

# PEMBROKESHIRE CHILDREN AND YOUNG PEOPLE'S FRAMEWORK PARTNERSHIP

## CORE AIM GROUPS

### TERMS OF REFERENCE

#### **1. Scope of the Core Aim Groups**

**1.1** The Children and Young People's Framework Partnership (The Partnership) which is established under the provision of the Children Act 2004 has established 7 Core Aim working groups to carry forward work on behalf of the Partnership.

**1.2** The 7 Core Aims Groups are focused on ensuring that all children and young people:

- 1) Have a flying start in life
- 2) Have a comprehensive range of education and learning opportunities
- 3) Enjoy the best possible health and are free from abuse, victimisation and exploitation
- 4) Have access to play, leisure, sporting and cultural activities
- 5) Are listened to, treated with respect, and have their race and cultural identity recognised
- 6) Have a safe home and a community, which supports physical and emotional well-being
- 7) Are not disadvantaged by poverty

Details of each Core Aim Group focuses on one specific area and the range of services covered by each group is set out in the relevant section.

#### **1.3 Purpose of the Core Aim Groups**

- (a) To act as an expert reference group to the Partnership;
- (b) To coordinate the planning and implementation of the strategy approved by the Partnership by maintaining oversight of the multi agency priorities identified in Children and Young People's Plan ("the Plan");
- (c) To observe and analyse development needs and make recommendations as necessary to the Partnership;
- (d) To enhance and to encourage support for the Plan and a collaborative approach to children and young people's services in general, and to focus on joined up thinking and working;

- (e) To ensure that the views of children and young people are reflected in their deliberations and decisions and ensuring their participation in service development and review.

## **2. Functions of the Core Aim Groups**

- 2.1 Identifying appropriate measures by which the successful achievement of agreed outcomes will be analysed
- 2.2 Facilitating the engagement of representative agencies in the development of detailed action plans and in the delivery of services relating to the relevant priority area of the Plan.
- 2.3 Leading the development of collaborative working arrangements in the delivery of relevant core services.
- 2.4 Developing action plans and undertaking the monitoring and evaluation of agreed action plans on a quarterly basis and make reports as appropriate.
- 2.5 Identifying tasks, working arrangements and reporting links with relevant Task Groups, Strategy Implementation Groups and Networking Groups.
- 2.6 Reporting to the Partnership and to individual services as necessary.
- 2.7 Reporting on progress to the Partnership / CYPP Executive Group and advising the Partnership / CYPP Executive Group on service development requirements as appropriate.
- 2.8 Receiving proposals from relevant tasks groups as appropriate.
- 2.9 Undertaking other tasks as requested by the Partnership /CYPP Executive Group.
- 2.10 Measuring relevant outcomes on actions agreed within the Children and Young People's Partnership, the National Service Framework action plan and service business plans.
- 2.11 In carrying out their responsibilities each Core Aim Group will take cognisance of statutory provisions, relevant national guidance, local policies and the evidence from consultation with children and young people and their families.

## **3. Shared Remit with other groups**

To ensure efficiency of effort across the planning groups of different services some priorities will be the responsibility of other statutory and non-statutory groups which will convene appropriate task groups.

- 3.1 The Local Safeguarding Children Board has the statutory responsibility of overseeing the Children's Plan in relation to safeguarding and the protection of children from abuse and neglect. The LSCB will also link specifically with Core Aim Group 3 on matters relating to safeguarding and protection.
- 3.2 The Community Safety Partnership will be responsible for priorities under Core Aim 6 in conjunction with that Core Aim Group.
- 3.3 General health related priorities are the responsibility of the Health, Social Care and Wellbeing Partnership. However some elements reflect the specific needs of children and young people within Core Aim Groups 1, 2, and 3 and appropriate links will be developed with the Health Social Care and Wellbeing partnership.
- 3.4 A Multi-agency National Service Framework Steering Group will be responsible for developing action plans against National Service Framework standards and for co-ordinating annual update of the Self-assessment Audit Tool (SAAT). This group will report directly to the CYPF Executive group. Core Aim Groups will be responsible for monitoring and evaluating progress against relevant standards.
- 3.5 Where there is duplication between the work and remit of the Core Aim Groups the individual chairpersons will decide between them which groups will lead on those matters so as to avoid duplication.

#### **4. Membership**

- 4.1 The Chair of each Core Aim Group will be a member of the Partnership.
- 4.2
  - (a) The membership of the Core Aim groups is the responsibility of the Partnership which will consider membership in the light of statutory responsibilities and specific responsibilities designated to each Core Aim Group.
  - (b) Membership will reflect the multi-agency focus of the Core Aim Groups.
  - (c) Representation by the Third Sector (voluntary and community groups) will be facilitated by PAVS and appropriate representatives will be nominated to sit on the Core Aim groups.
  - (d) Any proposals to change membership of a Core Aim Group shall be approved by the Partnership.

- (e) Resignation by a member of a Core Aim Group should be communicated to the Chair of the group with a copy provided to the Partnership Support Team.
- 4.3 Proposed Membership of the Core Aim Groups is as detailed in the remit of each group below.
- 4.4 Membership of the Core Aim Groups will be reviewed annually by the Partnership.

## **5. Attendance at Meetings**

If a member of a Core Aim Group is unable to attend a meeting they should inform the Partnership Support Team and nominate a substitute representative.

