

CHILDREN'S STRATEGIC PARTNERSHIP AGENDA



19 June 2013

at 4.00 pm

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: CHILDREN'S STRATEGIC PARTNERSHIP

Councillor Chris Simmons, Chair of Children's Services Committee and Lead Member for Children's Services;
Director of Child and Adult Services, Hartlepool Borough Council;
Sally Robinson, Assistant Director, Children's Services Hartlepool Borough Council;
Dean Jackson, Assistant Director, Education, Hartlepool Borough Council;
Louise Wallace, Director of Public Health, Hartlepool Borough Council;
Damien Wilson, Assistant Director, Regeneration, Hartlepool Borough Council;
Jon Green, District Commander, Cleveland Police;
Lucia Saiger, Director of Offender Services, Durham Tees Valley Probation Trust;
Alison Wilson, Chief Officer, NHS Hartlepool & Stockton-on-Tees Clinical Commissioning Group;
Dr Boleslaw Pozmyck, Chair, NHS Hartlepool & Stockton-on-Tees Clinical Commissioning Group;
Linda Watson, Director of Clinical Community Services, Hartlepool & North Tees NHS Foundation Trust;
Chris Davis, Head of Service, CAMHS, Tees, Esk and Wear Valleys NHS Trust;
Ian Merritt, Strategic Commissioner – Children's Services, Hartlepool Borough Council;
Danielle Swainston, Head of Access and Strategic Planning, Hartlepool Borough Council;
Helen White, Participation Manager, Hartlepool Borough Council;
Dave Wise, Representative, Voluntary and Community Sector;
Representative, Cleveland Police Authority;
John Hardy, Head Teacher St John Vianney Primary School, Hartlepool Primary Schools Representative;
Colin Reid, Head Teacher, St Hild's Secondary School, Hartlepool Secondary Schools' Representative;
Karl Telfer, Head Teacher, Springwell Special School, Hartlepool Special Schools Representative;
Michael Bretherick, Principal Hartlepool College of Further Education, Hartlepool Post 16 Colleges Representative;
Anne Smith, Partnership Manager, Job Centre Plus;
Representative, HealthWatch;
Representatives, Children and Young People:

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 Minutes of the meeting held on 1 October 2012.

4. MATTERS ARISING FROM THE MINUTES

4.1 Children and Young People's Plan – *Assistant Director, Children's Services*

5. REPORTS FOR CONSIDERATION

5.1 New Constitutional and Structural Arrangements – Children's Strategic Partnership – Assistant Director, Children's Services

5.2 Terms of Reference – Children's Strategic Partnership – Assistant Director, Children's Services

6. ITEMS FOR DISCUSSION

6.1 Priorities and Work Programme – Assistant Director, Children's Services

ITEMS FOR INFORMATION

Date of next meeting – 31 July 2013 at 4.00 pm in Committee Room B, Civic Centre, Hartlepool

HARTLEPOOL CHILDREN'S STRATEGIC PARTNERSHIP

Minutes of Meeting held on 1 October 2012 At Civic Centre, Hartlepool

PRESENT

Anne Smith (AS)	Job Centre Plus
Boleslaw Pozmyck (BP)	Clinical Commissioning Group
Catherine Frank (CF)	Performance and Partnerships Manager
Cllr Cath Hill (CH)	Portfolio Holder Children's Services
Christine Lowson (CL)	Administrative Officer
Christopher Akers-Belcher (CAB)	Chair of Children's Service's Scrutiny Forum
Danielle Swainston (DS)	Sure Start, Extended Services and Early Years Manager
Dave Wise (DW)	Voluntary and Community Sector Representative
Ian Merritt (IM)	Strategic Commissioner Children's Services
John Hardy (JH)	Primary Headteachers Representative
Linda Watson (LWa)	Clinical Services Representative
Louise Wallace (LW)	Director of Public Health
Lucia Saiger (LS)	Offender Services Representative
Cllr Mary Fleet (MF)	Chair of North and Coastal Neighbourhood Forum
Sally Robinson (SR)	Assistant Director, Child and Adult Services
Zoe Westley (ZW)	Pupil Referral Unit Representative

Actions

1 APOLOGIES FOR ABSENCE

Denise Ogden – Assistant Director Regeneration and Neighbourhoods
Colin Reid – 11 – 19 Partnership Representative
Karl Telfer – Special School Representative
Christina Blaney – Job Centre Plus

