

Lincolnshire Children and Young
People's Strategic Partnership
**Governance Arrangements &
Terms of Reference
2013/15**





1.0 ROLE OF CYPSP

The CYPSP has been established as the key statutory mechanism for local agencies to work together to improve the lives and outcomes of children and young people.

Responsibilities include:

1.1 Responsibility for developing, publishing and reviewing the Children and Young People's Plan for Lincolnshire

1.2 Responsibility for outlining the strategic framework for how partners will co-operate to improve the well-being of children and young people in Lincolnshire.

1.3 Responsibility for monitoring the extent to which the partners act in accordance with the Children and Young People's Plan and to publish an annual report.

1.4 Responsibility for working with the Health and Wellbeing Board to ensure that priorities in the Health and Well-being strategy are reflected in the children and young people's plan and to act as the delivery mechanism for those priorities reporting to the Health and Wellbeing Board.

2.0 BACKGROUND

2.1 Legislation supporting Local Authorities and their Partners in delivering children's services currently sits within the Children Act 2004. This act requires Local Authorities to have in place local cooperative arrangements which facilitate agencies working together, with a focus on improving the lives of children and young people.

2.2 The Apprenticeships, Skills, Children and Learning Act (ASCL) November 2009 introduced the new statutory requirements with updated guidance about working together for Children's Trusts and Safeguarding.

3.0 KEY THEMES

3.1 Agree priorities and actions for children's services ensuring safeguarding underpins all activity.

3.2 Provide a framework to enable agencies to work together for the benefit of; Children, Young People and Families.

3.3 Monitor and evaluate performance against priorities to inform future planning and commissioning.



3.4 Influence and set the strategic direction for the development of local commissioning of services for children and young people in the Children and Young Peoples Plan (CYPP) and the Health and Well-Being Strategy.

3.5 Monitor the implementation of the CYPP and the Children's priorities in the Health and Well Being Strategy, which will set out what resources are required to achieve the priority outcomes and targets to reduce inequality and to close the gaps in outcomes and improve the experiences for families.

3.6 Provide a framework, so that public expenditure can be aligned /pooled and co-ordinated and be responsible for the effective use of resources to enable priorities to be resourced.

3.7 Use performance monitoring information, statistical data and evaluation to inform decision making, the use of resources and maintain an overview of progress towards achieving the stated outcomes and targets.

4.0 MEMBERSHIP

4.1 The Children and Young People's Strategic Partnership (CYPSP) will comprise of the following representatives;

- **Director of Children's Services to Chair** *1 seat*
- **Lincolnshire County Council Lead Member** *1 seat*
- **Lincolnshire County Council** (adult and Public Health) *2 seats*
- **Clinical Commissioning Groups** *4 seats*
- **Lincolnshire Police** *1 seat*
- **Lincolnshire Probation** *1 seat*
- **Schools** *4 seats* (School Forum, Primary, Secondary & Special School Head Teachers)
- **District Councils** *7 seats*
- **Health Providers** *2 Seats*
- **Voluntary Sector Forum** *2 Seats*
- **FE Colleges** *1 seat*
- **Work based providers** *1 seat*
- **Independent Chair of the Lincolnshire Safeguarding Children Board** *1 seat* (Observer with speaking rights)
- **Economic Development** *1 seat*
- **Chair of LPAG** (Lincolnshire Participation Action Group) *1 seat*

4.2 Members agree that only representatives or a person nominated as a named substitute will attend meetings in their absence.



5.0 INDIVIDUAL RESPONSIBILITIES OF MEMBERS

5.1 Take a leadership role in promoting the work of the partnership including:-

- Using the power of their position held in the host agency to influence strategy, policy and practice
- Using strength of personality to advocate the work of the CYPSP
- Creatively share ideas to improve service delivery
- Sharing professional knowledge, expertise and analytical ability to further develop the work of the CYPSP
- Communicating the messages of the CYPSP within own and across a shared network of agencies
- Investing resources to deliver the outcomes outlined within the Children & Young People's Plan
- Participating fully in the work of the CYPSP through attendance (a 70% attendance rate is expected and will be recorded), active participation (monitored through auditing of completion of key actions identified at CYPSP)
- Ensuring own agency commits to performance management activity, audit work and implements recommendations from such activities

5.2 The CYPSP cannot compel a participating individual partner to implement any decision. Individual partners remain accountable to their employing authority. A member's role at CYPSP is to influence their agency's priorities and policies so that the single vision agreed at the CYPSP can be delivered through its partners. Members bring their professional knowledge and expertise to the CYPSP to influence how all member agencies work together to deliver improved outcomes for children and young people. Their role is not to represent their agency's priorities and policies, but to influence the partnership, agree a consistent approach and return to their organisation to influence the way it delivers services.

