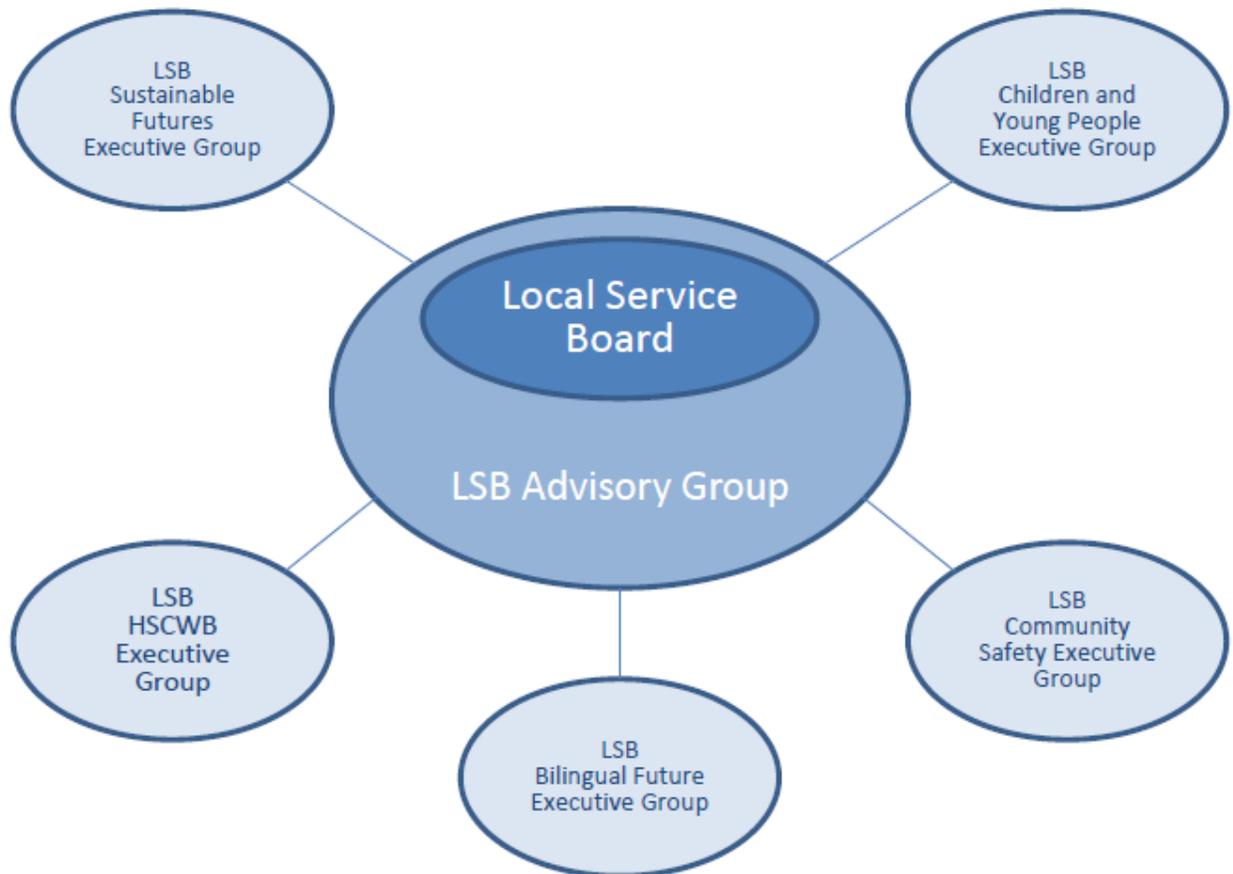


Ceredigion Local Service Board Children and Young People Executive Group

Terms of Reference

1. Ceredigion Local Service Board Structure



2. Introduction

In June 2012, Welsh Government published guidance on integrating partnerships and plans. The new guidance is titled 'Shared Purpose – Shared Delivery'. It replaces the Community Strategy, Health Social Care and Wellbeing Strategy, Children and Young People's Plan and the Community Safety Plan. Thus local partnership structures are now streamlined under the clear leadership of the multi-agency Local Service Board (LSB), underpinned by a Single Integrated Plan (SIP).