## **6. Quorum**

For a meeting to be quorate half of the voting members must be present.

## **7. Frequency of Meetings**

Each Core Aim Group will hold meetings every 3 months and may hold other meetings as necessary or appropriate.

## **8. Decision Making Procedures**

- 8:1 Each Core Aim Group will operate wherever possible on a consensus basis. In the event of consensus not being achieved each voting member will have one vote and, in the event of an equality of votes, the Chairman will have a casting vote.
- 8.2. Decisions that involve the expenditure of resources will be referred to the Executive Group.
- 8.3 If any dispute or difference arises between the Core Aim Group members about the decisions of a meeting or on any matters arising from those decisions the Core Aim Group will collectively take all reasonable steps within the powers available to its members to resolve it.
- 8.4 If the dispute or difference cannot be resolved within the Core Aim Group it will be referred to the Executive Board to be resolved.

## **9. Agenda Items**

- 9.1 Agenda items will be submitted in writing to the Clerk no later than 10 working days prior to the meeting.

- 9.2 Agenda items must be relevant and reflect the work plan for the Core Aim Group and the chair will ultimately decide on items to be included on the agenda following discussion with the Children and Young People's Partnership Manager and relevant officers as appropriate.

## **10. Reporting Arrangements**

- 10.1 The Core Aim Groups report to the Partnership and/or to the Executive Board
- 10.2 Reports of each meeting of all Core Aim Groups will be sent to each member of the respective Group, to the chairperson of all Core Aim Groups, to the chairperson and Vice-chairperson of the Partnership, and to the Director of Education and Children's Services as the person responsible for the clerking arrangements of the Partnerships
- 10.3 The reports of all Core Aim Groups will be presented to the Partnership by the respective chairperson
- 10.4 Reports of Core Aim Groups can be considered if appropriate by the relevant organisations that belong to the Partnership.

## **11. Core Aim Group Partnership Support Role**

### **Partnership Support:**

- 11.1 Support for the work of the Core Aim Groups will be provided by the Partnership Support Team.
- 11.2 The Partnership Support team will make arrangements for the meetings of each Core Aim Group ensuring that members will receive copies of the agendas and supporting papers prior to the meeting.
- 11.3 Action notes from the previous meeting will be circulated 10 working days after the meeting.
- 11.4 The Clerk of the Core Aim Groups is the Partnership Manager.
- 11.5 The 3<sup>rd</sup> Sector Children & Young People's Partnership Link Officer will represent Pembrokeshire Association of Voluntary Services at all Core Aim groups and will ensure communication with the voluntary sector.

## **12. Review by the Partnership**

The Terms of Reference of each Core Aim Group and its membership will be reviewed every three years by the Partnership.

## **CORE AIM 1 GROUP**

### **1. Remit**

The Core Aim 1 Group will lead collaborative activities focused on ensuring that every child has a flying start in life and the best possible basis for their future growth and development. This core aim relates to children aged 0-7 years.

#### **1.1 CYPP Plan Shared Priorities for the period 2008-2011 are as follows:**

- Strengthened support to families and carers
- Children prepared for learning
- Improved family health

#### **1.2 Relevant National Service Framework Standards**

In addition to general functions the group will monitor progress against NSF standards. These may be also actions within the CYPP Plan.

### **2. Context**

**2.1** The Local Authority has a statutory responsibility to ensure the availability of a good quality part-time education place for all three-year-olds whose parents or carers choose one. The Local Authority, through the Children and Young People's Partnership, should seek to ensure that priorities identified in the annual childcare sufficiency audit are addressed. The Foundation Phase is being introduced on a statutory basis from September 2008. It will aim to give all children aged 3-7 the best start in life as learners. It is anticipated that rollout will be completed by July 2011.

The NHS is responsible for assessing, arranging and funding a wide range of services to meet the long term health care needs of the population.

#### **2.2 Range of Services**

- (a) In addition to the general principles and obligations of Core Aim Groups this Group will also consider:
- priorities arising from the childcare sufficiency assessment carried out under the Childcare Act 2006;
  - implementation of Flying Start to support the most disadvantaged families;

- roll out of the Foundation Phase; and fulfilment of the duty to provide a free part-time education place for all three-year-olds;
- Family health matters
- Access to targeted services for 0-7's for hard to reach/vulnerable groups
- Activities relating to relevant National Service Framework standards.

(b) This Core Aim Group will oversee the work and responsibilities of the EYDCP

**3. Membership is as follows: (August 2008)**

<b>NAME</b>	<b>REPRESENTATIVE SERVICE / ORGANISATION</b>
Graham Longster (Chair)	PCC Education Services
Clare Cox	PCC Early Years / Flying Start
Sally Abadioru	PCC Education Services
Liz Blazey	PCC Social Care
Edna Davies (Headteacher Narberth School)	Headteacher Representative
Judith Edwards	NCH Cymru
Julie Wall	Hywel Dda Trust
Lynne Perry	NPHS
Kathy S'Jacob	PCC Social Care
Sue Fletcher	Plant Dewi
Julie Scott	PCC Learning Service
Isobel Hall	Hywel Dda NHS Trust
Lynne Roberts	Hywel Dda NHS Trust
Health Visitor (to be confirmed)	Hywel Dda NHS Trust
3 <sup>rd</sup> Sector Network Representative (Alternate – Lee Hind)	To be confirmed