6.0 ADMINISTRATION

6.1 Secretariat Support will be provided by LCC Democratic Services with general administrative support provided through the partners on the board.

6.2 Agenda papers will be sent out at least seven working days before each meeting and made available on the lincolnshirechildren.net web site.

6.3 Minutes shall be taken and will be a record of the meeting. The minutes will be considered draft until agreed at the following meeting. Once agreed they will be published on the Children Services website lincolnshirechildren.net and distributed within ten days of the meeting where practicably possible.

6.4 Representatives must declare all personal interests, both pecuniary and non-pecuniary, relating to any matter which, is discussed at CYPSP. Any representative with a personal pecuniary interest shall be required to declare the interest and remain silent during the time when the matter or the subject of the pecuniary interest is discussed. A member having declared an interest may be asked to leave the meeting where a matter

is subject to a vote or choose to leave the meeting until the matter being discussed has been concluded.

6.5 Meeting Attendances (including development days) will be monitored and are expected to be no less than 70% over the course of the financial year.

6.6 The County Council's constitution provides a useful guide to public access to meetings at page 4 of the Access to Information Procedure Rules in part 4 of the Constitution. This outlines when the public must be excluded from Council meetings and when they may be excluded.

6.7 The CYPSP will keep all meetings open unless there is a specific need for it to be treated otherwise. Members of the public will be required to complete the meeting attendance record and the Chair advised when members of the general public are present.

7.0 CONFIDENTIALITY

7.1 The LSCB information sharing protocol will be followed at all times.

7.2 CYPSP members must not disclose/discuss personal data relating to third parties or confidential information provided by government or third parties (for example commercially sensitive data supplied by contractors) in a public forum. Otherwise the disclosing party is likely to breach the Data Protection Act or could be sued for a breach of confidentiality. There may be occasions where the CYPSP may want to exclude a guest or non-members present. See also declaration of Personal Interests page 2.

7.3 All members will adhere to data protection and pay adherence to their own organisations whistle blowing policies.

8.0 VALUES

8.1 CYPSP Members are expected to:-

- Put Children, Young People and their Families at the Heart of everything they do;
- Develop self-esteem, self-belief and aspirations to succeed
- Develop a culture of praise and encouragement
- Recognise and enhance positive behaviours and attitudes.
- Nurture skills in listening to young people and developing their self-worth.
- Recognise, celebrate and reward achievement and acquisition of skills.



9.0 PRINCIPLES

9.1 The CYPSP agree to embracing the six principles outlined in “The Good Governance Standards for Public Services” The Independent Commission on Good Governance in Public Services:-

