

TERMS OF REFERENCE
FOR THE SUPPORTING LEICESTERSHIRE FAMILIES EXECUTIVE
JUNE 2016

Purpose of the Supporting Leicestershire Families Executive

The purpose of the Supporting Leicestershire Families Executive is to provide leadership, direction and assurance, on behalf of the Leicestershire Health and Wellbeing Board, to the Supporting Leicestershire Families Programme to ensure that it is delivered effectively and in line with national policy and local priorities.

Terms of Reference

The Supporting Leicestershire Families Executive will have the following role and duties:-

- (a) To agree the scope of the Supporting Leicestershire Families Programme, setting the scale of ambition and pace needed for delivery.
- (b) To develop a programme plan for approval by the Health and Wellbeing Board to ensure delivery of all components of the Supporting Leicestershire Families programme to agreed milestones and to undertake the implementation of this plan.
- (c) To make recommendations as appropriate to the Health and Wellbeing Board on the allocation of the resources necessary to deliver the Supporting Leicestershire Families Service.
- (d) Develop pooled arrangements for the Supporting Leicestershire Families programme for approval by the Health and Wellbeing Board.
- (e) Set delegated limits for approval of variation of expenditure within the Supporting Leicestershire Families pooled budget and review these on an annual basis.
- (f) To make recommendations to the Health and Wellbeing Board on the form of service provision for Supporting Leicestershire Families, including the balance between third party and provision by local public agencies.
- (g) To agree the contractual arrangements for any third party provision including payment by results.
- (h) To develop a risk register for the Supporting Leicestershire Families programme and implement the necessary risk mitigation plans across the programme, with connectivity to the corporate governance systems in partner agencies.

- (i) To agree a performance framework for the Supporting Leicestershire Families Programme, including for payment by results funding, and monitor performance against this framework.
- (j) To consider and address any barriers to achieving the aims of Supporting Leicestershire Families.
- (k) To ensure that Supporting Leicestershire Families services maintain a high level of safeguarding of children, young people and vulnerable adults.
- (l) To support services to adopt an 'Act Family' approach.
- (m) To identify opportunities to integrate with other place/partner initiatives (Leicestershire and wider) where there are benefits.
- (n) To integrate/align commissioning opportunities with other partners where greater value can be obtained.
- (o) In conjunction with the Health and Wellbeing Board, to direct a communication and engagement plan about Supporting Leicestershire Families, targeted to a wide range of stakeholders across the health and care system, with particular emphasis on the needs of the public and local councillors.

Membership of the Supporting Leicestershire Families Executive

- Cabinet Lead Member for Children and Families
- Director of Children and Families Services, LCC
- Representative of Adults and Communities Department, LCC
- Representative of the Office of the Police and Crime Commissioner
- Director representative from West Leicestershire CCG
- Director representative from East Leicestershire and Rutland CCG
- Clinical Chairs (or their designates) of WLCCG and EL&RCCG
- Director representative from UHL
- Director representative from LPT
- Elected Member representative from District Councils
- Officer representative from District Councils
- Department of Work and Pensions
- Director of Public Health representative
- Voluntary Sector representation

Meeting Frequency

Meetings will take place quarterly

Chair

Cabinet Lead Member for Children and Families at Leicestershire County Council

Meeting Administration

Meetings will be administered by Democratic Services at Leicestershire County Council

The agenda and papers will be issued no later than 4 working days in advance unless later circulation has been authorised by the Chair (exceptional circumstances).

Location of Meetings

Leicestershire County Council Committee Rooms

Quoracy

In order to meet and conduct routine business 6 members must be present of which at least:

- 1 must be a health representative
- 1 must be a representative from Leicestershire County Council
- 4 must be from partner organisations not named in the previous 2 bullet points.

Reporting Arrangements

The Supporting Leicestershire Families Executive will submit to the Health and Wellbeing Board:-

- At least quarterly reports on the performance of the Supporting Leicestershire Families Programme;
- At least annually a report on the use of resources in support of the Supporting Leicestershire Families Programme.

The Supporting Leicestershire Families Executive will report as appropriate to regional and national assurance systems for the programme.

The Supporting Leicestershire Families Executive will ensure that risk is escalated as appropriate to the relevant partners, subject to the appropriate reporting mechanisms to the Health and Wellbeing Board, and will satisfy any internal or external audit requirements of relevant partners.