Nevertheless, a number of statutory duties relating to the joint planning of Children and Young People services remain in force. The LSB has, therefore, decided to retain an Executive

Group for Children and Young People in order to ensure that these duties are carried out under the auspices of the LSB. The LSB will provide leadership to delegate tasks and responsibilities and to oversee work undertaken by the Executive Group for Children and Young People.

The statutory duties referred to above are listed as follows:

2.1 The Children's Act 2004

2.1.1 Section 25 of the Children Act 2004 places a duty on all local authorities to take the lead in promoting co-operation with 'relevant partners' and such other bodies as the local authority considers appropriate, with the aim of improving the well-being of children in each local authority's area. These partners in turn have a duty to cooperate with the local authority.

2.1.2 Section 26 of the Children Act 2004 gives the power to Welsh Government to issue regulations that require the publication of a Children and Young people's Plan. 'Shared Purpose – Shared Delivery' issued in July 2012 makes it clear that this duty will be discharged through the formulation and the publication of a Single Integrated Plan. However, in order to meet S26 of the Children Act 2004, the integrated plan must include content that relates to improving the well-being of children and young people.

2.1.3 Section 27 of the Children Act 2004 requires Ceredigion County Council to appoint a Lead Director and Hywel Dda Local Health Board to appoint a Lead Executive Director for children and young people's services. They have the responsibility for coordinating and overseeing the arrangements for cooperation and the formulation of the Plan as it relates to children. The above agencies also have a responsibility to designate an elected member and a non-executive director to match the lead responsibilities of the senior officers in respect of children and young people.

2.2 The Children and Families (Wales) Measure 2010

2.2.1 Section 2 of the above measure states that Local Authorities must publish a Child Poverty Strategy. This duty was previously met through the publication of the Children and Young People's Plan. This duty can now be met through the publication of the Single Integrated Plan (SIP). All other partners defined as Welsh Authorities may also have their duty publish a Child Poverty Strategy met through the SIP.

2.2.2 Section 11 of the measure places a duty on local authorities to undertake an assessment of the sufficiency of play opportunities in an area. The Play Sufficiency Assessment should form part of any strategic needs assessment and agreed actions included as part of the SIP.

2.2.3 Section 12 introduces a duty to promote and facilitate participation by children in decisions which might affect them. This duty is awaiting commencement but is established best practice in Ceredigion.

2.3 The School Standards and Framework Act 1998

2.3.1 Section 119 of the above act requires local authorities to establish an Early Years Development and Childcare Partnership to review that sufficiency of provision of nursery education. The scope of this partnership is included in the responsibilities of the Executive Group for Children and Young People under the overall leadership of the LSB.

2.4 The Childcare Act 2006

2.4.1 Section 26 of this act requires a Childcare Sufficiency Assessment to be undertaken by the Local Authority every 3 years. 'Shared Purpose – Shared Delivery' expects that this should form part of the strategic Needs Assessment that underpins the SIP.

2.5 The Learning and Skills Act 2000

2.5.1 Section 123 of the above act requires a local authority to provide youth support services (YSS), secure the provision of YSS or participate in the provision of YSS. Although the section does not impose a requirement to prepare a plan, there is an expectation that the local authorities puts in place a mechanism to plan, coordinate and secure the delivery of a coherent range of services for all young people (11-25) in its area, working in close cooperation with young people and providers of services for young people.

2.6 The Rights of Children and Young Persons (Wales) Measure 2011

2.6.1 The Welsh Government has adopted the United Nations Convention on the Rights of the Child (UNCRC) into law. The Welsh Government is committed to the Seven Core Aims (based on the UNCRC – see appendix 2) as the national framework for developing policy for children and young people. The LSB Executive Group for Children and Young People works to the seven core aims, ensuring the needs of children and young people are recognised, that appropriate services are provided, that their voice is heard and their rights respected.

2.7 The Mental Health (Wales) Measure 2010

2.7.1 This measure outlines the responsibilities of the Local health Board and local authorities to draw up joint schemes for the provision of local primary mental health support services. This includes services for children and young people.

3. Vision Statement

The LSB Executive Group for Children and Young people works to the Ceredigion LSB vision – *‘People in Ceredigion belong to a community that is safe, confident and connected’*. However, it also works to a specific aim for children and young people within Ceredigion.