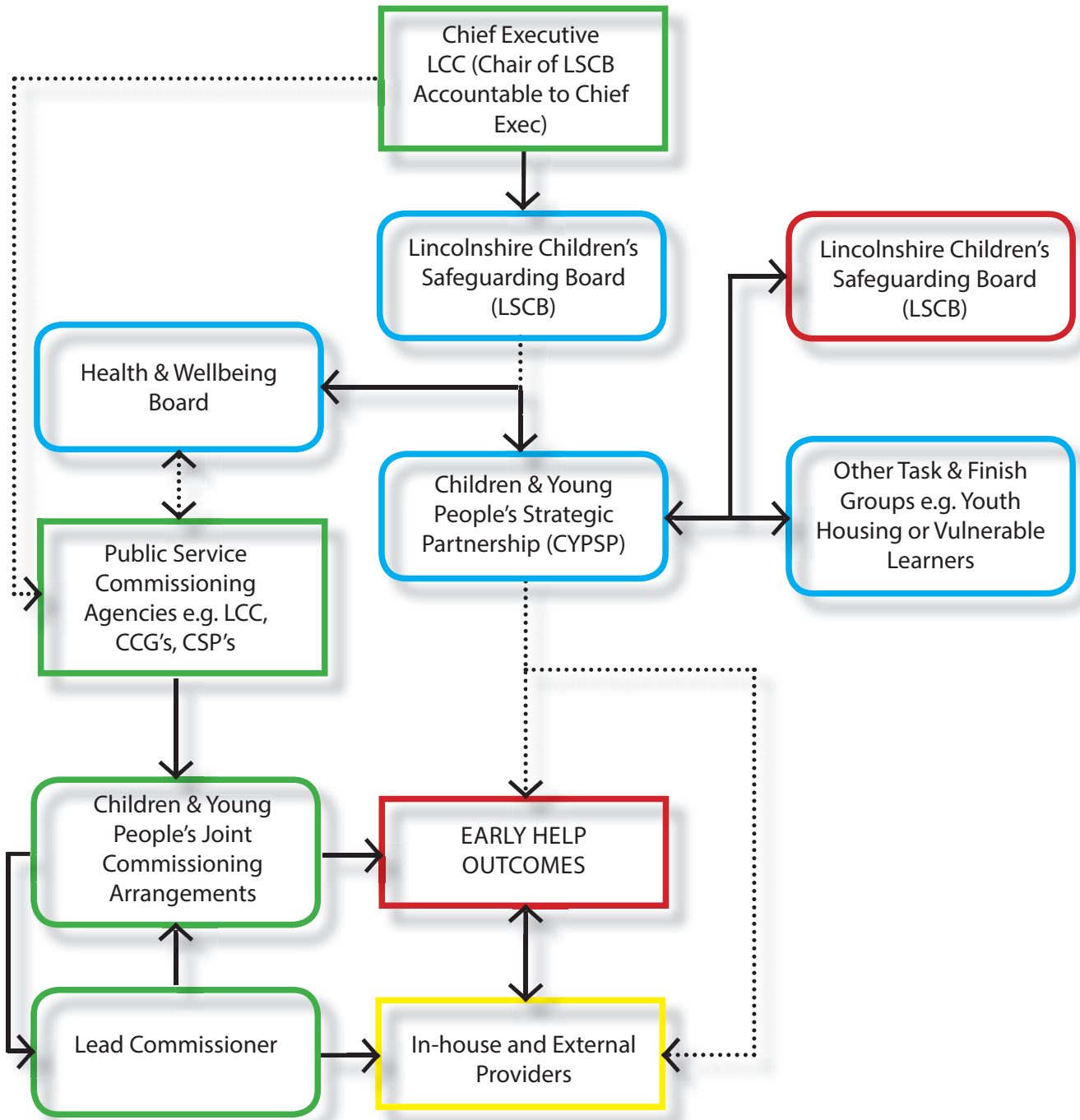
- Focusing on the partnerships purpose and outcomes for children young people, parents, carers, their families and children’s service users; This will be monitored through a performance management framework which includes developing and monitoring outcomes through a local performance scorecard and the completion of an annual self-assessment
- Performing effectively in clearly defined functions and roles the CYPSP will work with the Health and Well Being Board to identify need, recommend service design based on professional guidance and research and co-ordinate service delivery to promote collaboration, co-location and integration
- Promoting values for the whole organisation and demonstrating the values of good governance through;
 - behaviour,
 - agreeing shared values
 - working towards recognised best practice standards,
 - taking informed, transparent decisions and managing risk,
 - making minutes of the meetings public
 - completing an annual report and holding an annual general meeting
 - developing the capacity and capability of the Partnership to be effective
 - engaging stakeholders and making accountability real
 - Implementing the participation strategy to ensure that the views of children, young people, parents and carers shapes the design and delivery of services.





