

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 3rd 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 5 GROUP

1. Remit of the group

The Core Aim 5 Group will lead collaborative activities focused on ensuring that all children and young people are listened to, treated with respect and have their race and cultural identity recognised.

1.1 CYPP Plan Shared Priorities

The group will monitor progress in relation to the following partnership priorities:

- Development of dedicated information provision for children and young people through range of media
- Promotion of participation, particularly by disabled and other marginalised children and young people
- Provision of advocacy services
- Promotion of volunteering by young people generally and specifically in relation to developing the Welsh Bacalaureate and volunteering through the medium of Welsh

1.2 Relevant National Service Framework Standards

The group will monitor progress against National Service Framework standards. These may be also actions within the CYPP Plan.

2 Collaborative working to deliver Services

The group is responsible for ensuring that children and young people are included in the planning cycle of the Children and Young People's Partnership. The group is also responsible for leading and supporting the development of collaborative working arrangements in the delivery of the following key strategic services:

- Participation arrangements and the role of partners, including measures to ensure inclusivity;
- Complaints and advocacy arrangements for children and young people.

- Building on existing mechanisms in order for children and young people to be able to express their views and influence the planning and provision of services affecting them e.g.
 - Pembrokeshire Youth Assembly
 - School Councils
 - Youth Forums
 - Voluntary Youth Groups
- Supporting agencies to involve children and young people in decision-making and planning of services.
- Promoting the rights of children and young people to be heard when adults are making decisions that affect them through the 'Young People and Participation in Pembrokeshire Strategy'.
- Encouraging young people to participate in volunteering and active citizenship.
- Supporting the inclusion of specific targeted groups.
- Providing support for school councils and promotion of common standards.
- Continued development of information services for children, young people, parents and carers.

3. Membership is as follows: (August 2008)

NAME	REPRESENTATIVE SERVICE / ORGANISATION
Sharron Lusher (Chair)	Pembrokeshire College
Sharon Buckle	PCC 0-10 Services Development Officer
Rose Davis	PCC Youth Information Officer
Debbie Davies (Headteacher St. Marks School)	Headteacher Representative
Mary Macdonald	NPHS
Coleen Raymond	PCC Marketing Services
Melanie Richards	PCC Social Care

Joanne Taylor	PCC Customer Liaison Officer
Rhian Owens	Menter Iaith
Jan Wood	PCC Family Information Officer
Liz Blazey	PCC Social Care
Lee Hind	PAVS
Kathy Haywood	Princes Trust Cymru
Dave Sommerville	PCC Duke of Edinburgh Award Co-ordinator
Kathy Young-Powell	PCC Advisory Service (Safeguarding)
Maggie Haynes	Secondary Headteacher Representative
Caroline Graham	PAVS (Pembrokeshire Volunteering)
Isobel Hall	Hywel Dda NHS Trust
Lesley Robertson – Steel	Hywel Dda NHS Trust
Nadine Farmer	Gennex
To be confirmed	Gennex Young Person Representative
Sian Thompson	Pembrokeshire College
3 rd Sector Network Representative (Alternate – Lee Hind)	To be confirmed

