

The Isle of Wight Children & Young People's Trust

Governance Arrangements

June 2007

The Local Government White Paper: Strong and prosperous communities published October 2006, outlined proposals to legislate for a new statutory partnership for health and well being under the Local Strategic Partnership (called the Island Strategic Partnership (ISP) on the Isle of Wight).

The legislation will propose a new duty to co-operate locally for the Isle of Wight NHS Primary Care Trust and the Isle of Wight Council. The White Paper will strengthen the Island Strategic Partnership, with the Isle of Wight Children and Young People's Trust as one of the four thematic partnerships.

The following governance arrangements have been revised to account for the White Paper proposals.

1. VISION

We will build One Island with One Vision of mutual respect, local pride and value for all young people on the Isle of Wight.

2. OBJECTIVES

To deliver the Isle of Wight Children and Young People's Plan 2006 to 2009 to meet the five priorities identified by children and young people.

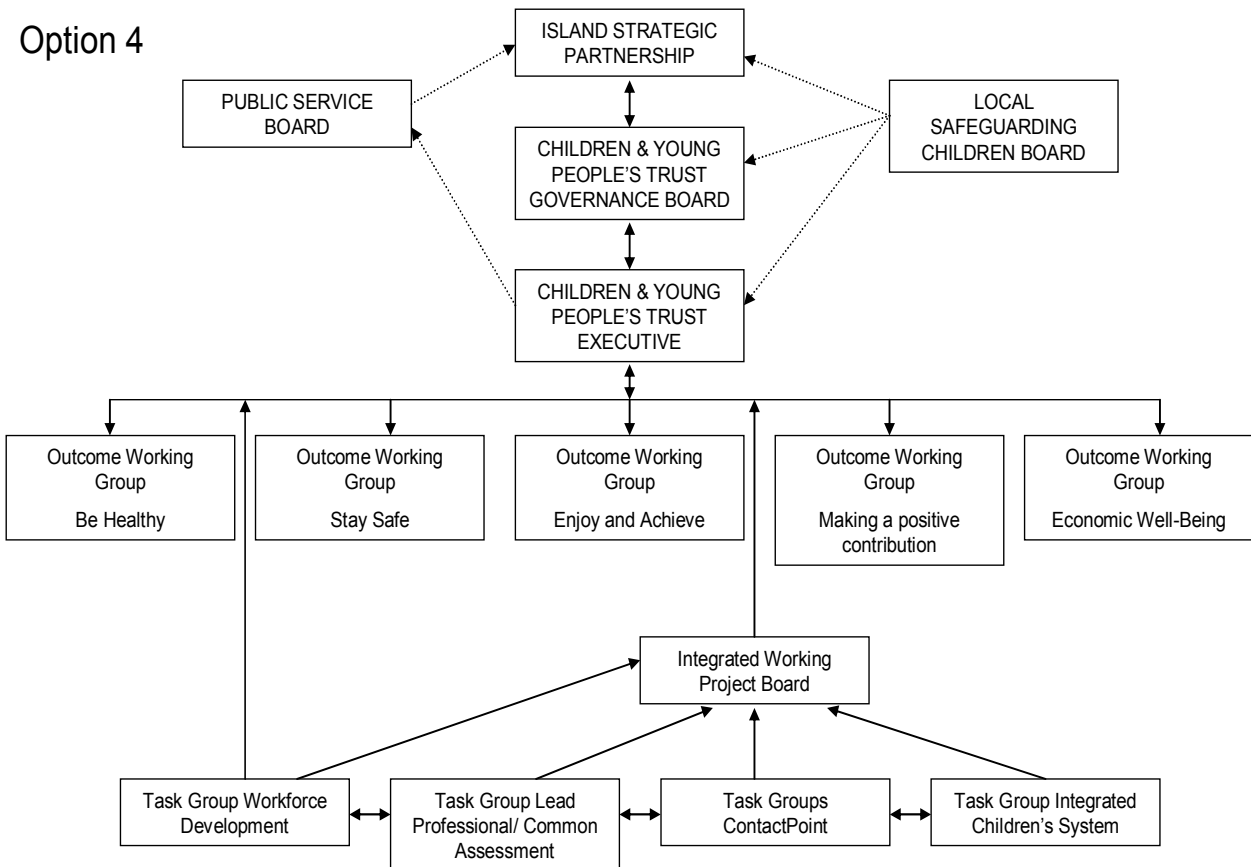
- 2.1 Raise education achievement.
- 2.2 Improve emotional well being and mental health (by reducing bullying, alcohol and substance misuse).
- 2.3 Increase support and employability for those aged 14 to 19.
- 2.4 Help more to get involved in things to do in local communities.
- 2.5 Develop more support for parents, carers and families.