“We will actively work together to safeguard and improve opportunities for all our children, young people and families, to enjoy life, learn, thrive and grow into healthy, confident and capable citizens”

4. Role and Responsibilities to the LSB

- 4.1 Receive a strategic lead and be accountable to the Ceredigion Local Service Board and report to it as required;
- 4.2 On behalf of the LSB, seek to achieve better outcomes and improve the well-being of the people of Ceredigion;
- 4.3 Contribute to the development of a Single Integrated Needs Assessment which is the key driver for setting out the needs and well-being of Ceredigion’s population.
- 4.4 Contribute to the formulation of LSB priorities to be included in the Single Integrated Plan, as well as designing and delivering actions and targets in relation to these priorities;
- 4.5 Advise the LSB how requirements of national and local strategies, policies and priorities will be best tackled locally;
- 4.6 Provide recommendations to the LSB on arrangements for the joint commissioning of services and sharing of available funding, including core budgets of statutory partners and resource or financial contributions from the voluntary sector;
- 4.7 Regularly monitor and report on delivery against agreed targets relating specifically to the SIP
- 4.8 Delegate tasks to various sub groups /core aim groups or task and finish groups as required and oversee workforce development issues that arise from LSB priorities, service and national and local priorities;
- 4.9 Respond to any recommendations from the LSB, LSB Advisory Group, other LSB Executive Groups and other groups / partnerships.
- 4.10 Ensure that the work of the LSB and that of the LSB Executive Groups is promoted and communicated widely.

5. Objectives / Responsibilities / Principles

- 5.1 Receive information, advice and proposals from the Children and Young People's Service Delivery Forum (Fforwm) and other sub groups Approving Project Plans to support the SIP development and implementation;
- 5.2 Oversee workforce development issues that arise from LSB priorities, service and national and local priorities;
- 5.3 Hold partners to account for their performance and, if necessary, assist to improve.
- 5.4 Assist in preparing for inspections of services for children and young people and respond to recommendations made.
- 5.5 On behalf of the LSB, lead on certain prescribed issues relating to children and young people especially in respect of:
 - Child Poverty
 - Play and Play sufficiency
 - Youth Support services
 - Early years education and childcare sufficiency
 - Family support services
 - Early intervention / preventative services
 - Promoting and respecting children's rights
 - Advocacy and participation
 - Provision for NEET young people
- 5.6 The LSB Executive Group for Children and Young People will not duplicate the work of statutory partnerships in relation to safeguarding, youth offending or drugs and alcohol. The LSB Executive Group will work alongside the LSCB, IFSS Board and Community Safety Groups and recognise their primary statutory role in the above fields
- 5.7 Executive Group representatives should be of a sufficiently senior level to be able to speak for their parent bodies, contribute to recommendations and decisions and give commitments, for example on funding, on behalf of their organisations.
- 5.8 Each member represents their own agency at Executive Group meetings, but is also expected to represent the LSB Executive Group for Children and Young People in their own agency where this is appropriate. Members are expected to promote and operate under our agreed principles and to cooperate to improve the wellbeing of children and young people.
- 5.9 Members are expected to attend the LSB Executive Group for Children and Young People regularly and to make an active contribution to the operation of effective group work, working to LSB priorities in respect of children and young people.

- 5.10 Members will endeavour to honour collective agreements reached at Executive Group meetings.
- 5.11 Members will deliver on commitments agreed by themselves in implementing the three year SIP, its priorities in relation to children and young people and accepting responsibility for particular aspects of the plan.
- 5.12 Members will contribute to the sharing of information and data for planning and monitoring purposes.
- 5.13 Members will actively oversee and engage in the Quality Assurance of the Executive Group work.
- 5.14 The LSB Executive Group for Children and Young People will operate to the following operating principles. It will:
- Apply the UN Convention on the Rights of the Child
 - Ensure that the voices of children, young people and families are heard
 - Give the highest priority to those in greatest need
 - Plan for preventative services
 - Integrate safeguards for children and young people into all provision
 - Promote integrated delivery through joint commissioning
 - Value diversity and promote equality of opportunity
 - Promote the Welsh Language
 - Facilitate information sharing where legal and appropriate
 - Combat Child Poverty.
 - Develop a skilled and competent workforce.

6. Governance and Accountability to the LSB

- 6.1 The LSB Executive Group for Children and Young People will be responsible to the Ceredigion Local Service Board and through that to their respective organisations. The Chair of the Executive Group will be an Associate member of the Local Service Board. Members of the Executive Group will take responsibility to feedback information to their respective organisations and vice versa.
- 6.2 The members of the Executive Group will represent the decision-makers responsible for the commitment of resources and will approve and commend plans to constituent members. It will monitor risks and issues.
- 6.3 Each member will retain statutory responsibility for their functions. Governance arrangements will be agreed between the members to address the issue of public accountability and probity as well as satisfying Standing orders and Standing Financial Orders.

