

**Meeting:** Children and Young People's Strategic Partnership

**Date:** 1 July 2008

**Report Title:** Governance: Membership and Terms of Reference

**Report of:** Sharon Shoesmith, Director The Children & Young People's Service

### **Summary**

As this is the first meeting of the new municipal year it is the time to review the membership and terms of reference of the CYPSP.

The most recent edition of the terms of reference for the CYPSP is attached. They have been updated to take account of the establishment of the Community Link Forum, the move of Connexions into the local authority, the inclusion of the Forum Chairs in the CYPSP meeting and change in HAVCO representation, and the development of the TPCT health partnership with Great Ormond Street hospital. They also suggest that minutes will be sent to organisations that are named as partners in guidance to the children's legislation but do not have the capacity to attend all the children's partnerships across London.

At their meeting in July the Haringey Strategic Partnership (HSP) will be considering the overall terms of reference for the HSP and corporate governance for the HSP and its theme boards, of which the CYPSP is one. In the light of these events the terms of reference may need to be further reviewed in September.

### **Recommendations**

That the CYPSP agree the updated membership and current terms of reference.

### **Financial/Legal Comments**

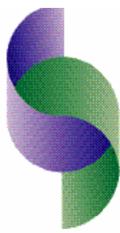
The Chief Financial Officer was consulted in the preparation of this report and comments that there are no specific financial implications arising from the recommendations of the report.

The Head of Legal Services has been consulted on the content of this report. The wide ranging strategic and responsive role for the Strategic Partnership Board, which is determined by statute, is referred to within the body of the terms of reference. Generally the content of the terms of reference is non-

contentious. However, the Board may not have the power to formally approve Section 31 Partnership Agreements. The prescribed bodies for the purpose of Section 31 arrangements consist of local authorities and specific NHS bodies. Any arrangement must be agreed by the prescribed bodies. The wider membership of the board includes representatives of bodies not prescribed for the purposes of Section 31 and its associated Regulations. Thus the terms of reference could validly refer to a role such as oversight of Section 31 partnership agreements but not to formal agreement of the arrangements. The Board will, on the other hand, have the power to formally approve specific arrangements made under Section 10 of the Children Act 2004, which appears to be a function not currently set out within its responsibilities.

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## TERMS OF REFERENCE

## HARINGEY CHILDREN AND YOUNG PEOPLE'S STRATEGIC PARTNERSHIP BOARD

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### **Date Terms of Reference Agreed/Reviewed:**

- Haringey Council Executive at meeting on 16 March 2004
- Health & Social Care Partnership Board at meeting 29 March 2004
- Children and Young People's Strategic Partnership at meeting 12 July 2004
- Model for governance, consultation & participation reviewed, Children and Young People's Strategic Partnership meeting 19 September 2005
- Membership reviewed, Children and Young People's Strategic Partnership meeting 23 January 2006
- Terms of reference reviewed 8 October 2007

Date next review: **TBA**

Last update: March 2008

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## **1. Introduction (Background and Policy Framework)**

The Children and Young People's Strategic Partnership Board (CYPSP) has been established as a Theme Board of the Haringey Strategic Partnership (HSP). The purpose of the CYPSP is to further the development of partnership working, strategic planning and joint commissioning of children and young people's services.

The introduction of the CYPSP meets the requirements of the Children's Act 2004 and other statutory acts, e.g. relating to health, social care and education, and subsequent policy guidance which specify a formal duty of partnership between local authorities and partnership organisations. It also furthers joint and multi-agency working in the context of the Local Strategic Partnership (Local Government Act 2000).

The CYPSP will act as the umbrella Board to various service users Partnership Boards / Trusts and any future Partnership Boards/Trusts that are deemed appropriate.

## **2. Responsibilities**

The CYPSP will have the responsibility to:

- Deliver the HSP agenda as it relates to children and young people
- Develop a shared vision, and a plan of action to achieve the vision
- Agree strategic documents requiring a joint children and young people's multi-agency response
- Drive the integration agenda using the available legislative flexibilities
- Formally approve all Section 31 partnership agreements
- Confirm the statutory transfer of funds between agencies, e.g. Health Act 1999, Section 28a and 28bb transfers
- Respond, as a partnership, to new government initiatives and local priorities
- Ensure that the service user sub planning groups function effectively
- Monitor the implementation of projects
- Deliver the Sustainable Community Strategy and the Local Area Agreement as they relate to children and young people

## **3. Terms of Reference**

### **3.1 Aims**

The aims of the CYPSP and its service user Partnership Boards and sub planning groups are to:

