

## **Nottinghamshire Children's Trust**

### **TERMS OF REFERENCE 2016-2018**

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**These terms of reference are current until 31<sup>st</sup> March 2018. They were approved by the Children's Trust Board on 4 February 2016.**

## **1. Our Ambition**

**We will work together to provide integrated services for all children and young people in Nottinghamshire to improve their life chances and to help them maximise their potential**

## **2. Our Purpose**

The Children's Trust is a partnership of organisations that commission and provide services for children, young people and their families within Nottinghamshire. The Children's Trust enables these partner services to meet their statutory duty, under the Children Act 2004, to co-operate to improve the well-being of children.

The Children's Trust has an active working relationship with the Nottinghamshire Safeguarding Children Board (NSCB). The NSCB provides scrutiny and challenge of the Children's Trust activities.

The Nottinghamshire Children, Young People and Families Plan is the joint strategic plan of the Children's Trust. The plan is aligned to the Nottinghamshire Health and Wellbeing Strategy, and identifies the priorities and main activities for the Children's Trust.

## **3. Our Principles**

- We will work together to achieve our vision, building mutual trust, respect and openness
- We will seek the views of children and young people, families and communities when planning partnership activities.
- We will be clear about partnership priorities and base our joint planning or commissioning of services around them.
- We will identify how integrated commissioning or shared delivery can promote high quality, cost-effective service delivery that meets local needs.
- We will work flexibly and adapt our plans and activities to changing circumstances.
- We will always seek to maximise value for money, both in the partnership activities that we develop and in our meeting or information-sharing arrangements.
- We will ensure that decisions are based on clear evidence about local needs and about the likely impact of planned activities.
- We will communicate about what we do, with our staff in partner organisations and to children, young people, families and communities.

## **4. Our Partners**

Nottinghamshire County Council is the lead partner with statutory responsibility to make arrangements to promote co-operation to improve children's well-being (Children Act 2004). Other partners are:

- Nottinghamshire Police
- Nottinghamshire Safeguarding Children's Board
- Nottinghamshire District and Borough Councils
- Nottinghamshire (including Bassetlaw) Clinical Commissioning Groups
- Schools

One person may represent a number of relevant partners. The Children's Trust Board may invite representatives to become members, on a permanent or temporary basis.

## **5. Our Structure and Accountability**

The Children's Trust reports formally to the Nottinghamshire Health and Wellbeing Board and is accountable to it for the delivery of the priorities within the Children, Young People and Families Plan.

The roles and responsibilities of the Children's Trust are split between the Children's Trust Board and the Children's Trust Executive:

### **Children's Trust Board**

The Children's Trust Board will champion the interests of children, young people and their families in Nottinghamshire and will be responsible for the overall strategic direction of children and young people's services in Nottinghamshire. It will provide a forum for the discussion of shared priorities for partnership working and the integration of the delivery of services.

### **Children's Trust Executive**

This group will report to the Children's Trust Board. It is responsible for the effective delivery of high quality services for children, young people and families in Nottinghamshire.

### **Commissioning / Delivery Groups**

A number of commissioning and delivery groups are responsible to the Children's Trust and will provide at least annual reports on their activities, usually to the Children's Trust Executive. These groups are as follows:

Closing the Gap Performance Group  
MASH Governance Group  
Looked after Children and Care Leavers Strategy Group  
Children and Young People's Mental Health & Wellbeing Executive  
Parenting Strategy Group  
Young Person's Health Strategy Group  
Early Childhood and Healthy Child Programme Integrated Commissioning Group  
Local Management Groups<sup>1</sup>

### **Task-Finish Groups**

The Children's Trust Executive may choose to set up task-finish groups to implement or monitor specific activities or projects. Each group will have a clearly defined, time-limited list of tasks to achieve, and will provide regular progress reports. The lifetime of each group may vary from a few months to over a year, but all groups will be reviewed at least annually to ensure that they still have a purpose.