2 REVIEW OF ROLE AND FUNCTION OF CHILDREN'S STRATEGIC PARTNERSHIP

CF gave a report on the change of local partnership arrangements. She explained that the Local Strategic Partnership Board has been replaced by a smaller Strategic Partners Group. Supporting the Strategic Partners Group are four theme partnerships which are;

- Safer Hartlepool Partnership
- Shadow Health and Wellbeing Board
- Housing Partnership

▪ Economic Skills Partnership

The Children's Strategic Partnership will be a sub-group of the Health and Wellbeing Board.

The key aims of the group are;

- To inform the Health and Wellbeing Board of the needs of children, young people and their families, advise the board on how outcomes can be improved for them and provide co-ordinated support for the delivery of the relevant policy objectives in the Health and Wellbeing Strategy.
- To lead on the development and implementation of the Child Poverty Strategy.
- Oversee the delivery of the Early Intervention Strategy.
- Oversee the delivery of specialist services.
- Support the delivery of the Children and Young People's Plan.

3 TERMS OF REFERENCE

IM explained the Terms of Reference in further detail and highlighted any changes.

It was noted that the Partnership agreed with the objectives and the functions and tasks.

It was noted that as this meeting is a strategic partnership, the Chair should be an Elected Member in order to maintain the locality aspect. It was agreed that the Chair will be Cllr Cath Hill.

Some discussion on the Vice Chair took place and it was decided that the Vice Chair should be a partner representative. It was agreed that the Vice Chair will be John Hardy.

The membership of the Partnership was discussed and it was decided that a representative from Tees, Esk and Wear Valleys NHS Foundation Trust should be added. It was suggested that some young people should be invited to become members. Some discussion took place around the suitability of the meetings for young people and who appropriate representatives would be. It was agreed that more than one young person should be invited and that a representative from the following groups be invited;

- Modern Apprentices
- Young Inspectors
- Users of the Youth Offending Service
- 14 – 19 Partnership

It was agreed that meetings would be held bi-monthly in line with the Health and Wellbeing Board. Meetings are to be kept as brief as possible and it will be assumed that all attendees will have read all papers issued. It was requested that papers also be kept as brief as possible.

LW explained that the Health and Wellbeing Board had met earlier in the day and following the analysis of consultation responses to the draft strategy, the main priority had been giving every child a healthy and best start in life. It was

noted that 465 responses had been received.

The Terms of Reference as amended were then agreed by the Partnership.

4 JOINT STRATEGIC NEEDS ASSESSMENT UPDATE

The web address link for the JSNA details is www.teespublichealth.nhs.uk

The JSNA is in place to ensure the needs of the town are understood and met. The Health Improvement Team is currently working on the children's input for the JSNA. This will be circulated to the Partnership prior to being uploaded onto the website (www.jsna.org).

LW

It was noted that Scrutiny are to use JSNA to underpin work programmes.

5 CHILDREN AND YOUNG PEOPLE'S PLAN

DS explained that the previous plan was large and cumbersome, therefore a new plan had been drafted that aimed to capture the various strategies for children and young people in a summary form.

DS explained the main priorities and it was noted that this is an early draft of the document. The aim of the plan is to make it accessible to all and not just a professional document. It was agreed that the draft was the best way to move forward with the plan.

It was suggested that mental health issues be added and that the plan should reflect work that had already been done.

Members of the Partnership were asked to consider both the plan and the Performance Management Framework. All comments/suggestion are to go to DS by the end of October. CL to send out the documentation separately for consideration.

CL

MF and CAB left the meeting at this point

6 SAFEGUARDING PEER REVIEW

SR explained the review had been very challenging but supportive and helpful. She explained in further detail areas of key strengths and further consideration.

Areas for further consideration are;

- Voice of the child – individual child experiences were not embedded into systems such as child protection conferences;
- Neglect – context and categorisation to be looked at further;
- Welfare reform – the workforce needs to be better prepared – staff briefings have now taken place;
- Capacity and resilience – with funding and resources reducing, effective working may be down to the individual rather than the organisation.

A full report is to come to the Authority and an action plan will be drawn up. The

adequacy of Free School Meal Provision is to be looked at by DO.

