

## **CHILDREN AND FAMILIES PARTNERSHIP**

### **TERMS OF REFERENCE**

**NOVEMBER 2016**

#### **Purpose of the Children and Families Partnership**

The purpose of the Children and Families Partnership is to ensure that children and young people in Leicestershire are safe and living in families where they can achieve their full potential and have good health and wellbeing.

It will do this by providing leadership, direction and assurance, on behalf of the Health and Wellbeing Board:

- (i) To the delivery of the following outcomes of the Joint Health and Wellbeing Strategy which relate to children and young people:-
  - a. To ensure the best start in life for children and their families.
  - b. To work proactively in partnership to keep children and young people safe and free from harm and sexual exploitation.
  - c. To support those families identified as most troubled to become self-sufficient and resilient.
  - d. To enable children with special educational needs, and/or disabilities and their families, to become increasingly independent through personalised, integrated care and support.
  - e. To enable children in care to experience good physical and mental health throughout their lives.
- (ii) 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**

In order to deliver the vision set out above, the Children and Families Partnership will have the following role and duties:-

#### **General**

- (a) To develop and oversee the Children and Young People's Plan for Leicestershire.
- (b) To ensure that the voice of children and families is represented in all the work of the Children and Families Partnership and that of partner organisations.

- (c) To consider and address any barriers to achieving the vision of the partnership, to ensure that children and young people in Leicestershire are safe and living in families where they can achieve their full potential and have good health and wellbeing.
- (d) To identify opportunities for integrated commissioning and/or delivery of services with other place/partner initiatives (Leicestershire and wider) where there are identified benefits for doing so, and to ensure that this is planned and delivered to agreed outcomes.
- (e) To review initiatives to ensure that they are delivering the required outcomes and meeting agreed milestones and recommending action to partner organisations where delivery is not satisfactory.
- (f) Set delegated limits for approval of variation of expenditure within any pooled budgets developed by the Partnership and review these on an annual basis.

### **Joint Health and Wellbeing Strategy**

- (g) To oversee the delivery of the Joint Health and Wellbeing Strategy priorities which relate to children including:-
  - (i) Setting the scale of ambition and pace needed for delivery through the development of a Delivery Plan and overseeing its implementation against agreed milestones;
  - (ii) Making recommendations as appropriate to the Health and Wellbeing Board on the allocation of resources;
  - (iii) Developing pooled arrangements where appropriate;
  - (iv) Developing a risk register for the Delivery Plan and implementing the necessary risk mitigation plans across the programme, with connectivity to the corporate governance systems in partner agencies;
  - (v) Agreeing a SMART performance framework for the Delivery Plan, and monitoring performance against this framework;
  - (vi) In conjunction with the Health and Wellbeing Board, directing a communication and engagement plan for the Joint Health and Wellbeing Strategy, 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.

### **Supporting Leicestershire Families**

- (h) To oversee delivery of the Supporting Leicestershire Families Programme, including:-
  - (i) Setting the scale of ambition and pace needed for delivery;
  - (ii) Management of the pooled budget;

- (iii) Making recommendations as appropriate to the Health and Wellbeing Board on the allocation of resources;
- (iv) Developing a risk register for the Programme and implementing the necessary risk mitigation plans across the Programme, with connectivity to the corporate governance systems in partner agencies.
- (v) Agreeing a SMART performance framework for the Programme and monitoring performance against this framework.
- (vi) Making recommendations to the Health and Wellbeing Board on the form of service provision, including the balance between third party and provision by local public agencies;
- (vii) Agreeing the contractual arrangements for any third party provision including payment by results;
- (viii) Ensuring that the Programme maintains a high level of safeguarding for children, young people and vulnerable adults;
- (ix) Supporting services to adopt an 'Act Family' approach.

#### Membership of the Children and Families Partnership

- 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
- Representative from Leicestershire Police
- Director representative from West Leicestershire CCG
- Director representative from East Leicestershire and Rutland CCG
- Clinical Chairs (or their designates) of WLCCG and ELRCCG
- Director representative from UHL
- Director representative from LPT
- Elected Member representative from District Councils (to be chosen by the 7 District Councils)
- Officer representative from District Councils
- Department of Work and Pensions
- Director of Public Health representative
- Voluntary Sector representative
- National Probation Service Representative
- Community Rehabilitation Company Representative

Membership will be reviewed on an annual basis to ensure the effective operation of the Partnership.

#### 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 of each meeting 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 Children and Families Partnership will submit to the Health and Wellbeing Board:-

- At least six monthly reports on the performance of the Joint Health and Wellbeing Strategy Delivery Plan.
- At least annually a report on the use of resources to deliver the vision and priorities of the Children and Families Partnership.

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

The Children and Families Partnership 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.