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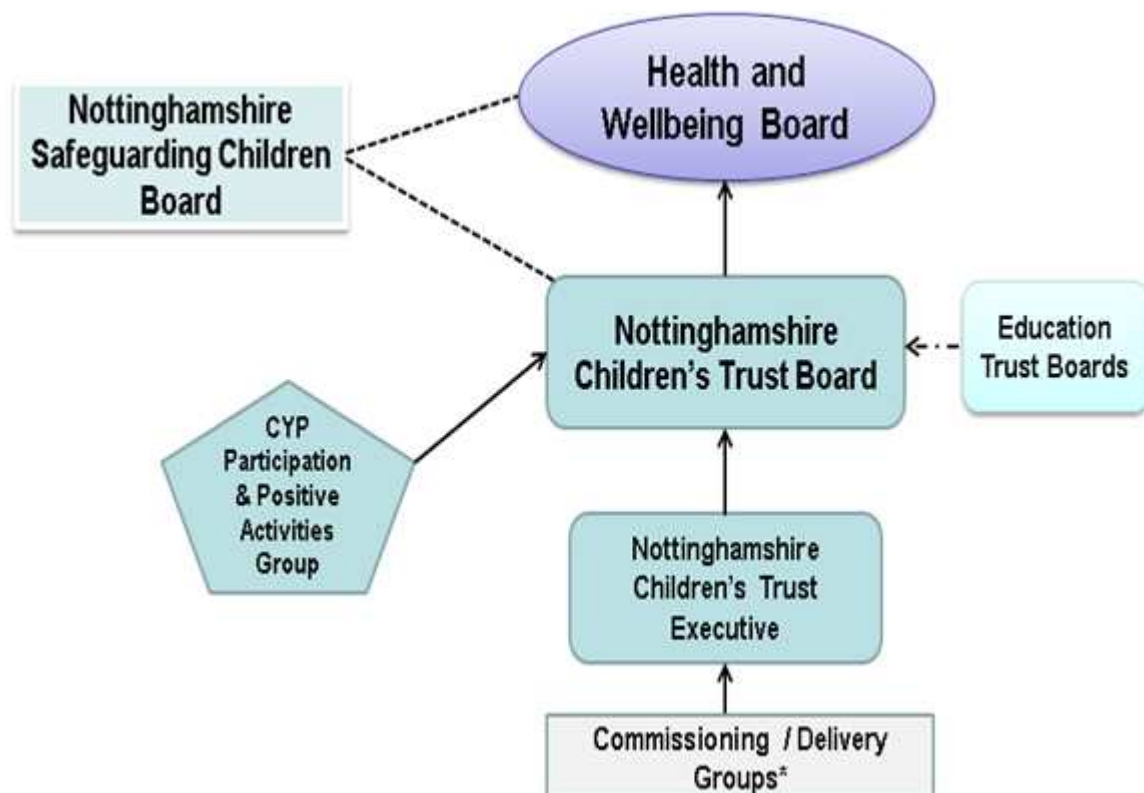
<sup>1</sup> Each District/Borough in Nottinghamshire has a Local Management Group. These groups bring together partner services at a district level, an aim to improve partner engagement and the co-ordination of services at a district level. Each group will produce an annual delivery plan based upon the priorities of the Children, Young People and Families Plan. These groups are accountable to the Children's Trust Executive.

## **Nottinghamshire Safeguarding Children Board (NSCB)**

The NSCB is the Local Safeguarding Children Board (LSCB) for the County, responsible for delivering robust safeguarding arrangements across the County.

The Children's Trust Board and the NSCB operate independently, but with ongoing communication to avoid duplication or gaps in policies or services, and so that each may challenge the activities of the other.

## **6. Governance Chart of the Nottinghamshire Children's Trust**



## **7. Consultation Activities**

Nottinghamshire Children's Trust is committed to seeking the views of children and young people, families and communities when planning partnership activities, when seeking evidence of local needs and when assessing the impact of planned activities.

In addition, it will ensure that a wide range of partner organisations and their staff are consulted about the development of strategies and plans.

Views will be sought through a variety of methods, aiming to obtain robust evidence in a cost-effective way. This may include specific consultation events or the seeking of feedback through correspondence or electronic media. It will also make use of information gained through the activities of partner services and their contacts with children, young people and families.

The NSCB will be consulted about the content and development of any partnership strategic plans, including the priorities and content of the Children, Young People and Families Plan.

## **8. Terms of Reference: The Children's Trust Board**

### **Purpose**

This is a strategic network which shares information and agrees priorities.

### **Responsibilities**

The Children's Trust Board will be responsible for:

- The development, monitoring and review of Children, Young People and Families (CYPF) Plan
- The approval of the Children's Trust Executive's Improvement Plan
- The partnership's Participation Strategy
- The partnership's workforce development activities

The Children's Trust Board will also:

- share information about work being undertaken with children, young people and families in Nottinghamshire
- share information about national legislation or policy, or relevant national or local research or evaluation activities, that may influence how work in Nottinghamshire should be undertaken
- provide a forum for the discussion of shared priorities for partnership working, or integrated delivery of services

The Children's Trust Board will be able to task the Children's Trust Executive with specific pieces of work requiring a partnership response and will receive regular reports on its work.

Members of the Board will:

- represent the views of their organisation, partnership or sector
- ensure effective two way communication between the Children's Trust and staff at all levels in their organisation or partnership
- make decisions on behalf of their organisation, within agreed delegated powers or seeking prompt ratification of Board decisions.

### **Membership**

Organisations represented on the Children's Trust Board include:

- Nottinghamshire County Council
- Nottinghamshire Police
- District / Borough Councils
- Clinical Commissioning Groups (County and Bassetlaw)
- Education Trust Boards
- Nottinghamshire Safeguarding Children Board.

The representatives of partner organisations should be at a level of seniority that enables them to have an understanding of the full range of activities of the organisation, partnership or sector that they represent.

Further details of the current membership of the Children's Trust Executive can be found in **Appendix A** to these Terms of Reference.