- 6.4 Whilst the LSB has the overarching responsibilities for the quality assurance of the work of its executive groups, the LSB Executive Groups for Children and Young People has the lead role in quality assuring its work including monitoring and quality assuring the work of sub/task and finish groups.
- 6.5 The LSB and its constituent groups is not a separately constituted body and therefore its strategies and plans must be approved by each parent body.
- 6.6 The work of the Children and Young People Executive Groups is subject to the scrutiny of the Healthier Communities and Learning Communities Scrutiny Committees of Ceredigion County Council.

7. Membership

Members of the LSB Executive Group for Children and Young People will include members from the core services of the LSB at a strategic and senior officer level. This requires membership from the Local Health Board, The Police, Local Authority and County Voluntary Council. The membership will include the statutory Lead Directors and the statutory members for children and young people's services. Other relevant partners are also members. (For a full list see appendix 1 – correct as of February 2013).

8. Administration

- 8.1 The Welsh Government expects local authorities to take the lead in driving forward partnership working that puts in place effective integrated services. Thus, the Local Authority leads in coordinating the LSB and all LSB Executive Groups.
- 8.2 Ceredigion County Council's Assistant Director for Partnerships and Planning for Children and Young People is to act as the Coordinator for the Ceredigion LSB Executive Group for Children and Young People.

