

Terms of Reference

Kirklees Children and Young People's Partnership Board and Executive Management Group

Kirklees Children and Young People's Partnership Board

The Kirklees Children and Young People's Partnership Board (the Board) is one of the four themed partnership boards in Kirklees, along with the Kirklees Health and Wellbeing Board, Kirklees Communities Partnership and the Kirklees Economic Board.

The Board is responsible for developing the Children and Young People's Plan (C&YPP), and overseeing its implementation.

The Board seeks to ensure that the local partnership activity is co-ordinated and has a positive impact on the outcomes in the Children and Young People's Plan;

- To have the best start in life and be healthy.
- To aspire, achieve and enjoy life.
- To feel safe and live in a strong, loving family and a vibrant community.
- To feel valued and contribute to society.
- To live in a decent home with enough money and confidence in their future.

The Board is accountable for two of the seven Kirklees outcomes;

- Children have the best start in life.
- People in Kirklees have aspiration and achieve their ambitions through education, training, employment and lifelong learning.

By working together the Board builds on what it has already achieved and looks to move the Partnership forward by focussing on agreed priority programmes. The needs and views of children and young people remain at the forefront of the work of all partners.

The Board has an Executive Group who meets to ensure that the agendas of the Board cover the key issues and will contribute to delivery outcomes. The Executive Group agrees actions needed to ensure effective joint working. It has a lead role to oversee joint commissioning arrangements.

Purpose and Functions

The Board will:

- Agree priorities and actions for services for children across Kirklees ensuring safeguarding underpins all activity and to provide a framework for the effective operation of local arrangements.
- Set the strategic direction for the development of integrated commissioning of services for children and young people in the Children & Young People's Plan.
- Monitor and evaluate performance against the agreed priorities of the Board and to ensure that actions are taken where outcomes are not improving.
- Build and sustain effective partnerships with and between all sectors providing services to children and young people in order to focus resources jointly on improving outcomes for them.

Governance and accountability

- The Board was originally established as the Children's Trust to meet the requirements of the Children Act 2004 for whole system integration. National requirements have changed and the Board now has a key partnership role for Kirklees. The Board derives its role and function from the parent organisations. Individual representatives can exercise the powers and responsibilities already delegated to them and any others which are delegated in the future.
- Decisions of the Board will be understood to be collective and to be acted on by everyone unless individual members have made a fundamental objection and registered that their organisation would not support the proposal.
- The business of the Board will be open to scrutiny by all agencies and in particular the Council's Overview and Scrutiny Panel. The working practices of the Board should enable Overview and Scrutiny to make early, constructive, contributions to policy as well as supporting scrutiny of decisions made, monitor outcomes and targets achieved and review of practice and progress.
- Partners will hold each other to account about agencies' commitments to the implementation of the Board's priorities in order to ensure improved outcomes. The Board will set up specific task groups Chaired by Board Members as required.
- Partners agree to share and review key information to support robust performance management arrangements within the agreed framework and cycle of monitoring and review and to agree actions to address areas of concern.

Membership

Elected Members:

- Cabinet Member with portfolio responsibilities for Children's Services.
- One other Cabinet Member nominated by the Cabinet.
- Two Elected Members nominated by the political groups not on the Cabinet (group spokespersons on Children's Services issues).

Senior Officers of the relevant Agencies:

- Strategic Director for Children's Services.
- Strategic Director for Adults and Health.
- Director for Public Health.
- West Yorkshire Police Divisional Commander for Kirklees.
- Chair of the Safeguarding Board.
- Senior representatives from both Clinical Commissioning Groups.

One representative from;

- Calderdale & Kirklees Careers.
- Calderdale and Huddersfield NHS Foundation Trust.
- Further Education and Sixth Form College.
- Job Centre Plus.
- Kirklees High Schools Head teacher.

- Kirklees Primary Schools Head teacher.
- Locala Community Partnership.
- Mid Yorkshire Hospitals NHS Trust.
- Schools – Special Schools Head.
- South West Yorkshire Partnership NHS Foundation Trust.
- University of Huddersfield.
- West Yorkshire Fire and Rescue Service.
- West Yorkshire Probation Trust.
- West Yorkshire Probation Trust (West Yorkshire Community Rehabilitation Company).

Voluntary Sector

Two Voluntary Sector representatives agreed with the Third Sector Leaders Group.

Chair

The Chair of the Board will be the Cabinet Member with portfolio responsibilities for Children's Services. The Deputy Chair is not from the Council, and is elected by the Board.

Leading strategic Senior Officers will be expected to attend the meetings of the Board as advisers, and other senior officers will also be required to attend for specific items of business.

Role and Voice of Children and Young People

To establish a regular reporting system to/from the Youth Council and Looked After Children by the Chair or Deputy Chair in addition to ongoing dialogue by officers and partners. This work would be supported by inviting the IYCE team to attend meetings as officers to note/contribute.

Working Arrangements of the Board:

- Professional and policy advice to the Board will be provided by the Senior Officers from Kirklees Council and also partner organisations, who will also be responsible for implementing the decisions of the Board.
- The Board will meet 4 times a year in order to conduct its business.
- Changes to the Terms of Reference will be subject to discussion and agreement by the board, and can only be made following consultation with the constituent bodies.
- Urgent decisions in relation to the Board may be taken by the Chair (or deputy chair where the Chair is unavailable) following consultation with relevant officers. These decisions will then be presented to the next available Board and Executive Group meeting.

Board Members are required to:

- Represent their agencies and bring experience and knowledge about other sectors and organisations, however, their primary duty will be to act in the interest of children and young people in Kirklees.
- Ensure that all staff within their agency who have contact with children are aware of their safeguarding responsibilities and are supported to carry out any designated role with regard to partnership work.
- Ensure that actions and strategic plans that need to be delivered by partnerships or

single agencies to support the delivery of the Kirklees Children and Young People's Plan are embedded within their organisations.

- Bring key strategic issues to the Board's attention.
- Declare any interest in a particular topic or issue preferably before a meeting.
- Actively contribute to external inspections of Children's Services across the Partnership.

Kirklees Children and Young People's Partnership Board Executive Group

Executive arrangements

To ensure the implementation of co-ordinated, integrated and reconfigured services for children and young people. The Executive will advise and support the Board, receive strategic direction from the Board and ensure that the strategic direction is translated into effective operational delivery. It will also work on joint commissioning arrangements for new areas to integrate the commissioning of services for children and young people.

Responsibilities

The Executive will:

- Ensure that strategic decisions made by the Board are actioned, resourced and implemented.
- Prepare documents for the Board, and ensure coherent working with and between other groups set up by the Board and the wider partnership.
- Monitor delivery on the priorities and ensure that issues of non-delivery on agreed actions are considered appropriately.

Be responsible on behalf of the Board for ensuring:

That the Children and Young People's Plan is produced and that the outcomes are effectively monitored and managed.

- That the integrated processes are in place for implementation of the Children and Young People's Plan, including for example joint commissioning.
- Implementation of integrated service delivery.
- The appropriate involvement of children and young people, their families and carers in the business of the Board.

Governance and accountability:

- The Executive will meet in line with the Board and agree the Board agenda and reports required.
- Partners will report into their respective organisational governance structures.

Membership:

- Cabinet Member(s) with portfolio responsibilities for Children & Young People.
- Strategic Director for Children's Services

- Director of Public Health.
- Clinical Commissioning Groups.
- Representatives of school heads both 5-11 and 11-16 age groups.
- Representative of Further Education & Sixth Form College.
- West Yorkshire Police

The Executive will be supported by officers from across the Children & Young People's Partnership.