3. PURPOSE

- 3.1 To improve outcomes for children and young people.
- 3.2 To review the Children & Young People's Plan (C&YPP) and focus during 2006/2007 and 2007/2008 on the delivery of the Joint Area Review (JAR) Action Plan.
- 3.3 To plan, commission, deliver, evaluate and improve effective integrated services.
- 3.4 To hold partners to account in respect of their decision making, their services and their impact on outcomes for children and young people.

4. PARTNERSHIP STRUCTURE

Option 4



5. TERMS OF REFERENCE OF THE GOVERNANCE BOARD

The Governance Board sets the national and local policy context and performance management framework. This is achieved through:

- 5.1 Receiving the mandate from the Island Strategic Partnership to hold all partners to account to improve outcomes for children and young people.
- 5.2 Receiving the mandate from the Island Strategic Partnership to hold all partners to account for the delivery of the Local Area Agreement (LAA) in respect of the targets for children and young people and National Service Framework for Children, Young People and Maternity Services (NSF).
- 5.3 Scrutinising and holding to account the Executive for the delivery of the Children and Young People's Plan through review and monitoring.
- 5.4 Holding the Executive Board to account for the delivery of the C&YPP including the sixteen recommendations in the JAR action plan grouped under Standards, Access and Prevention and through related plans and strategies.
- 5.5 Sharing the strategy and communicating the progress in delivery.

- 5.6 Being chaired by an independent chair.
- 5.7 Partners each retaining their own executive authority but able to speak for their organisation with authority.
- 5.8 Partners committing their organisation to policy and practice matters.
- 5.9 Partners allocating / redirecting resources to enable the Executive Board to deliver the Children and Young People's Plan including the JAR action plan.
- 5.10 Being held to account by the Island Strategic Partnership and is open to scrutiny by the Local Safeguarding Children Board (LSCB) in how it promotes the welfare of and safeguards children and young people.

6. ROLE OF THE INDEPENDENT CHAIR OF THE GOVERNANCE BOARD

- 6.1 The Chair will act with independence and neutrality and provide a strong sense of purpose and direction.
- 6.2 The Chair will provide strong leadership to the Board to oversee the long term improvements in outcomes for children and young people.
- 6.3 The Chair will ensure the Board meets regularly and upholds the Nolan Committee Standards in public life.
- 6.4 The Chair will secure and maintain the commitment of chief executives and Members through the Island Strategic Partnership, for joint commissioning and provision.
- 6.5 The Chair will ensure a clear vision, that links local practices and policies with the national agenda, is communicated widely.
- 6.6 The Chair will oversee a communication strategy which is capable of engaging all partners: strategic partners, staff, families, and the local community.
- 6.7 The Chair will seek to bridge the gaps with those who are less enthusiastic partners and seek further opportunities to involve, or recognise the involvement of, the voluntary and community and private sectors.
- 6.8 The Chair will ensure the Children and Young People's Trust abides by the Children and Young People's Code of the Local Compact.
- 6.9 The Chair remains accountable to the Director for Children's Services and Lead Member for Children for the promotion of the well being of children and young people and for their safeguarding.

