

## **SOUTHAMPTON CHILDREN & YOUNG PEOPLE'S STRATEGIC PARTNERSHIP BOARD**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The Southampton Children and Young People's Strategic Partnership Board will oversee delivery of the city's Children & Young People's Strategy and provide strategic leadership and direction to improve outcomes for all children and young people in the city.

#### **ROLES AND RESPONSIBILITIES**

The Board will:

1. Set clear priorities for improving outcomes for children, young people and families and oversee the effective implementation of the Southampton Children and Young People's Strategy.
2. Ensure that commissioning strategies support the delivery of the priorities within the Children and Young People's Strategy and that partners are using their resources collectively to improve outcomes for children, young people and families in the city
3. Ensure that all partner organisations are contributing to the priorities in the Children & Young People's Strategy, challenging senior officers from the council and other partners accordingly.
4. Regularly evaluate the effectiveness of the Children and Young People's Strategy, reviewing and adjusting plans and processes to maximise learning and refocus efforts in service delivery.
5. Oversee the effectiveness and development of governance arrangements across the partnership to promote improved outcomes for children and young people.
6. Receive and act upon progress reports from the Southampton City Safeguarding Children Board and the Corporate Parenting Board.
7. Support and influence other strategic plans that have an impact on outcomes for children and young people, ensuring that the needs of children, young people and their families are embedded in all key strategies and plans to improve health, economic, social, and environmental wellbeing.
8. Promote and encourage greater integration between communities, organisations, and partnerships.
9. Ensure the collective leadership is listening and acting on what children and their families think about the services, and involving them in the planning and delivery of services.
10. Identify and promote new ways for the partners to work together to deliver joint services, share language and processes.

11. To provide clear direction and leadership to and be informed by a range of thematic partnership forums, including the SEND (Special Educational Needs and Disabilities) Forum, Emotional Wellbeing Forum, Early Help Forum, Young People's Forum, the School Head Teacher forums, and the Voluntary Sector Forum.
12. To ensure effective communication with other relevant council departments, boards, and individual partner organisations.

## **MEMBERSHIP**

- Cabinet Members for Education and for Children's Social Care
- Shadow Cabinet Member for Education and for Children's Social Care
- Director of Children's Services (Chair)
- Director of Public Health
- Executive Director Communities, Culture & Homes
- Hampshire & Isle of Wight ICB – Southampton Clinical Director (or representative)
- Chairs of Secondary and Primary Head Teachers Forum
- Chair of Special School Head Teacher Forum
- Clinical Director Child & Families, Solent NHS Trust
- Director of Operations Child & Families, Solent NHS Trust
- Divisional Director of Operations- Women's and Children's Services, University Hospital Southampton Trust (or representative)
- Clinical Director - Women's and Children's Services, University Hospital Southampton Trust
- Director of Integrated Commissioning - Southampton Place (HIOW ICB) / Southampton City
- Associate Director, Southampton Place (HIOW ICB) / Southampton City Council (Integrated Commissioning Unit)
- Hampshire Constabulary
- Chair of Southampton Voluntary Services
- Chair or senior representative from Southampton Safeguarding Children's Partnership
- Chair or senior representative from Southampton Corporate Parenting Board
- Parent/Carer Representation
- Young People Representation

Any changes to membership shall be agreed by the Board.

## **MEMBER RESPONSIBILITIES**

- To focus on strategic, evidence-based decision-making and the harnessing of innovative developments to help shape the best possible future for children and families
- To act cohesively and try to reach a collective view. In so doing, to share views openly and be honest about differences.

- To constructively challenge each other but treat each other's views with respect
- To trust that Board members are at all times acting in the best interests of children and young people
- To foster an ethos of co-production with children and families, ensuring that service users and carers are engaged in all decisions about future service models
- To promptly declare their own agendas where these might differ from the Board as a whole.
- To always be curious to learn about others' ideas, make best possible use of the experience and expertise within the Board and encourage others' contributions.
- To be sensitive to the impact of their own behaviours.
- To take an active part in the meetings and make it a priority to attend.
- To be committed to partnership working and its ethos
- To represent and champion the Children & Young People's Strategic Partnership Board within own organisation and at local, regional and national levels
- To share responsibility for collective decisions

All attendees will be asked to declare their interests and the meeting administration will ensure that a register of interests is established as a formal record of declarations of interests and kept up to date. If a conflict of interest is identified, the Group shall determine whether the member should withdraw from the meeting and play no part in the relevant discussion or decision

## **BOARD SUPPORT**

Southampton City Council will provide administrative support with dissemination of the agenda and supporting documents and minute taking.

Additionally it is proposed that a Children and Young People's Partnership Programme Management Office is established through contributions from Board members to support the work of the Board. This will include:

- managing meeting agendas
- monitoring implementation of the Children and Young people's strategy and providing regular updates to the Partnership Board, escalating any key risks and issues, along with an end of year review
- ensuring effective interagency coordination to implement the decisions and priorities of the Board
- ensuring effective coordination with other city-wide Boards and Hampshire and Isle of Wight ICB Boards for children and young people
- support the development of strategies to support the work of the Partnership Board

## **GOVERNANCE**

The Board will report to Southampton City Council Cabinet and the Southampton Health and Care Partnership Board and to the respective Boards of its constituent partners. Key decisions will remain with the constituent organisations, and it will be the responsibility of Board members to take and champion proposals from the Board through their respective organisational governance processes.

## **MEETING FREQUENCY**

The Board will meet on a quarterly basis (4 meetings a year).

## **QUORUM**

The Board will be Quorate if the Chair, or proxy nominated by the Chair, a representative for the CCG and at least 50% of the Board's core membership is present.

## **SUBSTITUTES**

Each member of the Board shall nominate one named substitute to attend on their behalf when they are unable to attend a Board meeting. Details of the nominated substitute should be sent to the administrator. Where a member cannot attend a Board meeting, they shall respond to the notice and inform the administrator, at least 2 working days before the scheduled meeting, whether their nominated substitute will attend in their absence.

## **REVIEW**

The Board's terms of reference will be reviewed annually. Any changes to the terms shall be agreed by the Board and approved by the chair. The boards subgroup reporting arrangements will be reviewed in March 2023 (6 months after the first board in September).

**April 2023**