Executive Lead for Commissioning, Telford & Wrekin CCG	fran.beck@telfordccg.nhs.uk
Branch	George	Assistant Chief Officer Community Rehabilitation Company Services (Hereford, Shropshire and Telford)	george.branch@west-mercia.probation.gsi.gov.uk
Collins	Jim	Assistant Director Education and Corporate Parenting	jim.collins@telford.gov.uk
Currie	Tom	Assistant Chief Officer Head of Service for National Probation Service (West Mercia)	tom.currie@probation.gsi.gov.uk
Gibbon	Debbie	Carers Service Manager, Telford and Wrekin CVS	Debbie.gibbon@carerscontact.org.uk
Francis	Kairen	Partnership Manager, Job Centre Plus	kairen.francis@jobcentreplus.gsi.gov.uk
Jackson	Bev	Assistant Principle, Telford College of Arts and Technology	beverly.jackson@tcat.ac.uk
Johnston	Laura	Director of Children and Family Services	laura.johnston@telford.gov.uk
Jones	Clive	Assistant Director Family, Cohesion and Commissioning	clive.jones@telford.gov.uk
Lloyd	Debbie	Service Delivery Manager, Family Connect (Strategic Lead for CAF).	Debbie.lloyd@telford.gov.uk
Mason	Andrew	Independent Chair LSCB	a.r.Mason@btinternet.com

McKay	Vivianne	Service Delivery Manager - Commissioning	vivianne.mckay2@telford.gov.uk
Noakes	Liz	Assistant Director – Health, Wellbeing and Public Health (Statutory Director of Public Health)	liz.noakes@telford.gov.uk
Perks	Lesley	Manager, Parent Partnership Service	lesley@pps-shropshireandtelford.org.uk
Perry	Karen	Assistant Director Children's Safeguarding and Specialist Services	karen.perry2@telford.gov.uk
Smith	Richard	Assistant Director Adult Social Services	Richard.smith@telford.gov.uk
Stembridge	Sarah	Community Engagement Officer	sarah.stembridge@telford.gov.uk
Stevens	Jayne	Parents Opening Doors (PODs)	info@podstelford.org
Vale	Sara	Divisional Manager, Children and Families, Shropshire Community Health NHS Trust	sara.vale@shropcom.nhs.uk

Lead Officer:

Constable	Sarah	Partnership and Planning Officer, Delivery & Planning	Sarah.constable@telford.gov.uk
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APPENDIX 2: CHILDREN, YOUNG PEOPLE AND FAMILIES BOARD GOVERNANCE ARRANGEMENTS