It was noted that the GP commission does not oversee dentist, opticians etc and therefore these professionals may be missing out on essential Safeguarding training.

7 DEVELOPMENT OF A CHILDREN'S HOME

A report around opening a new children's home had gone to Cabinet in July 2012 and a property at 302 Stockton Road was identified as a prospective property.

A meeting with local residents had taken place in September as the first phase of community engagement. This will be the first of many similar events. It is hoped that the home will open in April 2013 and will be a small four bedded home for looked after children.

It was noted that the Authority currently have 17 children in out of area residential care and a further 22 in foster care. Some children in out of area care are housed far away and others are close enough to travel into town to attend school. Children who are in permanent care usually change schools in order to establish roots in their local community.

8 FUTURE MEETINGS

It was agreed that bi-monthly meetings be arranged. It was noted that all issues and items for the agenda from partners will be welcome.

CL

9 ANY OTHER BUSINESS

The Partnership was informed that DS now has responsibility for Common Assessments. The Authority will shortly be going live with an online management system to record the common assessments. It was further noted that training is to take place in January 2013 and that partner agencies will be users of the online system. Organisations without computer access will require further discussion and consideration.

Questions were raised around confidentiality and security of the system and assurances were offered that the system will fully comply with data protection.

It was suggested that the Clinical Commissioning Group position with regard to safeguarding and designated nursing be an agenda item for a future meeting.

Youth Offending

- Ensure that children and young people are supported at the earliest opportunity through effective assessment, planning, intervention and support
- Ensure that children and young people receive the right service at the right time
- Identify and support those families that are at risk of poor outcomes providing tailored support to narrow the gap in life chances

- Identify and support young people undertaking risk taking behaviour and prevent them from entering the criminal justice system
- Ensure that there are effective arrangements in place for the management of the risk and vulnerability of young people and their families
- Provide high quality Restorative Justice Services that support victims of youth crime and promote confidence in the community of local Youth Justice Services
- Reduce incidences of reoffending for young people in the criminal justice system

Education

- Ensure children live safely in Hartlepool
- Children and young people live in households where they are properly cared for, all of their needs are met and they are free from the impact of neglect
- Children and young people live free from the impact of domestic violence
- Adolescents in Hartlepool are supported to make safer choices and safeguarded from harm
- Children and young people safely access and use existing and emerging technologies to aid their enjoyment and achievement

- Ensure all children attend and receive the highest quality education to reach their potential
- Improve standards in reading, writing and mathematics in Key Stage 1
- Improve pupil progress from Key Stage 2 to Key Stage 4
- Support all schools to ensure that they are judged to be good or outstanding
- Narrow the attainment gap for pupils on free school meals

Looked After Children

- Ensure that children and young people are supported at the earliest possible opportunity through effective assessment, planning and intervention thus preventing children entering care
- Ensure that placements are planned effectively and appropriate for individual children's needs
- Ensure all children looked after attend and receive the highest quality education to enable them reach their potential
- Ensure that children looked after are supported to live healthy lives
- Ensure that children looked after are supported effectively as they grow into adults

Transitions

- Ensure all young people have access to age appropriate services which are responsive to their specific needs as they grow into adulthood

Young Carers

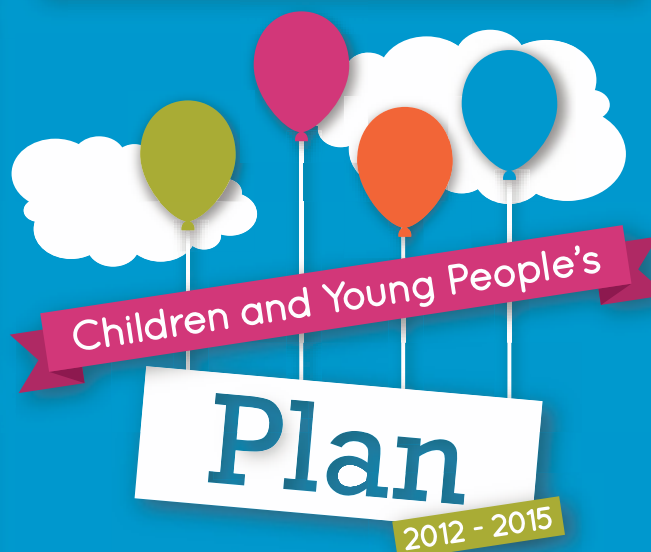
- Young carers in Hartlepool receive an assessment of their needs and appropriate support
- Ensure young carers of parents who have mental health problems or misuse alcohol or drugs are identified and supported