10. A FRAMEWORK FOR ACCOUNTABILITY ACROSS MULTIAGENCY PARTNERSHIPS

COMMISSIONING OUTCOMES FOR CHILDREN AND YOUNG PEOPLE



- Directly **Procured** provision from in-house and external providers using public funding to achieve improved outcomes
- Formal Partnership Arrangement that **influence** providers and citizens to achieve improved outcomes
- Providers** of services and activities that help to achieve improved outcomes
- Children & Young people (and their family and carers) who **co-produce** improved outcomes



11. FURTHER COMMENTS ON THE ACCOUNTABILITY FRAMEWORK

- CYPSP and its partner agencies have a range of strategic relationships which are facilitated through the CYPSP.
- (Green) denotes directly procured services by Lead Agencies and Blue denotes where there is a key influencing role through partnership arrangements. The Green denotes formal decision making arrangements of the lead Commissioner. The role of CYPSP is to influence strategic direction and to monitor effectiveness but not to directly procure provision.
- An Early Help improvement Board is being established and will act as the Children's Joint Commissioning Board. Governance arrangements will be flexible to suit individual circumstances, including use of Section 75 or Section 10 Agreements to establish lead commissioner and pooled budget arrangements. Pooled budgets can be used by the lead commissioner to directly procure services that will meet the Early Help Outcomes. The C&YPSP can also use influence to encourage other stakeholders that are not directly funded to also contribute to meeting the Early Help Outcomes.
- At present there are different lead commissioners. E.g. Children's Public Health, CCG's. CYPSP will wish to influence lead commissioner arrangements
- (Yellow) Providers can provide services and activities through contract or Service Level Agreements with (Green) commissioners. However they can also choose to also use their own funds to help achieve outcomes. For example; Academies will not be directly funded by commissioners, but they may choose to use their own resources to help limit exclusions.
- There are a wide range of other stakeholders that can be influenced to achieve improved outcomes. CYPSP will seek to influence all of these relationships.
- (Orange) - C&YP it is important that we have C&YP input to agreeing priorities and also being involved in co-production. Parents, family and carers also of course have to take lead responsibility (where ever safe to do so) and contribute to achieving improved outcomes.
- CYPSP will influence the Procurement Strategies developed by lead commissioners. They will also develop strategies that influence the resources held by other stakeholders in order to achieve shared priorities.
- The CYPSP will report to the Health and Wellbeing Board and will be the delivery mechanism for delivering the children's priorities of the Health and Well Being Strategy. The priorities of the CYPP will influence the Health and Well Being Strategy and vice versa

The LSCB will monitor the effectiveness of the CYPSP and will require specific work in response to issues highlighted by LSCB





12. RELATIONSHIP BETWEEN HEALTH AND WELL BEING BOARD AND CYPSP

- The Health and Well Being Board has effective links with the Children's Trust to ensure cohesive governance and leadership
 - Terms of Reference of CYPSP have been revised to reflect that it will be an established sub group of the Health and Well Being Board
 - Membership of CYPSP has been revised to ensure effective representation especially across the clinical Commissioning Groups and Schools
 - Terms of Reference of CYPSP have been revised to establish it as the primary commissioning forum for children's outcomes
 - CYPSP will continue to publish a Children and Young People's Plan which incorporates the priorities of the Health and Well Being Strategy reflecting the outcomes of the Joint Strategic Needs Assessment

- The Health and Well Being Board will have an agreed process to ensure children's issues receive sufficient focus
 - CYPSP will provide a 6 monthly partnership progress report, outlining performance/achievements and areas of required focus
 - CYPSP will provide ad hoc reporting as priorities determine
 - Health and Well Being Board can request CYPSP to establish task and finish groups to undertake actions in line with service and performance outcomes
 - The Health and Well Being Board will be a formal consultee of the Children and young people's plan and the CYPSP will be a formal consultee of the Health and Well Being Strategy

- The Health and Well Being Board will contribute to the defining of an early help offer:
 - Lincolnshire's early help offer will be formally consulted upon and approved by the Health and Well Being Board
 - The Health and Well Being Board will ensure that all commissioning and delivery plans prioritise "Team Around the Child" processes as Lincolnshire's agreed mechanism for co-ordinating the delivery of early help

- The Health and Well Being Board will ensure that there are effective mechanisms for listening to the views of children, young people and their families
 - The Health and Well Being Board will utilise the same mechanisms for listening to the views of children, young people and families and will maximise further opportunities through an agreed process with Health watch



13. RELATIONSHIPS BETWEEN CYPSP AND LSCB

Introduction

This protocol sets out the relationship between the Children Trust Board (CYPSP) and Lincolnshire Safeguarding Children Board (LSCB).