7. GOVERNANCE BOARD MEMBERSHIP

- 7.1 Lead Member for Children (Ex Officio)
- 7.2 Independent Chair
- 7.3 Further Member representative (based on knowledge, skill or interest)
- 7.4 Further Member representative (based on knowledge, skill or interest)

- 7.5 (Non Executive Director from NHS PCT with lead for children and young people - tbc)
- 7.6 Chair of College Corporation
- 7.7 South Central Connexions Board representative
- 7.8 Chair Voluntary Sector Cabinet
- 7.9 Chair of Independent and Private Provider network
- 7.10 Business representative from Chamber of Commerce / Young Chamber of Commerce
- 7.11 Area Director Learning and Skills Council
- 7.12 Youth Offending Team represented by Lead Member for Children
- 7.13 Governor Representatives from each school phase
- 7.14 Police Representative (Noting that a Police Authority representative has a role of oversight not setting strategy)
- 7.15 Young People's Representatives from Youth Council and School Councils
- 7.16 Parent/Carer Representatives (2 from Foster Carer Network and 2 from Parent Governors)
- 7.17 Director of Children's Services (Advisor to the Board)

8. TERMS OF REFERENCE OF THE EXECUTIVE BOARD

The Executive Board acting as the officer secretariat to the Governance Board:

- 8.1 Receives the mandate from the Governance Board to work with all partners to improve outcomes for children and young people.
- 8.2 Receives the mandate from the Governance Board to work with all partners to deliver the LAA in respect of the targets for children and young people and the NSF.
- 8.3 Programme manages the delivery of the C&YPP which includes the JAR, LAA and NSF.
- 8.4 Supports the performance management of the delivery of the C&YPP by ensuring quarterly performance management reports are submitted to the Governance Board.
- 8.5 Partners allocate / redirect resources to enable the five outcome working groups and tasks groups to deliver the strategy.
- 8.6 Informs the commissioning of services and pooling of budgets through the Public Service Board.
- 8.7 Holds the five outcome working groups and tasks groups to account for the delivery of the C&YPP.
- 8.8 Identifies and establishes task and finish working groups as appropriate with clear terms of reference including; Information Sharing Index, Integrated Children's System and Lead Professional and Common Assessment Framework implementation.
- 8.9 Is co-chaired by the Director of Children's Services and the Consultant for Public Health (on behalf of the Director of Public health and Chief Medical Advisor to the NHS PCT Board). Vice chair is the Medical Director of Public Health.

- 8.10 Partners each retain their own executive authority but speak for their organisation with authority.
- 8.11 Partners put into practice their organisations commitment to policy and practice matters.
- 8.12 Will be held to account by the Island Strategic Partnership, the Governance Board and is open to scrutiny by the Local Safeguarding Children Board in how it promotes the welfare of and safeguards children and young people.

9. MEMBERSHIP OF THE EXECUTIVE BOARD

- 9.1 Director of Children's Services
- 9.2 (GP representative – tbc)
- 9.3 Voluntary Sector Cabinet representatives
- 9.4 Head of Cultural and Leisure Services
- 9.5 Police Commander for the Isle of Wight
- 9.6 Head of Children and Family Services
- 9.7 Head of School Improvement and Learning Effectiveness
- 9.8 Head of Policy, Planning and Commissioning
- 9.9 Head of NHS Psychology, Mental Health and Learning Disabilities
- 9.10 Associate Director (Child and Family Health Care) NHS
- 9.11 Chief Executive Connexions
- 9.12 Head of Wessex Youth Offending Team
- 9.13 South Central Strategic Health Authority represented by the NHS PCT
- 9.14 Children's Services Lead – IOW NHS PCT Commissioner
- 9.15 Consultant Paediatrician IOW NHS PCT
- 9.16 Medical Director of Public Health
- 9.17 Head Teacher Representative, High School
- 9.18 Head Teacher Representative, Middle School
- 9.19 Head Teacher Representative, Special Schools
- 9.20 Head Teacher Representative, Primary School
- 9.21 Isle of Wight College Principal
- 9.22 Partnership Director, Learning and Skills Council

10. TERMS OF REFERENCE FOR EACH OUTCOME WORKING GROUPS

The outcome working groups:

- 10.1 Receive the delegated responsibility from the Executive Board to deliver all the actions described under each outcome within the C&YPP, the JAR, LAA and NSF.
- 10.2 Build on and regularly update the evidence submitted in the JAR self assessment.
- 10.3 Take lead responsibility for the data management for the respective outcome and preparation for the Annual Performance Assessment and Comprehensive Area Assessment in relation to children, young people and families.
- 10.4 Identify and communicates best practice in relation to the respective outcome.
- 10.5 Identify and reports risks, issues and highlights to the Executive Board.
- 10.6 Ensure representation across the other three theme groups under the Local Strategic Partnership: Safer Neighbourhoods, Healthy Communities, and Economic Development, Environment and Regeneration when planning and delivering services that impact on children, young people and families.
- 10.7 Ensure representation from partners is equally distributed across the five outcome working groups to avoid silos (for example health partners do not only contribute to the 'be healthy' group).
- 10.8 Produce the performance management reports for the Executive to inform the agenda of the Executive.
- 10.9 To ensure the Staying Safe outcome working group complements the working groups of the LSCB.