Health

- Reduce health inequalities for children and young people
- Give every child the best start in life
- Ensure all children and young people to maximise their capabilities and have control over their lives
- Create fair employment and good work for all
- Ensure a healthy living for all
- Create and develop healthy and sustainable communities
- Strengthen the role and impact of ill health prevention

Children with Additional Needs/Disabled Children

- Ensure that children and young people with learning difficulties and/or disabilities have an equal opportunity to achieve their potential
- Ensure that children and young people with learning difficulties and/or disabilities have those needs met in an holistic way, in partnership with the young people, their parents/carers and other professionals
- Support the increase of community capacity to include and support children with disabilities
- Raise the achievement of pupils with learning difficulties and/or disabilities ensuring that this is dealt with centrally within other education plans
- Ensure that children and young people with learning difficulties and/or disabilities are empowered to express their views and to have control over their own lives



"In Hartlepool we will work together through the Hartlepool Children's Partnership to keep children and young people and their families at the centre of services that we provide."

CHILDREN'S STRATEGIC PARTNERSHIP

19th June 2013



Report of: Assistant Director, Children's Services

Subject: NEW CONSTITUTIONAL AND STRUCTURAL
ARRANGEMENTS FOR THE CHILDREN'S
STRATEGIC PARTNERSHIP

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform members of the Children's Strategic Partnership of the changes to the Partnership, arising from the implementation of amendments to Hartlepool Borough Council's Constitution and; the establishment of the statutory Health and Wellbeing Board from 1st April 2013.
- 1.2 Partnership members are requested to consider and agree the governance arrangements for the Children's Strategic Partnership including the Terms of Reference, Membership and establish a work programme.

2. BACKGROUND

- 2.1 Children's Trusts were originally established by the Children Act 2004. Whilst a number of sections of the Act were repealed by the current government, including the revocation of the Children and Young People's Plan (CYPP) Regulations, the requirement to have a forum that brings all services for children and young in an area together remains with following guidance being issued by the Department for Education:

The Children's Trusts' duty to cooperate remains in force. Local Children's Trust arrangements are underpinned by the 'duty to cooperate' (section 10 of the Children Act 2004) and there are no plans to repeal this duty. But there is now considerable flexibility in how local partners may implement it.

There is still a requirement for each local authority to have a Children's Trust Board which must include representatives of the local authority and each of the Children's Trust 'relevant partners' (apart from the Strategic Health Authority). But there are no longer any regulations or central guidance on how this should be done.

Local areas are free to ensure the Children's Trust Board fits within newly emerging structures in ways that best reflect and meet local needs. There is no longer a requirement on the Children's Trust Board to prepare a Children and Young People's Plan. However, in those areas where a Children's Trust Board prepared and published a CYPP before October 2010 then the Board is still required to monitor the plan until the end of the plan period. In this case the Children's Trust Board will still have to prepare an annual report about the extent to which persons and bodies have acted in accordance with the plan that year - but how they undertake this activity is up to them.

Boards have autonomy and flexibility in the way they work. For example:

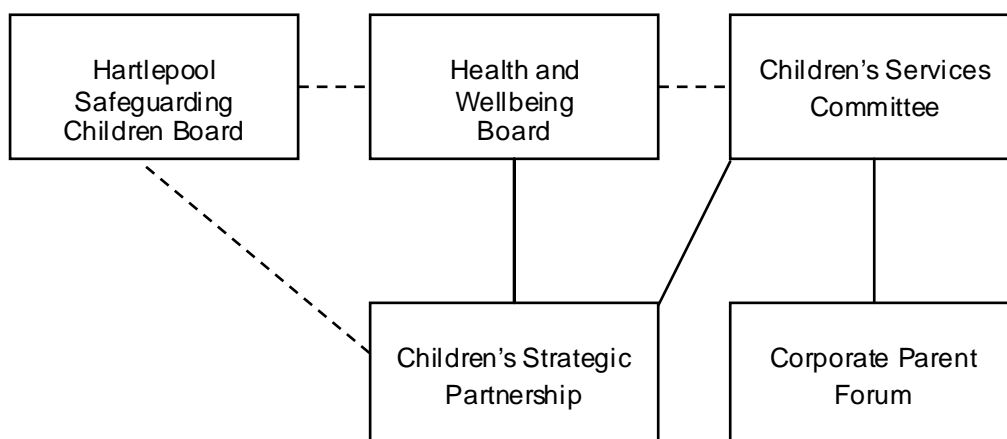
- *There are no guidelines setting out how often the Board should meet and operate;*
- *There is no prescription on the name of the Board or that it should have a clear and separate identity within the wider cooperation arrangements. For example, it would be possible for the Board to be a subset of another board in the local area.*
- *There is no need for a separate representative for each relevant partner. The local authority and the other relevant partners can agree that one person or body can represent others.*