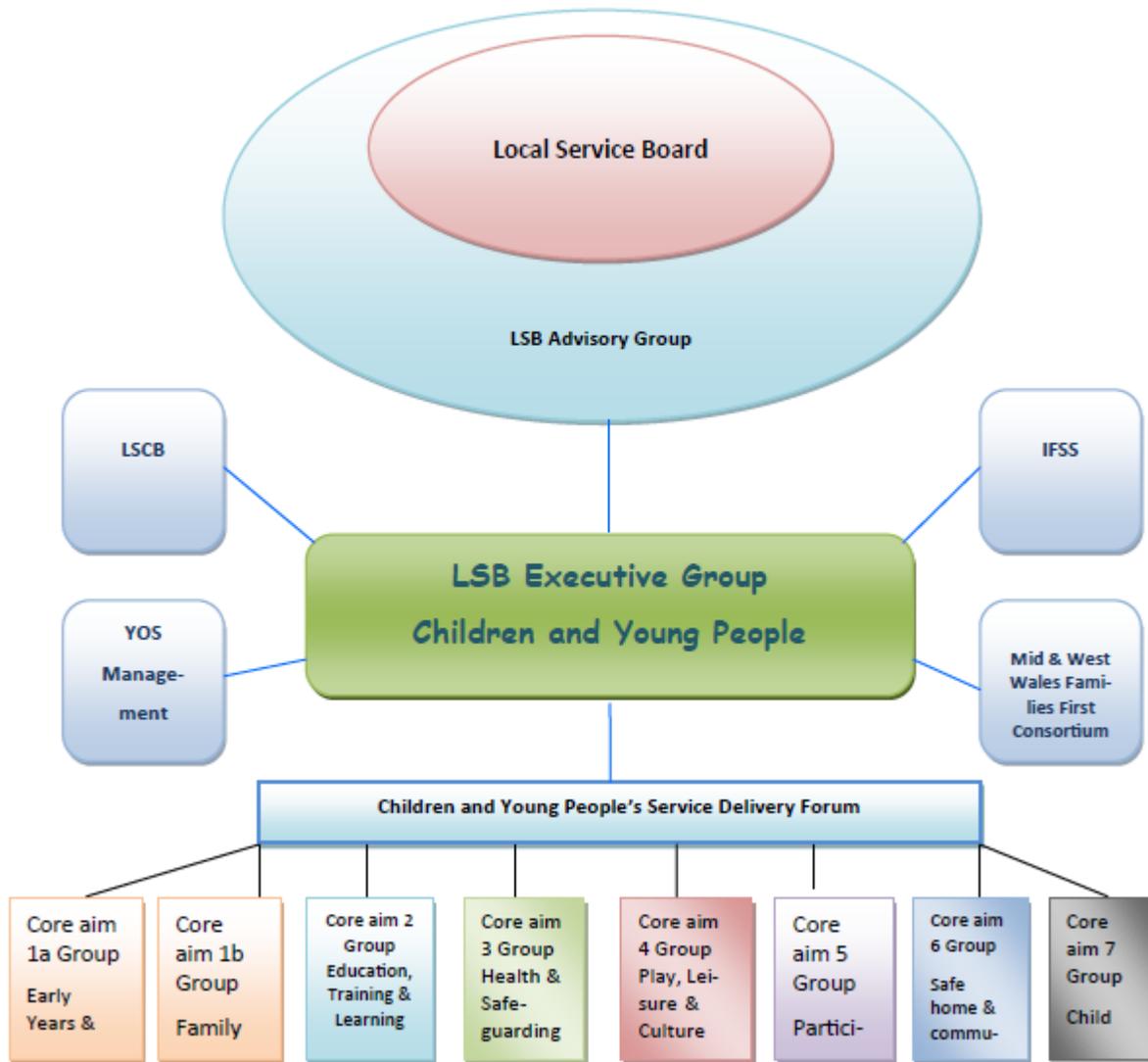
9. Policy Management and meetings

- 9.1 The LSB shall appoint a Chairman and Vice-Chairman. Ordinarily the Chairman will be the Member of the Local Authority with lead responsibilities for Children and Young People.
- 9.2 The Vice-Chairman will chair meetings of the Children and Young People's Executive Group in the absence of the Chairman. (Ordinarily the Vice-chairman will not also be from the LA). In the absence of both the Chairman and Vice Chairman at any meeting

of the LSB Executive Group for Children and Young People the Members present may elect a Chairman for the meeting providing the meeting is quorate.

- 9.3 A quorum of the LSB Executive Group for Children and Young People shall be one-third of the Members of the Group.
- 9.4 The LSB Executive Group for Children and Young People may seek the views of persons, groups or organisations not represented on the Group.
- 9.5 The meetings of the LSB Executive Group for Children and Young People will be coordinated by the Assistant Director for Partnerships and Planning for Children and Young People. The Assistant Director is employed by Ceredigion County Council and is line managed by the Lead Director for children and young people's services. The post holder does not have voting rights
- 9.6 The LSB Executive Group for Children and Young People will meet bi-monthly. An extraordinary meeting can be called by the Chair or can be requested by a written notice signed by at least 4 members.
- 9.7 Agenda papers will be circulated not less than 3 working days before a Meeting of the LSB Executive Group for Children and Young People.
- 9.8 It is hoped that most decisions at Meetings will be arrived at through consensus after full discussion, but where this is not possible, any issue requiring a determination shall be decided by a simple majority of those present and entitled to vote. In the event of an equal vote, the Chairperson shall have a casting vote. Members' viewpoints will be respected at all times. The LSB Executive Group for Children and Young People does not have a power to direct its partner organisations. Its success in achieving cooperation rests on its ability to reach collective decisions, for which individual partners are responsible to their fellow partners.
- 9.9 The Welsh language and the English language shall have the same status and validity in all written and oral proceedings of the LSB and its constituent groups.
- 9.10 The LSB and its constituent groups is not a separately constituted body and therefore its strategies and plans must be approved by County Council and other parent bodies

10. The Ceredigion Local Service Board Executive Group for Children and Young People – framework and links



10.1 **The Local Service Board** is the overarching partnership for multi-agency working. It is responsible for developing, producing and implementing the Single Integrated Plan for Ceredigion.

10.2 **The LSB Executive Group for Children and Young People** is made up of members of senior officers from the bodies with responsibility for delivering services to children and young people.

10.3 The LSB Executive Group meets on a bi-monthly basis to take account of the business agenda, and is able to make recommendations and take the lead on matters affecting the LSB that need quick resolution, agreement and advice. The minutes of the LSB Executive Group for Children and Young People and all their recommendations are taken to the LSB for scrutiny and approval. The LSB Executive Group for Children and Young People is able to co-opt other members into the groups whenever there is appropriate business

10.4 The Ceredigion Children and Young People's Service Provider's Forum (Fforwm)

10.4.1 The Fforwm is a multi-agency information sharing and coordinating group. It is made up of front line operational managers from the statutory and voluntary sectors. It links the core aim groups with the LSB Executive Group for Children and Young People. It also maintains a key role in coordinating and delivering services, especially youth support services, the Early Years and Childcare. The Chairs of the Core Aim Groups are represented on the Fforwm. The Fforwm receives reports from the Core Aim Groups and filters important issues to be passed up to the Executive Group. It is a forum for discussions and proposing solutions which influence commissions of services

10.5 Core Aim groups

10.5.1 The core aim groups work to the WG's 7 core aims. The group is made up of operational managers and key staff. Currently, their main responsibility is to implement and monitor actions as agreed and stated in the Children and Young People's Plan and Child Poverty Strategy 2011 - 14.

