

Terms of Reference

The Children & Families Together Board is where senior representatives of key city partner organisations and young people meet to provide system leadership with the aim of driving improvements in the outcomes for children, young people and their families. It is responsible for the delivery of Wolverhampton's Children, Young People and Families Plan 2015-2025.

It also reports into Health and Wellbeing Together on shared priorities and key performance indicators related to the Joint Health & Wellbeing Strategy 2018-2023, with a particular emphasis on the Growing Well priority areas for the city.

Children & Families Together Board will:

- Provide strong local leadership and be accountable to children, young people, their families, the community and other stakeholders for the delivery of Wolverhampton's Children, Young People and Families Plan 2015-2025.
- Ensure that the voice of children and young people is heard in all aspects of planning and delivery of services which impact upon their lives.
- Champion the needs of children and families in their own sectors and in other forums where the needs of children can be overlooked.
- Encourage integrated working through promoting an ethos of integration and partnership in the planning, commissioning and delivery of services.
- Collaborate with other city partnerships, boards and stakeholder groups to identify shared priorities, promoting coordination and avoiding duplication.

Children & Families Together Board is responsible for:

- Challenging, monitoring and evaluating performance against the agreed priorities in the Children, Young People & Families Plan 2015-2025, including taking action where outcomes are not improving/ on track and ensuring collective resources are used effectively and efficiently to deliver the outcomes identified in the Plan.
- Providing strategic oversight, including monitoring and reviewing key partnership strategies that support the Board
- Providing direction, development and training, as required, to enable shared priorities to be met.
- Utilising performance and data intelligence to influence the strategic direction for joint commissioning of services for children, young people and their families.
- Reporting performance data into Health & Wellbeing Together on shared priority areas in the Joint Health & Wellbeing Strategy.
- Taking into account city data to both refresh the Children, Young People & Families Plan 2015-2025 at the end of its lifespan and engage in a cycle of continuous improvement to ensure the plan is flexible enough to respond to changes and new challenges over its ten-year duration.

- Ensuring the work of the Board is aligned with policy developments both locally and nationally, including responding to external review and inspection as required.

Children & Families Together Board governance and reporting relationships:

The Children, Young People & Families Plan 2015-2025 has three overarching strategic priority areas: Education, Learning and Opportunity; Family Strength and Resilience; Health and Wellbeing. Meetings are used to spotlight attention on each priority area. Additional stakeholders may therefore be invited to attend specific meetings at the discretion of the Board.

The Board is committed to reviewing its performance annually and based on this agreeing a set of priorities for the forthcoming year. The Board will publish an annual report and hold a bi-annual conference/ stakeholder event.

The Strengthening Families Together Board and associated working groups inform the work of the Children & Families Together Board.



In addition to the above, the Children & Families Together Board recognises that it can't achieve its expected outcomes by working in silo and is therefore actively committed to a system leadership approach working collaboratively and with other

city boards and strategic forums; and taking account of other partnership strategies. It does not seek to duplicate activity or reporting mechanisms, but seeks to promote information flow and collaboration, recognising that different boards, forums and partnerships will have a lead responsibly for shared strategic priorities.

Children & Families Together Board membership

In order to provide strategic leadership and embed coproduction principles Board membership is made up of senior representatives from partnership organisations and youth forum representation:

Agency	Role
City of Wolverhampton Council	Cabinet Member for Children and Young People (Chair)
	Cabinet Member for Education & Skills
	Chair of Children, Young People & Families Scrutiny Panel
	Executive Director of Families
	Consultant in Public Health
Youth voice	Representation from city youth forums (up to 3 young people at each spotlight meeting, wider representation from all youth forums at annual development meeting)
Black Country & West Birmingham CCGs	Wolverhampton Managing Director Wolverhampton Managing Director Black Country & West Birmingham CCGs (Vice-chair)
	Head of CAMHS Commissioning
ConnectEd Partnership	Chair or nominated representatives – Primary and Secondary
City of Wolverhampton College	Assistant Principal Student Engagement
Department for Work & Pensions	Partnership Manager, Black Country District Office
West Midlands Fire Service	Operations Commander
West Midlands Police	Partnership Inspector
Wolverhampton Voluntary Sector Council	Wolverhampton Voluntary Sector representative
Children and Adults Safeguarding Boards	Independent Chair (substitute member Safeguarding Board Manager)
Wolverhampton Homes	Assistant Director - Housing Options
Royal Wolverhampton NHS Trust	Chief Nurse
	Divisional Medical Director (Children)
Black Country Partnership NHS Foundation Trust	Director of Operations
<i>Members may allocate a named substitute to attend on their behalf by notifying the Chair of the Board and Democratic Services in advance of the meeting.</i>	

The Chair will be appointed by the City of Wolverhampton Council. The Vice-chair will be appointed by The Black Country & West Birmingham CCGs.

Should neither Chair or Vice Chair be able to attend a meeting of the Children & Families Together Board, the Chair shall designate another member of the Board as Chair for this meeting. Where this is not possible, a Chair shall be elected at the start of the meeting.

Children & Families Together Board voting and decision-making

Reports to Children & Families Together Board meetings should be prepared in a way that enables effective decision making. Decisions, recommendations, declarations of interest and reservations will be recorded in the minutes.

There will be sovereignty around decision making processes. Members will be accountable through their own organisation's decision-making processes for the decisions they take. It is expected that members of Children & Families Together Board will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions taken by Children & Families Together Board are generally done so by consensus. If a Board decision should require a vote then all members may participate having one vote each; in the event of a tie then the Chair will have the casting vote. Observers and any officers attending in an advisory capacity do not have a vote.

Children & Families Together Board frequency of meetings and quorum

Children & Families Together Board meetings take place four times a year.

All meeting papers will be published on the Council website, at least five clear working days before the meeting concerned. Where appropriate, agenda items will be presented to the relevant youth forum in advance of publication and presentation at the Children and Families Together Board. This is to enable young people to actively shape report recommendations.

All meetings are closed and conducted in private, as such published meeting papers are accessible to Board members only. No business will be conducted that is not on the agenda.

A thematic Forward Plan of activity will be reviewed at each full meeting of Children and Families Together Board to ensure agenda items are strategic and timely.

An extraordinary meeting can be called when the Chair considers this necessary and or/ in the circumstances where the Chair receives a request in writing from 50% of the membership of the whole membership.

The required number of board members to allow a meeting to proceed is five; of which three should be external to the local authority.

Youth reps will be invited to a pre-brief facilitated by CWC Participation Officers to review the agenda and papers in advance of each meeting.

Children & Families Together Board role the description

Members of Children & Families Together Board who represent a partner organisation should be senior people with a strategic role within their organisation, able to comment on the full range of their organisation's interests, report back to that organisation on debates within Children & Families Together Board and make decisions committing the organisation to taking action and providing resources. They should also be able to answer for their organisation's delivery of their commitments to the work of the Children & Families Together Board. They should be able to speak for their organisation with authority; commit their organisation on policy and practice matters; and hold their organisation to account.

Members of Children & Families Together Board who represent a range of organisations or stakeholders (including youth forums) should have a mandate to sit on the Board on behalf of the people they represent, report back to them on the Board's work, seek to influence them on commitments made at the Board and represent their views wherever possible at the Board.

Members of the Children & Families Together Board will:

- Make every effort to attend all meetings or send an appropriate substitute.
- Fully engage in meetings including active participation in all relevant agenda items.
- Commit to supporting the development of strong and purposeful relationships within the Board through attendance at an annual strategy meeting and by proposing, as appropriate, future agenda items.
- Raise awareness and support of the Children, Young People and Families Plan 2015-25 through their own organisation/ forum.