

Children. & Families PARTNERSHIP

Children and Families Partnership Board Terms of Reference

September 2015, Membership updated March 2018

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1. Purpose

The Children and Families Partnership Board is a high level strategic body focused on the planning, commissioning and delivery of services that promote the health and well-being of children and families in Bristol, and safeguard the vulnerable. It is a partnership board that aims to ensure that strategy development and commissioning activity is approached jointly in order to assure delivery of the best possible outcomes for children and young people in the city. The Board recognises the wide benefits of early intervention and prevention and prioritises the promotion of this approach across the partnership.

2. Aims and Scope of the Children and Families Partnership Board

In all of its operations, the Board will aim to:

- Promote the needs, aspirations and concerns of children and young people and their families across all member organisations
- Plan strategically, taking a whole system approach for the health and well-being of children, young people and families
- Align resources, knowledge and expertise across organisational boundaries
- Improve the evidence base and timeliness of decision making across the partnership by removing barriers to innovation and joint working
- Collectively challenge and support children's services, across the partnership, providing strategic drive via robust performance management
- Seek opportunities to achieve the best possible value for money, and to create opportunities to invest in new ways of delivering our responsibilities
- Maintain links with operational delivery across all member organisations via a sub-structure of themed groups.

3. Working principles

To achieve these aims, members of the Board undertake to:

- Support the principles of prevention and early intervention – supporting families in parenting their children to secure good long-term outcomes and maximise life chances
- Prioritise outcomes for vulnerable children, young people and families
- Take an evidence-based approach to the planning, design and commissioning of our services to ensure that children and young people's needs are met
- Aggregate and share knowledge from our collective sources of information, reducing duplication and integrating systems wherever practical
- Listen to the voices of children, young people and carers, and be open and honest in our response to them
- Ensure that we know the landscape in which we commission – by understanding the needs of children and young people and wider communities, and the pressures on service providers in all sectors
- Ensure that all commissioning decisions make the most effective use of our collective resources

4. What the Board will do

The Children and Families Partnership Board does not have legal power to take decisions on its own behalf, but will make recommendations to the organisations that are represented at it, and monitor the work and performance of the groups that report to it.

The Board will provide strategic leadership across the partnership by;

- Setting the strategic commissioning objectives for the partnership, including priorities and outcomes to support the health and wellbeing of children with a focus on Early Intervention.
- Devising a programme of work based on the identified strategic priorities and collective commissioning intentions of its membership, and will regularly report on these activities.
- Identify opportunities for the joint planning and commissioning of services across the partnership
- Delegating issues requiring detailed consideration or research to the appropriate group.
- Scrutinising and evaluating the work of the Commissioning Boards.
- Overseeing arrangements for effective sharing of information, resources and decision making across the partner agencies
- Ensuring that mechanisms are established for the engagement and involvement of stakeholders (children and young people, parents, carers, schools and service providers).
- Reviewing and aligning member organisations' strategy and planning, based on needs analysis and specific requirements arising from national policy and legislation.
- Receiving performance information, intelligence, policy reviews and other information necessary to guide strategic commissioning across the partnership.

5. Governance and accountability

Members of the board remain wholly accountable to their employing organisations, and thus should be sufficiently empowered to discuss and influence the strategic direction of that organisation in a partnership context.

The Board will work alongside, and from time to time may share accountability with the Health & Wellbeing Board or Local Safeguarding Children Board for key areas of work involving joint commissioning of services or needs assessment.

The minutes of Board meetings will be made public.

6. Roles and Responsibilities of Members

Members of the board are expected to ensure that these responsibilities are met at all times:

- I. The Members of the Board (and through them the organisations they represent) will cooperate to promote the wellbeing of all children, 0-19 years of age, and may cover some provision made for young people up to age 25.
- II. The Board members remain individually accountable to the executives of the participating organisations or represented bodies.

