

PEMBROKESHIRE CHILDREN AND YOUNG PEOPLE'S FRAMEWORK PARTNERSHIP

TERMS OF REFERENCE AND GOVERNANCE ARRANGEMENTS

1. General

- (a) The Children and Young People's Framework Partnership ("the Partnership") is established under the provisions of the Children Act 2004.
- (b) The membership of the Partnership is based on statutory provisions and includes additional members some of whom have been co-opted by the Partnership. Current membership is detailed in Appendix 1.
- (c) The Partnership recognises that its purpose reflects statutory provisions in the Learning and Skills Act 2000 and in the Children Act 2004 and through the "Seven Core Aims" determined by the Welsh Assembly Government in adopting the UN Convention on the Rights of the Child. As such it undertakes responsibilities previously undertaken by the Children's Partnership and the Young People's Partnerships
- (d) The Partnership's relationships with other partnerships and boards in Pembrokeshire are as detailed in Appendix 2.
- (e) The Partnership's Planning and Operational Structure is as outlined in Appendix 3.

2. Purpose and Values

- a. The purpose of the Partnership is to take the lead in driving forward partnership working that seeks to put in place effective and appropriate collaborative and integrated services for children and young people in Pembrokeshire based on an incremental strategy that improves outcomes for them. It will do so by means of a range of actions from strengthening cooperation to fully integrated provision, the specific action being dependent on the nature of the service and the needs of children and young people.
- b. The Partnership brings together relevant agencies in Pembrokeshire and will provide a voice for services for children and young people. It will seek to strengthen partnership working to ensure that all involved are working to a common purpose, and pursuing the vision through implementation of the strategy.
- c. The Partnership will seek to maximise the use of available resources across all sectors and will seek to access additional funding and through

- appropriate commissioning mechanisms to access resources for the benefit of children and young people in Pembrokeshire.
- d. The Partnership will work constructively with other partnerships and agencies as appropriate, in particular the Community Safety Partnership, the Health Social Care and Wellbeing Partnership and the Local Safeguarding Children Board.
 - (e) The Partnership will promote:
 - (i) good practice in service delivery;
 - (ii) improvement in outcomes for all children and young people;
 - (iii) professional development for practitioners;
 - (iv) improvement in services provided for children and young people.
 - (f) The Partnership recognises the existing responsibilities and accountabilities of its members and will seek to support their delivery where possible and appropriate.

3(a) Functions of the Partnership

The following functions of the Partnership are based both on statutory provisions and also on the arrangements and priorities identified by the Partners:

- (i) agreeing strategic priorities for multi agency planning, and developing, and implementing a Children and Young People's Plan ("the Plan")
- (ii) working strategically and ensuring that implementation of decisions is carried out through the planning and operational structure of the Partnership and the Business Plans of Partners; where local and regional or national priorities are not aligned – either in respect of specific outcomes or resource implications – these will remain the responsibility of the individual partners.
- (iii) reviewing, supporting, and guiding the Core Aim Groups, and, where appropriate, other relevant collaborative arrangements.
- (iv) ensuring that partners contribute to the development and implementation of the Plan;
- (v) establishing working groups as appropriate and commissioning work from them. The Partnership may invite such other persons or organisations as it sees fit to participate in working groups;

- (vi) (a) exercising accountability for the delivery of the Plan and ensuring that monitoring and evaluation processes are in place, reviewing provision and outcomes,
 - (b) developing and amending strategy as necessary, contributing to service improvements, and developing the Plan in accordance with emerging needs and outcomes.
- (vii) whilst recognising that the Partnership has no power to direct the work of individual partners, where appropriate the Partnership will seek to influence and determine policies and decisions, and ensure that partners reflect the Plan in their own organisational business plans.
- (viii) communicating regularly with key agencies and reporting on a regular basis to Pembrokeshire County Council and the Boards of the partners;
- (ix) initiating and commissioning services including joint commissioning;
- (x) ensuring consultation with and participation by children and young people in service and Plan development;
- (xi) maintaining close working relationships with other relevant agencies and organisations;
- (xii) developing protocols on specific issues as necessary

3(b) Functions of Individual Partners

- (i) All partners agree :
 - (a) to promote cooperation with a view to improving the well being of children and young people in Pembrokeshire;
 - (b) to work constructively as members of the Partnership to achieve shared goals and outcomes;
 - (c) to implement the Plan in their individual organisations.
- (ii) All partners commit themselves to the development of the Plan and to its evolution and implementation. They recognise that the priorities in the Plan are multi agency and that achieving them requires Partners to co-operate at every level. Partners undertake to reflect this commitment in their individual business plans.
- (iii) All partners will seek to ensure that there is optimum use of resources, value for money, and improved integration of front line service delivery where appropriate.

- (iv) Representative members of the Partnership will report back to their respective organisation about Partnership business and obligations arising there from; they will ensure that their respective organisations are fully informed as to decisions, developments, and any implications that arise from these (see also paragraph 8 below)
- (v) Pembrokeshire County Council will undertake the function of a Children's Services Authority and, in doing so, seek to promote co-operation with partners.

