



Terms of Reference

Purpose

The Children and 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 a sub-board of Wolverhampton's statutory Health and Wellbeing Board, known locally as Health and Wellbeing Together, and is a strategic lead for 'starting and growing well' thematic priority in the city's Joint Local Health and Wellbeing Strategy, alongside the OneWolverhampton children and young people strategic working groups.

Responsibilities

Health and Wellbeing Together Board (HWBT)

- To raise the prominence of the children's agenda in the HWBT, including supporting the duty to encourage integrated working and joint commissioning.
- To provide a children and young people lens across all the thematic priorities in the Joint Local Health and Wellbeing Strategy 2023-2028.
- To provide strategic leadership for the 'good level of development and school readiness' and 'home environment' priorities in the Joint Local Health and Wellbeing Strategy 2023-2028, with the OneWolverhampton children and young people strategic working groups providing strategic leadership to the 'first 1001 days' and 'emotional health and wellbeing' priorities and children's oral health.

The above to be achieved through agenda items brought to the Children and Families Together Board, the participation of the Director of Children's Services on the HWBT and reports into the HWBT from the Children's and Families Together Board as appropriate.

OneWolverhampton Place-based Partnership

- To facilitate collaboration with the OneWolverhampton Children and Young People and Emotional Mental Health and Wellbeing strategic working groups to identify shared priorities, promote coordination and avoid duplication in relation to the delivery of the thematic priorities in the Joint Local Health and Wellbeing Strategy 2023-2028.

The above to be achieved through pre-existing joint working routes and bringing items as appropriate to the Children and Families Together Board.

SEND and Inclusion Partnership Board (SIPB)

- To receive evidence of the impact of the progress being made by the SIPB for assurance, including its role in providing oversight of the different strands of SEND partnership.

The above to be achieved through a SIPB bi-annual progress update.

Early Years Steering Group

- To provide strategic oversight of the work of the EYSG to promote the health and wellbeing of pre-school children, improve local provision for quality childcare places and ensure children are school ready in line with the thematic priorities in the Joint Local Health and Wellbeing Strategy 2023-2028.

The above to be achieved through bi-annual update reports as a minimum to demonstrate improved outcomes for children and families and monitor and evaluate performance.

Supporting Families Programme

- To hold the programme partnership to account around the effectiveness of the city's early help offer and the extent to which a whole family approach is being embedded.
- To support engagement across the partnership in completing the Early Help System Guide (EHSG) self-assessment of how mature the early help response is in the city across the partnership on an annual basis.
- To receive findings from the EHSG assessment and use this to identify future priorities.

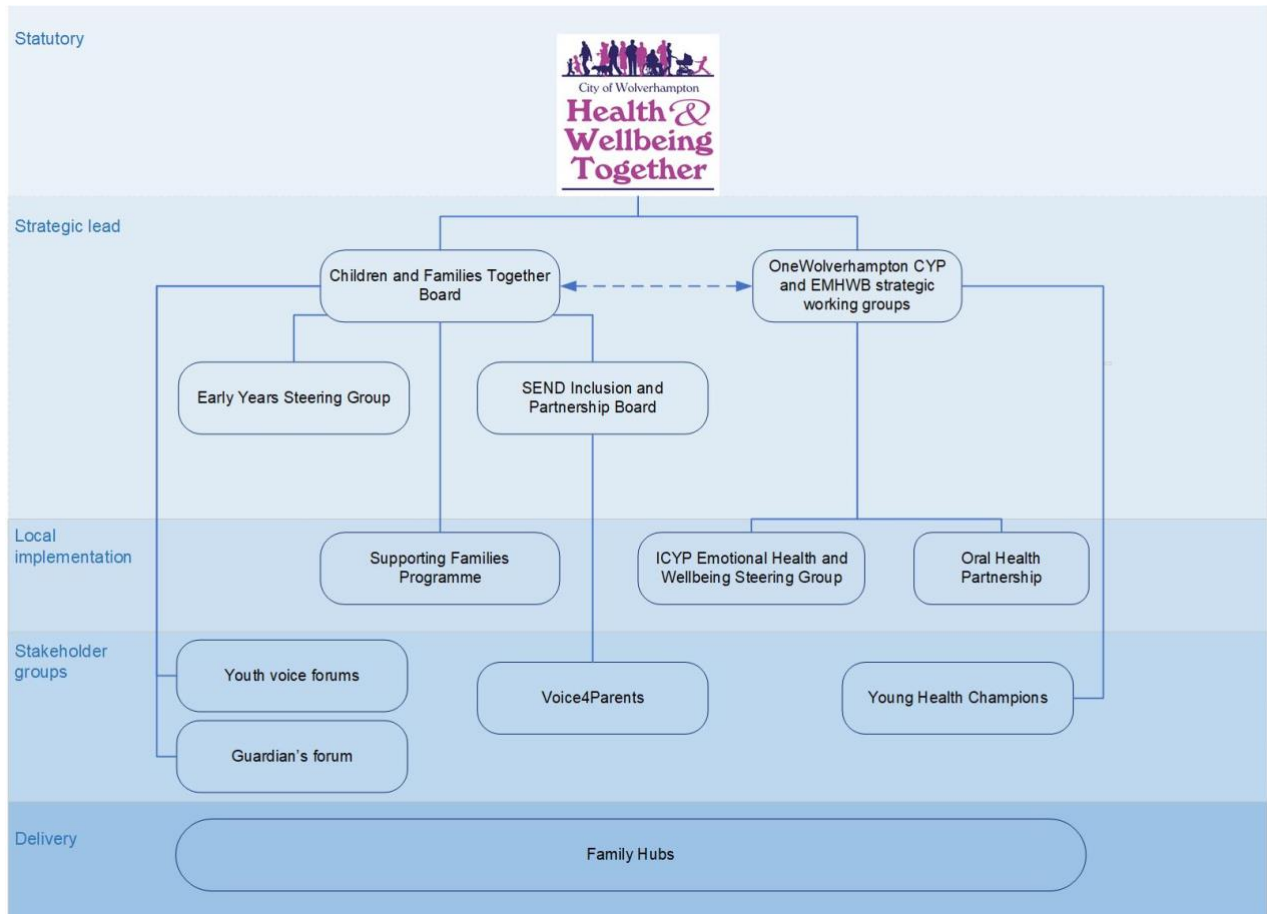
The above to be achieved through a quarterly report and an annual presentation of the Early Help System Guide to demonstrate families are being identified for support and outcomes are being improved.