11. MEMBERSHIP OF THE OUTCOME WORKING GROUPS

11.1 BE HEALTHY

- Chair who is member of Governance Board (in time)
- Member of Executive Board
- NHS and Voluntary and Community Sector equivalent
- Lead officers across the Local Authority and other partners
- Others

11.2 STAY SAFE

- Chair who is member of Governance Board (in time)
- Member of Executive Board
- NHS and Voluntary and Community Sector equivalent
- Lead officers across the Local Authority and other partners
- Others

11.3 ENJOY AND ACHIEVE

- Chair who is member of Governance Board (in time)
- Member of Executive Board
- NHS and Voluntary and Community Sector equivalent
- Lead officers across the Local Authority and other partners
- Others

11.4 MAKE A POSITIVE CONTRIBUTION

- Chair who is member of Governance Board (in time)
- Member of Executive Board
- NHS and Voluntary and Community Sector equivalent
- Lead officers across the Local Authority and other partners
- Others

11.5 ACHIEVE ECONOMIC WELL BEING

- Chair who is member of Governance Board
- Member of Executive Board
- NHS and Voluntary and Community Sector equivalent
- Lead officers across the Local Authority and other partners
- Others

12. INTEGRATED WORKING PROCESSES BOARD TERMS OF REFERENCE

- 12.1 To oversee and coordinate the development, implementation and management of integrated working processes.
- 12.2 To make decisions and resolve risks and issues escalated from those with responsibility for leading on the implementation of key integrated working processes.
- 12.3 To report progress and escalate unresolved risks and issues affecting partners and stakeholders beyond Children's Services to the Children and Young People's Trust Executive.
- 12.4 To co-ordinate workforce training across the integrated working processes.
- 12.5 To co-ordinate press, publicity and communication across the integrated working processes.
- 12.6 To co-ordinate data quality improvements.
- 12.7 To develop and work to a shared set of information sharing protocols.
- 12.8 To monitor and evaluate the implementation of integrated working processes against required national timescales and local plans that support the delivery of integrated, co-located services that improve outcomes for children, young people and families.

13. INTEGRATED WORKING PROCESSES BOARD MEMBERSHIP

- 13.1 Head of Policy Planning and Commissioning (For ContactPoint, national guidance suggests that this should be the project sponsor (Director of Children's Services) or their delegated representative).
- 13.2 Corporate ICT due to the mayor implications and impact upon the development and management of ICT systems supporting Children's Services.
- 13.3 The implementation managers for ContactPoint, Common Assessment Framework/Lead Professional (CAF/LP) and Integrated Children's System (ICS).
- 13.4 Due to the significant impact of these processes on workforce development in terms of training to use these tools, training on information sharing and enhanced CRB clearance, representation from Children's Services Workforce Development would be required.

- 13.5 Membership would need to include a key representative from the Children's Trust Executive to report to the Executive the progress of these projects and escalate issues for resolution.

14. TRUST DELIVERY ARRANGEMENTS

14.1 Nature and Frequency of Meetings

The Governance Board will meet three times a year and report annually to the ISP. The Executive Board will meet quarterly and the five outcome working groups will meet quarterly in between the Executive Board meeting dates.

14.2 Administration

Isle of Wight Council has the duty to ensure that Isle of Wight Children & Young People's Trust is established and maintained by April 2008. The Council will provide administrative support to the working of the Board.

Agendas and supporting documents will be issued at least one working week before the meeting. Minutes will be produced and circulated within ten working days of the meeting. The minutes will be public documents and will be posted on the Children & Young People's Trust web site.

14.3 Accountability

The Trust Board is accountable to its constituent agencies and regulators. Through regular reports and published minutes it aims to be accountable to the children, young people and families of the Isle of Wight. It will at all times seek to ensure that it is representative of and understands the priorities of the children, young people and families on the Isle of Wight and is responding to their views and interests.