### **Chairing and meeting arrangements**

The Chair is Nottinghamshire County Council's Chair of the Children and Young People's Committee, and the Vice-Chair is Nottinghamshire County Council's Corporate Director for Children, Families and Cultural Services.

The Children's Trust Board has no quorum. If a member of the Board cannot attend, a deputy or alternative representative may attend in their absence.

The Children's Trust Board will meet three times a year. A minimum of three months' notice of meetings will usually be given, except where meetings need to be re-arranged due to unforeseen circumstances.

The meeting agenda and papers will be circulated to Board members via e-mail, at least 8 days before each meeting. Nottinghamshire County Council's Children, Families and Cultural Services will provide administrative support to the Children's Trust Board.

Meetings will not be open to the public / media but notes of meetings will be published on the Nottinghamshire County Council website, after they have been approved by the Board.

### **Decision making process**

Decision making will normally be by consensus. However, if the Chair considers that consensus is unachievable, a decision may be made by vote and will be binding if:

- it has been agreed by 60% of those agencies present
- the proposed actions fall within the statutory and regulatory framework governing the operation of partner agencies
- it is within the delegated decision making powers of the board
- any decision relating to increased expenditure for individual partners is only taken with their consent.

## **9. Terms of Reference: The Children's Trust Executive**

### **Purpose**

The Children's Trust Executive reports to the Board. It is responsible for the effective delivery of high quality services for children, young people and families in Nottinghamshire.

### **Responsibilities**

Reporting to the Children's Trust Board, the Children's Trust Executive will develop a focused improvement plan based upon the priorities of the Children, Young People and Families (CYPF) Plan:

- Children and young people are safe in Nottinghamshire
- Children and young people are happy and healthy in Nottinghamshire
- Children and young people achieve their potential in Nottinghamshire
- Children, young people and families receive support when needed in Nottinghamshire

Other specific responsibilities include:

- The identification of delivery priorities for partnership activity (joint operational priorities) required to improve children's services and meet statutory and regulatory requirements
- The commissioning/establishing where necessary cross-partnership working groups to deliver such activity

- The monitoring of the progress and impact of its improvement plan
- The monitoring of risks and issues and ensuring appropriate mitigation
- The provision of a mechanism to ensure service improvement through the coherence of multi-agency delivery
- The response to recommendations made by the Nottinghamshire Safeguarding Children Board (NSCB) in its role to co-ordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of that work
- The approval of the topics for the children and young people's section of the Joint Strategic Needs Assessment
- The effective implementation of the Children's Trust's Participation Strategy for children, young people and families
- To ensure through effective communication that staff at all levels within partner organisations understand the strategic direction of the Children's Trust and how it impacts on their work
- To review the annual report of the Nottinghamshire Safeguarding Children Board, identifying action that the Children's Trust should take in response, and ensuring that action is implemented.

The Executive will provide regular reports on its work to the Children's Trust Board and will itself will receive regular reports from the various commissioning and delivery groups as detailed in section 5 to inform its business and improvement plan.

### **Membership**

The membership of the Executive will reflect the priorities of the CYPF Plan and will be drawn from across the partnership, consisting of tier 3 and / or 4 senior officers including commissioners and providers.

Membership will include representatives of key partners:

- Nottinghamshire County Council
- Nottinghamshire Police
- District / Borough Councils
- Clinical Commissioning Groups (County and Bassetlaw)
- Nottinghamshire Healthcare NHS Trust
- Acute Hospital Trusts
- Education Trust Boards
- Nottinghamshire Safeguarding Children Board.

Representatives will be at a level of seniority that enables them to lead strategic change within their organisations and to commit organisational resources.

The Executive may invite representatives of other organisations to become members, on a permanent or temporary basis, using its usual decision-making process.

Further details of the current membership of the Children's Trust Executive can be found in Appendix B to these Terms of Reference.

### **Chairing and meeting arrangements**

Meetings will be chaired by Nottinghamshire County Council's Corporate Director for Children, Families and Cultural Services. A Vice-Chair will be agreed by the group using its usual decision-making process.

Children's Trust Executive will meet once every 6-8 weeks. The meeting agenda and papers will be circulated to the Executive members via e-mail, at least 8 days

before each meeting. Nottinghamshire County Council's Children, Families and Cultural Services will provide administrative support to the Children's Trust Executive.

Meetings will not be open to the public / media but notes of meetings will be published on Nottinghamshire County Council website, after they have been approved by the Board.

A briefing on the work of the Executive will be provided to each Children's Trust Board meeting

### **Decision making process**

Meetings of the Children's Trust Executive will be quorate when a representative of the County Council, a representative of the Clinical Commissioning Group and at least one other partner are present. If a member of the Board cannot attend, a deputy or alternative representative may attend in their absence.

Decision making will normally be by consensus. However, if the Chair considers that consensus is unachievable, a decision may be made by vote and will be binding if:

- it has been agreed by 60% of those agencies present
- the proposed actions fall within the statutory and regulatory framework governing the operation of partner agencies
- it is within the delegated decision making powers of the board
- any decision relating to increased expenditure for individual partners is only taken with their consent.

Final