

Proposals regarding the Children and Young People's Commissioning Board's Local Partnership arrangements

The terms of reference and the core make up of the local partnership will be agreed by the Children and Young People's Joint Commissioning Board.

Joint Commissioning Board Local Partnership - Draft Terms of Reference.

Purpose of the Joint Commissioning Board Local Partnership

The purpose of Joint Commissioning Board Local Partnership is to support the County Children and Young People's Joint Commissioning Board to make a difference to outcomes for all children and young people in the district. By focussing on the following outcomes:

- promote the health and wellbeing of all children and young people
- raise the educational achievement of all children and young people
- keep all children and young people safe

The Joint Commissioning Board Local Partnership will fulfil its purpose by making the outcomes of children and young people paramount in its work and it will identify good practice through benchmarking within and between districts through regular network meetings.

Function of the Joint Commissioning Board Local Partnership

- Use evidence and systematically understand the continuum of need for children and young people in the district.
- Establish a thorough knowledge of the total partnership resources available in the district and influence how these are used to support improved outcomes for children and young people
- Analyse information to inform local top priorities and feed strategic issues to the Children and Young People's Joint Commissioning Board.
- Lead an effective participation and engagement strategy across the district to ensure the views of children and young people are heard and used to inform service development and delivery.
- Attract external funding where possible to meet local needs.

- Develop a locally agreed implementation plan that includes the core priorities of the Children and Young People’s Joint Commissioning Board and Locality Board.
- Pool or align resources of key partners around local top priorities.
- Engage all key partners in delivering the agreed implementation plan.
- Monitor the progress of the implementation plan on a regular basis and manage any issues or barriers to progress.
- Track improvement in outcomes regarding narrowing the gap in educational achievement and promoting the health and wellbeing of children and young people.

Membership

The role of the Chair is to ensure that the Joint Commissioning Board Local Partnership effectively fulfils its purpose and function. This may include calling partner agencies to account and ensure that links with other relevant bodies are effective in pursuit of the overarching purpose of the Joint Commissioning Board Local Partnership. The members of the Joint Commissioning Board Local Partnership are best placed to elect the Chair from within their own membership. Core membership of the Joint Commissioning Board Local Partnership will comprise representatives of the following organisations:

- District Council
- Housing
- Kent Police
- Health Service (Clinical Commissioning Group)
- Voluntary and Community Sector
- Social Care
- Youth Services
- Schools

Other members may be co-opted as necessary.

Frequency of meetings and administration support arrangements

The Joint Commissioning Board Local Partnership will meet six times a year. The meeting will be quorate when five of the core members are present. Key decisions should only be taken when the meeting is quorate. Agenda and supporting papers will be circulated at least one week in advance of the meeting.

Minutes will be agreed by the Chair and circulated about two weeks after the meeting. The administration support arrangements to the Joint Commissioning Board Local

Partnership will be defined by the Children and Young People's Joint Commissioning Board.

Accountability

The Joint Commissioning Board Local Partnership will provide an annual report to the Children and Young People's Joint Commissioning Board. This will include progress on local implementation plans and how well local partnership arrangements work together in making a general contribution towards the priorities of the Children and Young People's Joint Commissioning Board.

The Joint Commissioning Board Local Partnerships will provide quarterly reports to Children and Young People's Joint Commissioning Board on progress on local actions.

The Joint Commissioning Board Local Partnership will report issues which they have not been able to tackle locally to the Children and Young People's Joint Commissioning Board at regular meetings and through the annual report.

An escalation process will be established as part of the proactive communication to inform local partners and the Children and Young People's Joint Commissioning Board of potential problems. The escalation process will serve as an 'early warning system' and it will identify the roles and responsibilities of key stakeholders and specified timescales.

The Children and Young People's Joint Commissioning Board will review the progress of the Joint Commissioning Board Local Partnership in supporting the delivering of improved outcomes.

The Children and Young People's Joint Commissioning Board will determine when meetings of the Joint Commissioning Board Local Partnership Chairs (or their representatives) and the Chair of the Children and Young People's Joint Commissioning Board (or representative) will take place.

Review

These terms of reference will be reviewed by the Children and Young People's Joint Commissioning Board in November 2013.