2.2 Following a referendum on 15th November 2012, Hartlepool Borough Council has agreed a new constitution. Under the new arrangements there are 5 Policy Committees, which include a Children's Services Committee and the Chair is the Lead Member for Children's Services. The committee is responsible for all aspects of children's services, including children's social care, early intervention and prevention services, exercising the Council's functions as the Local Education Authority, commissioning and the oversight of the Children's Strategic Partnership for the purposes of the Children Act 2004.

2.3 Under the constitution the Children's Strategic Partnership's function is as follows:

The Partnership Board brings together partners to inform the Health and Wellbeing Board on the making of arrangements to improve outcomes for local children, young people and their families. This includes supporting the development and refresh of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy. The Partnership is responsible for delivering the Children and Young People's Plan, leading on the Child Poverty Strategy, working in partnership with the Safeguarding Children Board to keep children safe from harm, acting to ensure that all services for children and young people comply with the values set out in the Commissioning Framework and direct joint commissioning arrangements within Hartlepool in line with statutory guidance, taking account of national and local priorities. The Children's Partnership Board is also a sub group of the Hartlepool Health and Wellbeing Board.

- 2.4 The table below demonstrates the governance arrangements for the Children's Strategic Partnership.



- 2.5 The Health and Social Care Act 2012 established Health and Wellbeing Boards as a forum where key leaders from public sector services including health and social care, work together to improve the health and wellbeing of their local population and reduce health inequalities through the following arrangements:

- Health and Wellbeing Boards will have strategic influence over commissioning decisions across health, public health and social care.
- Boards will strengthen democratic legitimacy by involving democratically elected representatives and patient representatives in commissioning decisions alongside commissioners across health and social care. The boards will also provide a forum for challenge, discussion, and the involvement of local people.
- Boards will bring together Clinical Commissioning Groups and Councils to develop a shared understanding of the health and wellbeing needs of the community. They will undertake the Joint Strategic Needs Assessment (JSNA) and develop a joint strategy for how these needs can be best addressed. This will include recommendations for joint commissioning and integrating services across health and care.
- Through undertaking the JSNA, the Board will drive local commissioning of health care, social care and public health and create a more effective and responsive local health and care system. Other services that impact on health and wellbeing such as housing and education provision will also be addressed.

3. PROPOSALS

3.1 Terms of Reference

Terms of Reference for the Partnership are attached to this agenda at item 4.2; Partnership Members are requested to review the draft terms of reference with particular attention to the following points:

- A register of interests to be updated annually;
- Voting rights;
- Number of members and representation from key bodies to establish a quorum;
- Membership of the partnership including the engagement of children, young people and their parents/carers;
- Confirmed minutes of meetings to be sent to the Health and Wellbeing Board.

3.2. Work Programme

Members of the Partnership are asked to consider the priorities and a work programme for the current year 2013/14 for example, the Partnership may wish to review the arrangements for the Children and Young People's Plan. It should also be noted that tasks may be allocated to the Partnership by the Health and Wellbeing Board and the Children's Services Committee.

4. RECOMMENDATIONS

- 4.1 Partnership members are requested to agree the governance arrangements for the Children's Strategic Partnership including revisions to the Terms of Reference and establishment of a work programme.