3(c) Delegation of Functions

- (i) The Partnership may delegate specific functions to the Executive Group, the Core Aim Groups, the TAC Management Group, and the National Service Framework Steering Group.
- (ii) The Partnership may delegate specific functions to additional working groups which will be accountable to and will provide reports, as and when required, to the Partnership.
- (iii) The Partnership may delegate specific functions to individual members of the Partnership; who will be accountable to the Partnership for undertaking those specific functions.

4. Membership

- (a) The current membership of the Partnership is as set out in Appendix 1
- (b) By membership of the Partnership partners shall be deemed to accept responsibility to work within these Terms of Reference and Governance Arrangements.
- (c) It is agreed that representative members of the Partnership are fully engaged in the work of the Partnership and will be empowered to speak for their respective organisations in relation to the work of the Partnership, to make decisions and commitments, and ensure that the Partnership's plans and actions are reflected in their individual organisation's business plans
- (d) Each Partner shall nominate one of its officers or members (as appropriate) as its representative member to attend meetings of the Partnership by providing written confirmation of the name and job title of the person nominated to the Clerk to the Partnership. Each Partner also may provide in writing to the Clerk to the Partnership the name and job title of an alternate representative member who shall be eligible to attend meetings of the Partnership in the absence of the first nominated representative member.

- (e) Where a representative member or an alternate representative member ceases to hold the employment by virtue of which s/he became eligible for appointment, s/he shall also cease to be a representative member of the Partnership.
- (f) On giving written notice to the Chairperson, the partner nominating any representative member or alternate representative member may at any time withdraw its nomination and submit a new nomination in its place.
- (g) A representative member of the Partnership who fails to attend any meetings of the Partnership for a period of twelve months commencing with the date of his/her last attendance without the written consent of the Partnership, and whether represented by an alternate or not, shall automatically cease to be a member of the Partnership upon expiry of that twelve month period.
- (h) All membership of the Partnership shall be reviewed every three years.

5. Meetings

- (a) The Partnership shall meet on a bi monthly basis.
- (b) Each year, an annual meeting will be held in the month of June, the purpose of which is to elect a chairperson and vice chairperson of the Partnership, to elect the chairpersons of the Core Aim Groups, to receive and consider the annual report, and to determine the action plan for the ensuing year.
- (c) Arrangements for undertaking the functions of Clerk to the Partnership will be the responsibility of the Director of Education and Children's Services.
- (d) At least seven days' notice of a meeting of the Partnership shall be given in writing to Partners except in the case of an extraordinary meeting.
- (e) Extraordinary meetings of the Partnership shall be held as soon as practicable at the request of the Chairperson or any five representative members of the Partnership by submitting written notice requesting that a meeting be held to the Clerk of the Partnership, signed by all five representative members.

- (f) The agenda of a meeting of the Partnership other than an extraordinary meeting, shall be circulated to representative members at least five days before the date of the meeting. No reasonable request for the inclusion of an item of business on an agenda by a representative member Partner shall be refused.
- (g) Meetings of the Partnership shall be conducted in private. A note of the decision made at each meeting will be published on the Pembrokeshire County Council website, as soon as practicable following the date of the meeting.
- (h) The Quorum for any meeting of the Partnership shall be a third of its members.

6. Chairperson / Vice – Chairperson

At the annual meeting each year the Partnership will elect a Chairperson and Vice Chairperson to serve for a period of one year. At any meeting at which the election of Chairperson is before the meeting, the Clerk shall act as Chairperson during that part of the meeting at which the Chairperson is elected.

7. Voting

It is expected that most decisions at meetings will be reached through consensus following full discussion, but where voting is required; the decisions of the Partnership shall be made by a simple majority of the representative members or their alternates present and voting; in the event of an equality of votes, the Chairperson shall have a casting vote.

8. Operational Matters

8(a) Duties of Membership

The overarching role of each partner is to promote the best interests of children and young people in Pembrokeshire. However, in undertaking their role on the Partnership representative members need to: -

- Know what their group or organisation thinks and present those views in meetings;
- Keep their organisations up to date with what is happening at the Partnership
- Offer support and professional advice to each of their partner organisations
- Consult their organisation about major changes to policy which may impact upon delivery or access to services within the County

- Ensure that the priorities determined by the Partnership are reflected as appropriate in the business plans of their individual organisations and resourced accordingly
- Inform the Partnership about changes to existing policy or provision or proposals for expansion of services governed by the Plan
- Inform the Partnership of strategic plans, policies, objectives and proposals for expansion / reduction in services
- Commit to the Plan and to the principles in par. 2 (b) above

8(b) Limits of membership of the Partnership

- The Partnership recognises that individual partners are bound by statutory or managerial obligations and other accountabilities which may effect implementation within individual partner organisations. However, as indicated in paragraph 2 above they commit to promote and contribute to the priorities of the Partnership and to improving the well-being of children and young people in Pembrokeshire.
9. At the termination of three years from being formally approved and adopted by the Partnership these Terms of Reference/Governance arrangements will be reviewed by the Partnership.