

PEMBROKESHIRE CHILDREN AND YOUNG PEOPLE'S FRAMEWORK PARTNERSHIP

THE EXECUTIVE GROUP

TERMS OF REFERENCE

Scope of the Executive Group

To act as the executive arm of the Partnership thereby supporting it to exercise its responsibilities and accountabilities for the delivery of the Children and Young People's Plan ("the Plan) by:

- reviewing provision and outcomes,
- developing monitoring and evaluation mechanisms,
- reporting to relevant Directors of group members;
- developing and recommending amendments to strategy and policy as necessary,
- contributing to service improvements,
- developing the Plan in accordance with emerging needs and outcomes,
- considering resource implications and managing specific budgets,
- commissioning and providing services as necessary.

Functions of the Group

- 1 To oversee the development of collaborative working arrangements within the Core Aim Groups, to report on progress to the Partnership and to advise the Partnership on service development issues; to report to relevant service directors as required.
- 2 To oversee the work of the 'Teams around the Child' management group and ensure effective development of services within these teams.
- 3 To oversee the work :
 - (a) of the 'Strategy Implementation Groups' (SIGs) for disabled children and young carers;
 - (b) the Corporate Parenting Group for looked after children to ensure that the needs of these vulnerable children and young people are addressed appropriately within the single plan;
 - (c) the work of other Task Groups and Networking Groups as appropriate.

- 4 To make arrangements for the effective commissioning of services, including the co-ordination and authorisation of multi-agency funding applications or bids.
- 5 To monitor progress of activity and outcomes against the priorities of the Plan and make recommendations to the Partnership as necessary.
- 6 In relation to Monitoring:
 - (a) Ensure that appropriate monitoring and evaluation systems are utilised to collect and analyse management information regularly both from commissioned projects and also programmes so as to check progress against plans and targets.
 - (b) To undertake financial monitoring of operational structures, including the identification and rectification of potential under or over spending of resources.
 - (c) To oversee the preparation of the annual report on behalf of the Partnership.
- 7 To progress a Partnership workforce development strategy and to oversee its implementation.
- 8 To oversee the annual self-assessment by partners against NSF standards and to review progress against priority actions as part of the Plan.
- 9 To contribute to the development of appropriate operational links with other key partnerships, in particular, the Health Social Care and Wellbeing Partnership, the Community Safety Partnership and the LSCB.
10. To report to relevant Directors as required.

Membership

- (a) The membership of the Group is as follows :

David Halse, Head of Child Care Commissioning (PCC)

Graham Longster, Head of School Improvement and Inclusion (PCC)

Anne Wakefield, Head of Lifelong Learning and Development (PCC)

Sue Leonard, Chief Officer, Pembrokeshire Association of Voluntary Services

David Morrissey, General Manager Women, Children and Community Health Services (NHS Trust)

Isobel Hall, Patient Care Manager, Children's Services (NHS Trust)

Gareth Mills, Change Manager, (PCC)

June Picton, Director of Medicine, Local Health Board

- (b) The Chairperson of the Core Aim Groups and relevant Partnership officers will be invited to Executive Group Meetings as appropriate.
- (c) Secretariat Services will be provided by the Partnership Support Officer.