- Improve the outcomes for children and young people who live in, use local services and visit Haringey through closer and formal planning/ working relationships between all relevant stakeholders across the diverse community
- Work closely with all relevant people and organisations, including capacity building and training to enable appropriate levels of involvement and decision making
- Aim to reduce inequalities in outcomes for children and young people through multi-agency actions of partner organisations
- Check that services are delivered in ways that service users want and like

- Make sure that services are provided without discrimination on the grounds of age, disability, gender, race or sexuality
- Make sure that services are ethnically and culturally sensitive
- Ensure services are responsive to the priorities of the people of Haringey
- Make sure that the HSP hears the views of children and young people

### 3.2 Objectives

The objectives of the CYPSP and its service user Partnership Boards are to:

- Determine joint multi-agency children and young people's policies, strategies and services and co-ordinate the delivery of these
- Inform the budget setting and commissioning of services to deliver such policies and strategies
- To act as the formal approval body for joint plans, consultation etc as delegated by the Haringey Strategic Partnership, the Council and HTPCT
- Ensure services are responsive to individual need, are co-ordinated and of high quality
- Ensure that the interface, cross cutting and transition issues between services are addressed
- Endorse joint priorities and advise on resource distribution to achieve these priorities
- Share information, best practice and experience
- Develop and maintain the trust of all stakeholders
- Identify resources to enable the involvement of service users, carers and other interested parties
- Monitor the effectiveness of the service user Partnership Boards and other joint planning arrangements
- Monitor and report on progress in delivering the outcomes and targets within the Sustainable Community Strategy and the Local Area Agreement as they relate to children and young people.
- Contribute to the development of the HSP and partner agency objectives.
- Be informed by a co-ordinated performance management framework
- Influence the work of other partnership groups where activity impacts on children and young people.

## 4. **Membership, Composition and Accountabilities**

### 4.1 Membership

The membership of the CYPSP and service user Partnership Boards will:

- Represent the key statutory children and young people's stakeholders
- Represent other key stakeholders, as required
- Have the authority and resources to meet the aims and objectives of the terms of reference
- Possess the relevant expertise to deliver the terms of reference
- Act with trust and probity at all times
- Be responsible for disseminating decisions and actions back to their own organisation and ensuring compliance.

## 4.2 Composition

The Haringey Children and Young People's Strategic Partnership Board will comprise of the following members:

<b>Agency</b>	<b>Reps</b>	<b>Names</b>
Local Authority Members	4	Chair : Lead Member for Children & Young People Leader of the Council Lead Member: Crime & Community Safety Councillor x 1
Local Authority officers	2	Chief Executive Director of Children & Young People's Services
Teaching Primary Care Trust	4	Non-Executive Director x 2 Chief Executive Executive Director
Mental Health Trust	1	Chief Executive / Director of CAMHS
Whittington Hospital	1	Chair of Trust / Chief Executive
G O S H	1	Partnership Director of Operations
Voluntary Sector	1	HAVCO
Voluntary Sector	3	Community Link Forum
Haringey Police	1	Borough Commander
Middlesex University	1	TBC
Learning Skills Council	1	Chief Executive
College of North East London	1	Principal
Youth Offending Service	1	Head of Safer Communities
Children's Networks	3	Head of each Children's Network (South, North and West)
Local Partnership Boards	3	Chair of each Board (South, North and West)
Haringey Youth Council	2	Nominated by Youth Council
Forums: Early Childhood, 5-11, 11-19 & Inclusion	4	Chair of each Forum
Haringey Youth Council	2	Nominated by Youth Council

In exceptional circumstances, where a Board member's absence is unavoidable, the Board may approve a delegated alternative, provided that the delegated alternative has the full authority to act on behalf of the absent Board member.

The following organisations are unable to attend the Board but will receive minutes to keep them updated with developments:

- Probation Service.

The Chair of the Board will be an elected executive Member of the Council.<sup>1</sup>

The Board may consider the involvement of voluntary sector organisations, users (parents and carers, children and young people) and service providers in the Service/Trust's governance arrangements.

Other officers of the Council, the HTPCT and Partner agencies may be required to attend meetings of the Board in a non-voting capacity.

#### 4.3 Co-optees

The CYPSP will, as appropriate, co-opt additional members to meet specific planning requirements and obligations. Such members will be co-opted for the duration of specific and identified business only.

#### 4.4 Service User Representation

Service Users will be considered for representation on all service user Partnership Board Forums to enable active participation and involvement in planning and performance monitoring.