Safeguarding children and young people can only be effective if it is undertaken within the general context of promoting the wellbeing of children and young people, and equally the CTB arrangements must take account of the work of the LSCB to safeguard children and young people.

Legislative Background

Section 10 of the Children Act (2004) requires local authorities and 'relevant partners' to co-operate to improve the wellbeing of children and young people. The local authority must take the lead in making arrangements to promote co-operation between local agencies in this regard.

Statutory Guidance on co-operation arrangements including the Children's Trust Board and the Children and Young Peoples Plan (DCFS March 2010) set out by promoting cooperation between partners how these arrangements will improve the lives of local children, young people and families across the five key outcomes. The outcomes are underpinned by the General Principles of the United Nations Convention on the Rights of the Child (UNCRC)

The Children Act 2004 (Sections 13, 14, 15 & 16) also required local authorities to establish and operate a Local Safeguarding Children Board as the statutory successor to the Area Child Protection Committee. The core objectives of the LSCB as set out in the Children Act 2004 are to coordinate what each person or agency represented on the LSCB does to safeguard and promote the welfare of children and young people, and to ensure the effectiveness of what is done for that purpose. The role and function of the LSCB are set out in Working Together to Safeguard Children: a guide to interagency working to safeguard and promote the welfare of children

The work of LSCB fits within the wider context of the CTB, and whilst it contributes to the overall goal of improving the wellbeing (five outcomes) of all children and young people, it has particular focus on the 'Stay Safe' outcome.

Functions of the CYPSP

The CYPSP is the lead partnership board for children, young people and families in Lincolnshire, and operates within the context of the Local Area Agreement and Sustainable Community Strategy. The main function of the CYPSP is to promote and enable co-operation between agencies with a view to improving the well-being, of children and young people in Lincolnshire.

The CYPSP will monitor the implementation of the Children and Young People's Plan which will set out what resources are required to achieve the priority outcomes and targets specified in the Sustainable Community Strategy to reduce inequality

and to narrow the gaps in outcomes and experiences for families.

Functions of the LSCB

There are three main aims of the LSCB are to:

- improve the effectiveness of work to safeguard children and young people;
- promote the welfare of children and young people by co-ordinating the work of partner agencies
- ensuring its effectiveness; and co-ordinate wider safeguarding activity in Lincolnshire.

Inevitably this work will operate within the context of the CYPSP arrangements, given the broad overarching remit of the CYPSP. In order to ensure that the safeguarding activity of the professional network is effective, the LSCB will monitor the quality of that activity through peer review, self-evaluation, performance indicators and joint audit.

The LSCB will be able to challenge organisations as necessary and communicate with the CYPSP with an independent voice. The CYPSP governance arrangements recognise that the LSCB has a distinct identity.

Accountability of the LSCB

Whilst LSCB has a role in co-ordinating and ensuring the effectiveness of agencies' work to safeguard and promote the welfare of children and young people, it is not accountable for their operational work. Each CYPSP and LSCB partner retains its own existing lines of accountability. The LSCB does not have the power to direct other organisations.

The independent chair of the LSCB is accountable to the Chief Executive of the Local Authority for the effectiveness of the work of the LSCB.

The local authority will scrutinise the operation of the LSCB as part of its scrutiny arrangements and through regular reports to the CTB. The effectiveness of the work of the LSCB will form part of the judgement of the inspectorates through Ofsted, CAA/Total Place.

Scrutiny Function of the LSCB

Where there are issues around the performance of individual agencies with respect to safeguarding children and young people, the relevant LSCB member for that agency will take the lead in the resolution process.

Where no resolution has been possible, the Independent Chair of the LSCB will write to the lead member or 'accountable' person for that agency, copying the letter to the Director of Children Services.

Where the LSCB is not convinced that any planned action to improve performance will be adequate, the Chair of the LSCB (or designated person) will explain the concerns to senior individuals in the partner organisation, or the relevant inspectorate, which may advise further steps to be taken if necessary



FOR ALL ENQUIRIES PLEASE CONTACT:

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