

**Devon Children's Trust Partnership Council**  
**Draft terms of reference**

**Recommendation**

The draft terms of reference are considered and agreed to be put into action from June 2009. This is on the understanding that review will be required.

**Background**

A version of this paper was discussed by the current Children's Trust Executive which is currently joined by those on the previous board during this transition period. The work of the council is to do the detailed work prior to Board decisions, pull together complex areas and to act as a sounding board. The feedback from the meeting included:

- Need for governance practice e.g. quorum and voting rights
- Need to work in a practical and creative way that leads to improvements in delivery
- Challenges of representing eg district councils, faith communities, schools, GPs, and voluntary sector
- Need for organisational chart
- Tension between inclusivity and effectiveness (reflecting size of group)
- Need to use alternative ways of working
- Need for consistency of membership
- LCT role and relationship to be more explicit
- The acid test of the group would be action
- Communications challenges

**Context**

The Children's Trust Statutory Board's purpose is to:

- Lead and give clear strategic direction to the priorities and delivery of the Children and Young People's Plan (CYPP) and drive whole system change to improve outcomes for children and young people and their families, particularly the most vulnerable.

**Purpose**

The Children's Trust Partnership Council complements and underpins the Board by:

- ensuring strategic and local coherence for the delivery on the work of the Children's Trust with representation of partners and parents.

**Principal functions**

*These functions will change and develop as the commissioning boards are formed and mature and will be formally reviewed in 12 months.*

1. Provide the central point for the development, monitoring and review of the CYPP.
  - 1.1. Provide the overview for the needs analysis:

- 1.1.1 Ensure that there are adequate mechanisms to solicit, collate and analyse needs and trends, building on the Joint Strategic Needs Assessment;
- 1.1.2 Ensure that as part of defining needs and priorities voices are heard from
  - Communities of place (geographic communities)
  - Communities of interest (groups of people with similar concerns or challenges)
  - Those whose voice may be lost for any reason
  - Children and young people, particularly the most vulnerable

- 1.2 Recommend priorities as a result of the needs analysis to the Children's Trust Statutory Board;
- 1.3 Oversee the development of the CYPP or its refresh to the Board for sign-off;
- 1.4 Sign off the implementation plans that underpin the CYPP as follows (this likely to undertaken largely through task and finish groups):
  - Local Children's Trusts. This means providing the strategic overview linked to local needs and solutions and vice versa;
  - Outcomes;
  - Priorities
  - Enablers
- 1.5 Be the central point for the monitoring, analysis and reporting schedule (MARS) of the CYPP
  - Receiving reports on progress as per MARS
  - Provide challenge to non-delivery of CYPP
  - Making exception reports to the Children's Trust Board on significant issues and risks
  - Lead on the processes for:
    - Review of the CYPP;
    - The annual self-assessment of the work of the Children's Trust

2. Provide the central point for the voice of partners and families by:

- hearing, collating and representing the needs and views of those who deliver and receive services, or are affected by them in some way;
- ensuring effective mechanisms for children and young people to express their views particularly on the services which are provided which affect them and ensure they know the effect of their feedback;
- taking a lead in celebrating the achievements of children and young people and those who work with them;
- challenging negative perceptions and stereotypes of young people.

3. Provide the links to other key partnerships, committees and boards including
  - Devon and Local Strategic Partnerships;
  - Devon Safeguarding Children Board
  - DCC overview and scrutiny committee for children and young people;
  - Youth parliament arrangements;
  - Commissioning Boards for Children's Trust;
  - Health and Well-being Partnership;
  - Safer Devon Partnership;
  - Devon Crime and Disorder Reduction Partnerships
  - 14 – 19 sub-regional group
  - Boards and governance arrangements of all partners through representatives.

### **Accountabilities**

The members of the partnership council need to ensure that:

- meetings are about delivering better outcomes for children, young people and their families;
- they represent their organisation or group and are responsible for communications within it and from it;
- every member is individually and collectively accountable;
- safeguarding is a responsibility of us all and threads through all our work;
- we all take responsibility for our joint working;

### **Operations**

- meetings chaired by the independent chair;
- independent chair is full member of the statutory board;
- meets ten times a year with half day meetings;
- full day meetings as required for needs analysis and similar on occasion;
- find ways of making best use of the expertise and creativity through small group work, action learning sets and other good practice;
- receives high level MARS reports on the CYPP;
- establish task and finish groups for specific tasks;
- agrees processes for needs analysis and CYPP development;
- undertake programme of strategic theme discussions to open minds, inform thinking and decision making;
- named substitutes if representative unable to attend;
- co-ordination through CYPS Assistant Director: Performance and Planning

### **Membership**

Independent Chair

Executive Director Children and Young People Services

Leads for the five outcomes

Chair DCC overview and scrutiny committee for children and young people

CYPS Assistant Director: Performance and Planning

### *Representatives of*

PCT Board

PEC

PCT providers

Paper 4

Public Health  
Devon and Cornwall Constabulary  
District Council  
Adult and Community Services (DCC)  
Devon Association of Governors  
Parent Carers x 2  
Parent Governors x 2  
Early Years Parents x 2  
Voluntary Sector: Early Years  
Voluntary Sector: Youth  
Devon and Somerset Fire and Rescue Service  
Chair, Exeter CT  
Chair, West Devon CT  
Chair, Teignbridge CT  
Chair, Northern Devon CT  
Chair, Mid Devon CT  
Chair, East Devon CT  
Chair, South Hams CT  
Primary schools  
Secondary schools  
Special schools  
Connexions  
Colleges of Further Education  
Unions and professional associations  
Faith Communities  
Lesbian, Gay, Bisexual and Transgender Community  
Devon Race Equality Council  
Jobcentre plus

For future consideration

Private Sector