5. CONTACT OFFICER

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HARTLEPOOL CHILDREN'S STRATEGIC PARTNERSHIP

TERMS OF REFERENCE

DRAFT

Contents

- 1.0 Purpose and functions of the Children's Strategic Partnership
- 2.0 Role and responsibility of Board Members
 - 2.1 Standards of behaviour
- 3.0 Membership of the Children's Strategic Partnership
 - 3.1 Chairing the Partnership
- 4.0 Principles
- 5.0 Performance management
 - 5.1 Information, advice and support
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 - 8.2 Declaration of Interests
 - 8.3 Meeting procedures
 - 8.4 Freedom of Information Act
 - 8.5 Public access to the Children's Partnership
 - 8.6 Secretarial support arrangements
 - 8.7 Sub groups
 - 8.8 Working with other Theme Groups
 - 8.9 Updating the Terms of Reference
 - 8.10 Making a Complaint
- 9.0 Engaging with other bodies
 - 9.1 Clinical Commissioning Group
 - 9.2 Local Safeguarding Board
 - 9.3 Health and Wellbeing Board

HARTLEPOOL CHILDREN'S STRATEGIC PARTNERSHIP

TERMS OF REFERENCE

1. Purpose and functions of the Children's Strategic Partnership

The partnership brings together partners to inform the Health and Wellbeing Board on the making of arrangements to improve outcomes for local children, young people and their families. This includes supporting the development and refresh of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy.

The Partnership is responsible for delivering the Children and Young People's Plan, leading on the Child Poverty Strategy, working in partnership with the Safeguarding Children Board to keep children safe from harm, acting to ensure that all services for children and young people comply with the values set out in the Commissioning Framework and direct joint commissioning arrangements within Hartlepool in line with statutory guidance, taking account of national and local priorities

2. Roles and Responsibilities of Children's Strategic Partnership members

The main role of the Children's Partnership will be to take a Borough wide perspective and develop consensus in the best interests of children and young people of Hartlepool. Members will bring their own perspectives and also represent their organisation, interest group or area. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process.

Where practicable members should have the Authority to take decisions and make commitments. Individual partners will remain responsible and accountable for decisions on their services and use their resources. The Partnership recognises that each partner has different mechanisms for their own decision making. In some cases decisions may be endorsed by the bodies or organisations from which members are drawn.

The Children's Strategic Partnership will provide a forum where partners cooperate in informing the Health and Wellbeing Board on the making of arrangements to improve outcomes for local children, young people and their families.

To achieve this, the partnership will lead the development and implementation of the Child Poverty Strategy and focus on providing coordinated support around the policy objectives outlined in the Health and Wellbeing Strategy.

In particular the Partnership will work to:

Give every child the best start in life by;

- Reducing child poverty
- Delivering the early intervention strategy

Enable all children and young people to maximise their capabilities and have control over their lives by;

- Empowering children and young people to make positive choices about their lives
- Developing and delivering new approaches to children and young people with special educational needs and disabilities.

2.1 Standards of Behaviour

As a member of the Children's Partnership whether in Partnership meetings or working on behalf of the Children's Partnership, the following guidelines outline what the Partnership expects of its members:

Accountability: to work openly and honestly and to report back their work on the Board to their organisation or sector.

Commitment: to attend Partnership meetings, participate in occasional task group meetings and one-off events. To be properly prepared for meetings by reading the paperwork beforehand. To be prepared to learn from others and from good practice elsewhere and to further develop the breadth of their knowledge of their organisation or sector's role within the town.

High Quality Debate: to remain focussed and strategic. To contribute positively to discussions and work with other members to achieve consensus and take important decisions regarding children and young people in Hartlepool.

Honesty and Integrity: to act with honesty, objectivity and integrity in achieving consensus through debate. To respect the confidentiality of the information provided.

Objectivity: to consider what is in the best interests for the common good of children, young people and Hartlepool and to weigh this along with the interests of their organisation, their sector and themselves when making decisions.

Representative: to effectively reflect the interests of their organisation or sector, to raise areas of concern and contribute their experience and expertise to Partnership discussions and decisions to achieve good workable solutions.

Respect for others: to respect and to take into account the views of other members regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

Trust: as 'trust' is at the heart of partnership relationships, it can be used as the overall barometer of partnership working.