10.5.2 The LSB Executive Group for Children and Young People, the Fforwm and the Core Aim groups are all working to the LSB and are accountable to it.

10.6 Other partnerships for children and young people

10.6.1 The LSB Executive Group for Children and Young People has a very close relationship with the Ceredigion Local Safeguarding Children's Board. Both take account of each other's priorities to avoid duplication. There are also links with the statutory Integrated Family Support Services Board and Youth Offending Management Team. The LSB Executive Group also contributes to and oversees the work of the Mid and West Wales Families First Consortium.

Appendix 1

Membership and contact details:

**Membership of the LSB Executive Group for Children and Young People
Ceredigion**

	Role	Name	Title	Organisation	Contact details
1	Local Authority Lead Member for Children and Young People's Services (Statutory)	Cllr Hag Harris	Councillor	Ceredigion County Council	1 Ty Hen Uchaf Lampeter Ceredigion SA48 7RZ Hag.Harris@ceredigion.gov.uk ☎: 01570423402
2	Local Authority Lead Director for Children & Young People's Services (Statutory)	Eifion Evans	Director of Education and Community Services	Ceredigion County Council	Education Department Ceredigion County Council Canolfan Rheidol Rhodfa Padarn Aberystwyth SY23 3UE Eifion.Evans@ceredigion.gov.uk ☎: 01970 633601
3	Local Health Board Lead Non- officer Board Member for Children Young People's Services (Statutory)	Michael Ponton	Independen t member with Lead Responsibili ty for Children	Hywel Dda Health Board	c/o Hywel Dda Health Board Headquarters Merlin's Court Winch Lane HAVERFORDWEST Pembrokeshire SA61 1SB ponton@btinternet.com ☎: (01437) 771220 07854594949
4	Local Health Board Lead Executive Director for Children Young People's Services (Statutory)	Caroline Oakley Represente d by Anna Bird	Director of Nursing and Quality Head of Partnership Developme nt - Vulnerable Children and Families	Hywel Dda Health Board	Hafan Derwen, Parc Dewi Sant, Jobs Well Road, Carmarthen, Carmarthenshire, SA31 3BB ☎: 01267 237481 Caroline.oakley@wales.nhs.uk Bwrdd Iechyd Hywel Dda/Hywel Dda Health Board Room 7 & 12, First Floor Mynydd Mawr Hospital Llannon Road, Upper Tumble LLANELLI, SA14 6BU ☎: 01269 833326 Mobile: 0781 451 4150 Email: anna.bird@wales.nhs.uk

5	Representative of Local Schools	Gwenallt Llwyd Ifans	Head Teacher	Ysgol Gyfun Penweddig	Ysgol Gyfun Penweddig Ffordd Llanbadarn LLangawsai Aberystwyth Ceredigion SY23 3QN gweinyddu@penweddig.ceredigion.sc.h.uk ☎ : 01970 639499
6	Representative of the Local Safeguarding Board	Parry Davies	Director of Social Services	Ceredigion County Council - Director of Social Services	Social Services Department Min Aeron ABERAERON Ceredigion SA46 0DY Parry.Davies@ceredigion.gov.uk ☎ : 01545 572600
7	Representative from Fire and Rescue Service	Iwan Cray	Station Manager	Mid and West Wales Fire and Rescue Service	Aberystwyth Fire Station Trefechan ABERYSTWYTH, Ceredigion, SY23 1BE i.cray@mawwfire.gov.uk ☎ : 05511443085
8	Representative of the local Community Voluntary Council	Hazel Lloyd Lubran / Chesca Ross	Chief Executive / Partnerships and Policy Officer	CAVO (Ceredigion Association of Voluntary Organisations)	CAVO Bryndulais 67 Bridge Street LAMPETER SA48 7AB hazel@cavo.org.uk ☎ : 01570 423232
9	Representative of Office of Police and Crime Commissioner (OPCC)	Kerrie Phillips	Policy Officer	Dyfed Powys Police Authority	Dyfed Powys Police PO Box 99 Llangynor Carmarthen SA31 2PF ☎ : 01267 226440 Kerrie.phillips@dyfed-powys.pnn.police.uk
10	Representative of the Chief Officer of Police	Represented by T/DI Stephen Davies	Detective Inspector	Dyfed Powys Police	Heddlu Dyfed-Powys Police Ceredigion PPU Aberaeron Police Station Stephen.davies@Dyfed-Powys.pnn.police.uk ☎ : 0845 313 0300
11	Representative from Wales Probation Trust	Eirian Evans	Head of the West Wales Probation Local Delivery	Wales Probation Trust	Lloyd St, Llanelli SA15 2UP eirian.evans@wales.probation.gsi.gov.uk