In addition, the board membership commits to

- embedding a shared partnership approach to the importance of the first 1001 days and provide the opportunity for joint working to understand and respond to the experience of young people in the city aged 5-19 and into adulthood
- providing a strategic space for collaboration activity and wider system join-up
- enabling best use of available resources across the system
- ensuring the work of the Board is aligned with policy developments both locally and nationally, including emerging issues such as the work of the newly formed child poverty taskforce
- responding to external review and inspection as required
- championing the needs of children and families in their own sectors and in other forums where the needs of children can be overlooked
- utilising performance data and local intelligence to influence the strategic direction of service design and delivery

- responding to agenda items from young people and parents/ guardians brought to the board through the agreed stakeholder groups
- responding to agenda items from partner organisations, with the prior agreement of the Chair.

Leadership and Governance



Children and 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, Young People and Education (Chair)
	Chair of Children, Young People & Families Scrutiny Panel
	Director of Children's Services
	Deputy Director Social Care
	Deputy Director of Education
	Deputy Director of Public Health
	Strategic Lead City Housing
Youth voice	Representation from city youth forums (up to 3 young people at each meeting, wider representation through specific engagement activities as appropriate)
Black Country ICB	ICB Wolverhampton Managing Director (Vice-chair)
ConnectEd Partnership	Chair or nominated representatives – Primary and Secondary
City of Wolverhampton College	Nominated representative
West Midlands Police	Nominated representative
Wolverhampton Voluntary Sector Council	Nominated representative
Wolverhampton Homes	Nominated representative
Royal Wolverhampton NHS Trust	Director of Nursing
	Divisional Medical Director (Children)
	Senior Matron 0-19 and Children's Community Services
	Acute and Community Paediatrics (Children and Young People)
Black Country Partnership NHS Foundation Trust	Deputy Director Children, Young People and Families
The Way Youth Zone	Nominated representative
<p><i>Members of the Children and Families Together Board will:</i></p> <ul style="list-style-type: none"> • <i>Make every effort to attend all meetings or send an appropriate substitute.</i> • <i>Fully engage in meetings including active participation in all relevant agenda items.</i> • <i>Commit to supporting the development of strong and purposeful relationships within the Board through attendance of development sessions and by proposing, as appropriate, future agenda items.</i> 	

The Chair will be appointed by the City of Wolverhampton Council. The Vice-chair will be appointed by The Black Country ICB.

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 and Families Together Board voting and decision-making

The Children and Families Together Board is a strategic space for collaboration activity. Where decision making is required reports into the Board 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 and Families Together Board will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions taken by Children and 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 and Families Together Board frequency of meetings and quorum

Children and 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 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 5; of which 3 should be external to the local authority.

Youth reps will be invited to a pre-brief facilitated by CWC Participation Officers to support active participation in the meeting.

This Terms of Reference to be reviewed in 2025 when the current funding and associated governance for the Family Hubs and Families First pathfinder is due to be reviewed.