The Isle of Wight Children and Young People's Trust will aim to use plain language, communicate in a timely way, and to involve the public in meetings.

Each participant Board member remains accountable to his or her parent organisation.

15. PRINCIPLES

In pursuing these activities, the IOW Children & Young People's Trust and all constituent services and partners will, at all times, be guided by the following principles:

- 15.1 Outcomes – ensuring that the Board's agenda and decision making focus on adding value and tangible progress in improving outcomes for children and young people.
- 15.2 Equality –addressing the needs of all sectors of our Island community and seeking outcomes that promote genuine equality of opportunity for all.
- 15.3 Sustainability – ensuring that the services delivered or reconfigured are sustainable.
- 15.4 Inclusion – ensuring that all Island children, young people, parents, carers and families gain an increasing sense of ownership of and engagement with the process that transforms current provision into a Children & Young People's Trust and delivery of the Children and Young People's Plan.

16. KEY THEMES FROM THE CHILDREN & YOUNG PEOPLE'S PLAN

16.1 Safeguarding Children and Young People and Promoting their Welfare:

All plans, policies, procedures and services will protect children from maltreatment, prevent impairment of children's health and development and ensure children grow up in circumstances consistent with the provision of safe and effective care.

16.2 Diversity: People from minority groups will achieve in line with normal expectations:

Children having been treated equally will enter adulthood with a sense of belonging and being a responsible citizen of the Island.

All policies produced and services delivered will be subject to an impact assessment in respect of black and ethnic minority groups, faith and religious groups, gender and sexual orientation, learning difficulties/disabilities and/or those with physical disabilities.

16.3 Accessibility:

Rural Proofing: Services delivered locally from user friendly accessible access points (multi-agency community cluster groups) and the promotion of accessibility via e-government initiatives.

16.4 Not-for-Profit sector:

A mutual improvement in joint professional capacity through increase in contractual partnerships and more secure funding streams.

Participation of the sector is in line with the Compact Code of Good Practice on Consultation and Policy Appraisal, Funding and Procurement and the Children's Code.

16.5 The consultation, involvement, participation and engagement of all children and young people:

The Isle of Wight has an identified participation lead and an established participation reference group developing a Youth Participation Strategy and action plan based on an extensive Hear By Right Audit. The group co-ordinates the range of consultations and opportunities to be involved in how services are planned and delivered, supporting the participation of all children and young people. Work is underway to connect schools councils and local groups (such as the youth opportunities and capital fund panel, the Connexions young people's local management committee and the young people's planning event group more closely with parish and town councils, and they with the Youth Council and Youth Member of the Youth Parliament. Representation by young people on the Trust arrangements will therefore be determined by young people themselves through these arrangements.

17. OBJECTIVES AND PERFORMANCE MANAGEMENT

17.1 The work programme of the Children & Young People's Trust will be determined by the priorities and objectives set out in the CYPP aligned to the Sustainable Community Strategy, Corporate Plan (One Island, One Council), Local Area Agreement and Local Public Service Agreements.

17.2 The CYPP will be revised and up-dated every year in the light of the Annual Performance Assessment and Comprehensive Area Review.

17.3 Performance will be managed within a shared performance management framework and informed by Corvu (the IOW Council Performance Management Software tool).

18. THE ISLE OF WIGHT LOCAL SAFEGUARDING CHILDREN BOARD

- 18.1 The Local Safeguarding Children Board (LSCB) has a particular role to play in the partnership structure of accountabilities. The establishment of the Isle of Wight LSCB is an important element to improve safeguards for children and young people put in place by the Children Act 2004. It fulfils sections 13-16 of the Act. The LSCB and its activities are part of the scrutiny of the Children and Young People's Trust arrangements.
- 18.2 The LSCB has a key role to play in the scrutiny and holding to account of partner agencies for promoting the welfare and safeguarding of Island children and young people, a key theme outlined in the Children and Young People's Plan.

Status: The June 2007 inclusion of the role of Independent Chair may require Cabinet and/or Lead Member re approval.

This version was recommended following amendments by the Trust Executive on 11th June 2007.

Review Date: October 2007

End.

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