			Unit		☎: 01554 773736
12	Youth Justice Service	Liam McPherson	YJS Manager	Ceredigion County Council	Ceredigion Youth Justice Service Ceredigion County Council Canolfan Rheidol Rhodfa Padarn Aberystwyth SY23 3UE Liam.McPherson@ceredigion.gov.uk ☎: 01970 633730
13	Representative of the Local Authority Education Service	Arwyn Thomas	Assistant Director Of Education	Ceredigion County Council	Education Department Ceredigion County Council Canolfan Rheidol Rhodfa Padarn Aberystwyth SY23 3UE Arwyn.Thomas@ceredigion.gov.uk ☎: 01970 633601 / 07890201275
14	Representative of the Family Health Directorate representative	Kevin Tribble	General Manager Child & Adolescent Health Directorate.	Hywel Dda Health Board	Family Health Directorate West Wales General Hospital Carmarthen SA31 2AF Kevin.Tribble@wales.nhs.uk ☎: 01267 227016
15	Hywel Dda Public Health Team Representative	Helen Jones / Geinor Medi Jones	Principal Public Health Specialist for Ceredigion	Public Health Wales Hywel Dda Health Board	Public Health Wales Y Bryn North Road Lampeter Ceredigion SA48 7HA Helen.Jones31@.wales.nhs.uk ☎: 01570 424103
16	Local Authority Department of Social Services Families and Children Representative	Buddug Ward	Assistant Director Families and Children	Ceredigion County Council	Social Services Department Min Aeron Aberaeron Ceredigion SA46 0DY Buddug.Ward@ceredigion.gov.uk ☎: 01545 572694

17	Coordinator of the LSB Executive Group for Children and Young People (Non voting)	Alun Williams	Assistant Director Partnerships and Planning	Ceredigion County Council	Neuadd Cyngor Ceredigion Penmorfa ABERAERON SA46 0PA Alun.Williams2@ceredigion.gov.uk  01545 574115 / 07837127063
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Appendix 2

The Seven Core Aims for Children and Young People:

The LSB Executive Group for Children and Young People will seek to meet the Seven Core Aims set by the Welsh Government as the basis for planning provision for children and young people in Wales. These are:

- Have a flying start in life;
- Have a comprehensive range of education and learning opportunities;
- Enjoy the best possible health and are free from abuse, victimisation
- Have access to play, leisure, sporting and cultural activities;
- Are listened to, treated with respect, and have their race and cultural identity recognised;
- Have a safe home and a community which support physical and emotional wellbeing;
- Are not disadvantaged by poverty.

Appendix 3

Secretariat and Support Officers:

Tim Cefnogi Partneriaethau

Alun Williams	Assistant Director Planning and Partnerships for Children and Young People	Alun.Williams2@ceredigion.gov.uk	01545 574115
Cathryn Morgan	Families First Coordinator (also responsible for Play)	Cathryn.Morgan@ceredigion.gov.uk	01545 574186
Euros Healy	Fforwm Coordinator and Children's Rights Manager	Euros.Healy@ceredigion.gov.uk	01545 574185
Kay Davies	Senior Administrative Officer	Kay.Davies@ceredigion.gov.uk	01545 574107
Carys Davies	Family Information and Childcare Development Manager	Carys.Davies@ceredigion.gov.uk	01545 574106
To be appointed	Participation Officer	@ceredigion.gov.uk	01545 574194