3.0 Membership

Membership of the **Children's Strategic Partnership** will be drawn from Hartlepool Borough Council and key local partners. Membership will be as follows:

Members

- Chair of Children's Services Committee and Lead Member for Children's Services;
- Director of Child and Adult Services, Hartlepool Borough Council;
- Assistant Director, Children's Services Hartlepool Borough Council;
- Assistant Director, Education, Hartlepool Borough Council;
- Director of Public Health, Hartlepool Borough Council;
- Assistant Director, Regeneration, Hartlepool Borough Council;
- District Commander, Cleveland Police;
- Director of Offender Services, Durham Tees Valley Probation Trust;
- Chief Officer, ; NHS Hartlepool & Stockton-on-Tees Clinical Commissioning Group;
- Chair, NHS Hartlepool & Stockton-on-Tees Clinical Commissioning Group;
- Director of Clinical Community Services, Hartlepool & North Tees NHS Foundation Trust;
- Head of Service, CAMHS, Tees, Esk and Wear Valleys NHS Trust;
- Strategic Commissioner – Children's Services, Hartlepool Borough Council;
- Head of Access and Strategic Planning, Hartlepool Borough Council;
- Participation Manager, Hartlepool Borough Council;
- Representative, Voluntary and Community Sector;
- Representative, Cleveland Police Authority;
- Representative, Hartlepool Primary Schools;
- Representative, Hartlepool Secondary Schools;
- Representative, Hartlepool Special Schools;
- Representative, Hartlepool Post 16 Colleges;
- Partnership Manager, Job Centre Plus;
- Representative, HealthWatch;
- Representatives, Children and Young People:

The Partnership can invite Co-opted Members to attend particular meetings where the agenda is relevant to their work.

3.1 Chairing the Children's Partnership

The Chair of the Partnership will be the Chair of the Children's Services Committee and Lead Member for Children's Services. The Vice Chair will be elected from the membership of the Children's Strategic Partnership on a biennial basis and should be from a partner organisation

The Chair will:

- Lead the work of the Partnership, ensuring that the views of the Partnership are communicated to a wide audience;
- Meet with the Chair of the Health and Wellbeing Board to review the performance framework as required and ensure the business of the Partnership is conducted in an efficient and effective manner;
- Promote effective partnership working between members of the Children's Partnership and if necessary resolve conflict and help foster an environment of mutual interest;
- Approve the formation of Task and Finish Groups to deliver specific items of work on behalf of the Children's Strategic Partnership
- Agree the agenda, associated papers and minutes of previous meetings.

The Vice Chair will:

- Deputise for the Chair as required;
- Support the Chair to ensure that the work of the Children's Strategic Partnership is undertaken effectively.

4.0 Principles

All members of the Children's Partnership will strive to apply the following nine principles as established in the Community Strategy:

- Effective decision making and communication;
- Effective partnership working;
- Efficient partnership working;
- Acting with integrity

- Ensure widest possible involvement and inclusion;
- Demonstrating leadership and influence;
- Effective performance management;
- Developing skills and knowledge.

5. Performance Management

The Partnership is responsible for the delivery of the Children and Young People's Plan and has the lead for the Child Poverty Strategy. Each year the Partnership will set out how each Strategy will be delivered. Respective Action Plans will include a number of performance indicators which will be used to assess the progress being made. The Partnership will monitor progress through quarterly performance reports.

The Children's Partnership is also responsible for delivering the Children's theme of the Health and Wellbeing Strategy of which the Board's Plan is the action plan. In particular the Partnership is responsible for:

- Giving every child the best start in life;
- Enable all children and young people to maximise their capabilities and have control over their lives

The Children's Strategic Partnership will establish a robust performance management system to support the planning and review process for the Health and Wellbeing Strategy which includes children and young people. The Partnership will be sent regular updates on progress towards achieving targets. Where performance is not on track they will take action to address this.

Hartlepool Safeguarding Children Board will provide performance reports to the Partnership every 6 months.

5.1 Information, advice and support

All information, advice and support will be fit for purpose and tailored to the functions of the Board. The Board will ensure that all information is directly relevant to the decisions being taken and is:

- Relevant;
- Accurate;
- Timely;
- Objective;
- Clear and concise;
- Reliable.

The Partnership will call on professional advice and support when deemed necessary, particularly when the outcome of the item under discussion has a significant legal or financial implication.