- III. The Board will report to and make recommendations to the Council, the Bristol Clinical Commissioning Group and other participating bodies, and the Health and Wellbeing Board where appropriate.
- IV. In undertaking these responsibilities the members of the Board will ensure that it continues to:
 - Consult with appropriate forums and groups.
 - Co-opt members such as practitioners, children and young people, service providers, parents/carers as deemed necessary to provide further advice and information.
 - Ensure that the participation of children, young people and their families are integral to its work.
 - Take account of statutory guidance in developing local arrangements.
 - Oversee arrangements for effective sharing of information across the partner agencies.
- V. A member of the Board who is unable to attend a Board meeting may appoint a substitute to attend in his or her place provided that:
 - The substitute is a member or employee of the same organisation as the person for whom they are substituting;
 - The substitute has been given the same authority to represent and commit (where applicable) the organisation as the person for whom they are substituting;
 - Any substitution must be a single appointment for the whole of a meeting.
 - A person may not send a substitute if the Board has directed them to attend in person.
- VI. Meetings of the Board shall be convened by the Chair. The Strategic Director of the Bristol City Council People Directorate (the Statutory Director of Children's Services) will chair meetings.
- VII. In addition, the Board will appoint a Co-chair from among the membership. This will be the Operations Director from the Bristol Clinical Commissioning Group.
- VIII. The People Directorate will also be responsible for supporting the board and providing venues for the board to meet.
- IX. The Board will meet six times per year. The Chair may call additional meetings of the Board and shall do so if he or she receives a request from two or more members of the Board.
- X. The quorum for a meeting of the Board shall be 50% of the representatives set out in the membership, which must include at least one representative of Bristol City Council and the Clinical Commissioning Group.
- XI. The Board will make recommendations to the organisations that are represented at it, and monitor the work of sub-groups that report to it.

7. Membership

Membership is primarily granted to those with senior strategy and commissioning responsibility and resource management oversight in partner organisations. Members must declare any conflict of interest arising in meetings. This includes, but is not limited to, any provider functions they perform which may fall within the scope of strategic commissioning and decision-making by the Board.

In addition to the permanent members identified below, additional attendees will be asked to attend for specific agenda items or packages of work. Finance resource will be co-opted to act as liaison with the finance function and to inform discussions and decisions on financial information and reporting.

Bristol Children & Families Partnership Board

Permanent Voting Board Members

Interim Executive Director / Director Children's Services (Co Chair)	Jacqui Jensen	Bristol City Council
GP Representative and Clinical Commissioning Lead for Maternity, Children & Young Peoples Services, CCG (Co Chair)	Dr. Kirsty Alexander	Bristol Clinical Commissioning Group
Cabinet Member Children and Young People	CLlr Helen Godwin	Bristol City Council
Interim Director of Public Health	Sue Milner	Bristol City Council
Interim Service Director, Children and Family Services	Ann James	Bristol City Council
Interim Service Director – Education & Skills	Sue Rogers	Bristol City Council
Representative for Avon & Somerset Police	Andy Bennett	Avon & Somerset Police
Voluntary Sector Representative	Dom Wood	16-25 Independent People
Voluntary Sector Representative	Fiona Castle	Imayla CIC
Voluntary Sector Representative	Julie Edwards	Childcare Manager, BAND
Primary Phase Representative	TBC	Headteacher, May Park Primary, member of Primary Heads Association Bristol
Representative for Special Schools	David Hussey	Headteacher and member of Special Schools Partnership
Secondary Phase Representative	Jon Angell	Principal, City Academy, Member of the Secondary Heads Association
Early Years Representative	Lucy Driver	Head at St Pauls Nursery and Children's Centre and Chair of the Early Years Heads group
Community & Partnerships/Deputy Operations Director	Richard Lyle	Programme Director, Bristol Clinical Commissioning Group
Community Child Health Provider Representative	Jenny Theed	Director of Nursing & Operations, Sirona Care & Health (CIC)

8. Review of Terms of Reference

These Terms of Reference will be reviewed at least once every two years, or at times when the Board is otherwise reviewing its constitution or activity.