#### 4.5 Review

Membership and composition of the CYPSP will be reviewed annually.

#### 4.6 Accountabilities

The Board shall be accountable to both the Council Cabinet and the HTPCT Board

Legal accountability for services commissioned by the planning framework would still remain with the responsible statutory body.

Individual members of the Board shall remain accountable to their own organisations for the management of pooled budgets and for ensuring that robust risk management and clinical governance mechanisms are in place.

### **5. Meetings**

#### 5.1 Quorum

A meeting of the CYPSP will be considered quorate when at least 6 members are present, providing that 4 of these are representatives from the Council and the HTPCT as follows:

- one Councillor, London Borough of Haringey
- non executive Haringey NHS Teaching Primary Care Trust
- The Chief Executive or Director of the HTPCT
- One voting officer of the Council

Delegated alternatives shall not be acceptable in determining a quorum.

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<sup>1</sup> Under the Children Act 2004 section 10 (1) the Local Authority has a duty to make arrangements to promote co-operation between relevant partners and others

## 5.2 Access to Meetings

5.2.1 Attendance by non-members is at the invitation of the Chair.

5.2.2 The agenda, papers and minutes of meetings will be available to the public.

5.2.4 Additional special meetings will be arranged if necessary.

5.2.5 Meetings will be held 6 times a year.

## 6. **Governance**

The CYPSP and service user Partnership Boards will:

- Support effective stakeholder involvement, including the provision of revenue support where appropriate, e.g. for interpreting.
- Monitor the effectiveness of the service user Partnership Boards through receipt of an annual report.
- Enshrine the role of stakeholders, including service providers, by the use of clear decision-making protocols and systems for registering dissent
- Declare any conflict of interest, pecuniary and non-pecuniary.
- Relate to the Council's Overview & Scrutiny Committees as set out in local protocols.
- Be chaired by the Lead Member for Children & Young People from the Council's Executive
- Elect a Vice Chair at the first meeting of each municipal year from the membership. The Vice Chair can serve a maximum of three years.
- The Chair and Vice Chair should preferably come from different organisations.
- Use the agreed partnership logo and slogan on papers relating to the business of the CYPSP and the service user Partnership Boards
- Ensure that only the Chair or delegated representative represents the CYPSP and the service user Partnership Boards to the Press.
- Ensure that any member of the CYPSP and the service user Partnership Boards who fails to attend three consecutive meetings or any three from six meetings will have their membership formally reviewed by the Chair and Vice Chair (of the Executive). Recommendations for action to be agreed by the CYPSP.
- Recognise that members may be called upon to subscribe to a partnership response that is not in line with that of their employing/host organisation. Such instances of dissent should be recorded in the minutes and not impede the partnership action.

- Members may arrange for a regular alternate or deputy to attend on their behalf. This person should be formally notified to the distribution officer at least five working days before a meeting.
- Decisions will be arrived at by consensus. In exceptional circumstances, if at least three members request it, a vote may be taken. In this case the Chair will take a vote by a show of hands, with each member having one vote. Decision will be by simple majority. Observers are not eligible to vote.
- If necessary, because of urgency and the timing of meetings, decisions may be taken by e-mail on the basis of a report and recommendations. Decisions will be by simple majority. Abstainers will be recorded.
- Agendas and reports to be considered at meetings will be circulated at least five working days before the meeting, in accessible formats.
- Any documents that may involve the disclosure of exempt or confidential information will be amended prior to public access, with an explanation of the reason(s) for this censorship.
- Additional/late items will be at the discretion of the Chair.

## 7. **Subsidiary Groups**

7.1 The Board will have the following subsidiary group:

- Children & Young People's Strategic Partnership Advisory Board.  
This is a partnership group reporting to the CYPSP through representatives of the principal forums and agencies concerned with provision for children, young people and their families in Haringey. It will draw together views from across the forums, Local Partnership Boards and stakeholders, support the CYPSP in monitoring of Changing Lives, and make recommendations to the CYPSP.

7.2 The following forums are currently established within the CYPSP children's trust arrangements. They will all be represented on the Advisory Board:

- Early Childhood Forum
- 5-11 Forum
- 11-19 Forum
- Local Partnership Boards x 3 (one for each Children's Network)
- The Youth Council

7.2 The number and focus of the forums can be changed in the future.

**CHILDREN & YOUNG PEOPLE'S STRATEGIC PARTNERSHIP – CHILDREN'S TRUST ARRANGEMENTS**  
a model for governance, consultation and participation