6.0 Developing capacity and capability

The Partnership is aware of the importance of ensuring members have the right skills, knowledge and experience to play an effective part in delivering the strategic aims of the Partnership. It aims to involve individuals who reflect the community they represent. It will balance the need for stability which comes from continuity of knowledge and relationships with the need for new ideas and new thinking.

Through a Partnership development process, all members will be given the opportunity to further develop their skills and update their knowledge throughout their period of membership. This will aim to maximise the skills, capacity and resources of all members.

7.0 Engaging with Stakeholders

The Partnership, a sub-group of the Health and Wellbeing Board, will endeavor to represent a wide range of stakeholders and will ensure there is extensive consultation in the development of the Health and Wellbeing Strategy and Joint

Strategic Needs Assessment and any other issues that the Children's Partnership considers appropriate.

The Partnership will ensure the involvement of children, young people and their families/carers in planning, policy development and service delivery.

The Partnership will strive to meet the codes of practice and terms of engagement as set out in the Hartlepool Voluntary and Community Sector Strategy.

8.0 Operation of the Children's Strategic Partnership

8.1 Attendance at meetings

Members will endeavour to attend all meetings however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting.

As flexibility and continuity is essential to partnership working, each Member should identify a named substitute who may attend on their behalf when necessary. Substitutes should be suitable senior representatives who are able to speak on behalf of their organisation.

8.2 Declaration of Interests

Each member of the Partnership is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items and shall take no part in the discussion or decision making about that item. All such declarations must be included in the minutes of the meeting.

8.3 Meeting Procedures

The Board will meet on a six weekly basis. There will be an annual review meeting to reflect on the performance of the Board and proactively plan for the forthcoming year.

8.4 Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. Hartlepool Borough Council has developed guidance to help staff comply with the Act. The Children's Strategic Partnership will work within this policy when giving out information to partners and the public.

8.5 Public access to the Children's Strategic Partnership

Meetings of the Children's Strategic Partnership will be open to the public and press however, on occasion closed sessions will be required in accordance with the Access to Information Rules in Part 4 of the Hartlepool Borough Council Constitution;

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

Members of the Public may also be excluded in accordance with Rule 22 of the constitution (Disturbance by the Public)

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If that person continues to interrupt, the Chair will order his/her removal from the meeting room.

8.6 Secretarial Support arrangements

The Partnership will receive secretarial support through Hartlepool Borough Council's Democratic Services Team.

8.7 Sub Groups

Occasionally a Sub Group of the Children's Strategic Partnership may need to be established to expedite a particular matter, which requires focussed activity or where a more specialist membership is required. The membership of these sub groups would be decided by the Partnership the group would normally have a specific remit and period of operation to oversee or undertake a specific task, reporting directly to the Children's Strategic Partnership

8.8 Working with other theme groups

The Children's Strategic Partnership will work alongside the other theme groups to improve outcomes for Hartlepool residents. Joint meetings may be arranged on matters of shared interest.

8.9 Updating the Terms of Reference

This Terms of Reference can be amended or updated by obtaining a two thirds majority agreement by the Partnership. The proposed change should be set out in a report as a published agenda item.

8.10. Making a Complaint

The Children's Strategic Partnership is keen to ensure that all children and young people, Members, partners and residents are satisfied with the procedures and arrangements in place. If an individual is dissatisfied with the work of the Partnership they should first raise their concern with the Chair of the Partnership who will endeavour to resolve the problem quickly and amicably.

9.0 Engaging with other Bodies

9.1 Children's Services Committee

The Children's Strategic Partnership will work with the Children's Services Committee, providing advice and support in respect to multi-agency service delivery and strategic planning

9.2 Clinical Commissioning Group

The Children's Strategic Partnership will work with the Clinical Commissioning Group for North of Tees and Hartlepool to inform the development and/or renewal of the Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Strategy ensuring that the needs of children and young people are at the heart of developments.

The Partnership will also work with the Clinical Commissioning Group to identify, prioritise and commission appropriate services from a range of high quality providers in order to meet identified need, maintain high standards and ensure value for money.

9.3 Hartlepool Safeguarding Children Board

The Children's Strategic Partnership will work with Hartlepool Safeguarding Children Board to ensure that children and young people are kept safe from harm at all times.

9.4 Health and Wellbeing Board

The Children's Strategic Partnership will provide leadership in relation to the overall vision and strategic direction for children and young people in services within the Health and Wellbeing Board