

# Children's Trust Board

## Terms of Reference (2018 - 19)

FINAL

		Date
Prepared by	Nina Bhakri	October 2016
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# THE CHILDREN'S TRUST BOARD

## TERMS OF REFERENCE

### 1. Introduction

- 1.1 The Children's Trust Board brings together the public, private and voluntary sectors to improve outcomes for all children and young people who live in the county.
- 1.2 This document sets out the strategic, decision making and operational structure of the Children's Trust Board and sets out the roles and responsibilities of partners.
- 1.3 This document will be reviewed and updated annually.

### 2. Objectives

- 2.1 The Children's Trust Board primary objectives are to ensure that effective multi agency working is in place at a strategic level across children's services and that the voice of children, young people and their families contributes to these arrangements and to decision making.

### 3. Purpose

- 3.1 The purpose of the Trust is to:
  1. Oversee key areas of multi-agency strategic planning for children and young people.
  2. Improve outcomes for children in relation to being successful, keeping safe, staying healthy, and being supported in relation to the agreed priority areas.
  3. Drive the integration agenda where there is evidence that integrated working will improve outcomes for children and young people.
  4. Champion the involvement of children, young people, parents and carers in partnership working with senior managers and politicians.
  5. Ensure the Health and Wellbeing Board and other partnerships are sighted on the key challenges facing children and young people in Oxfordshire.

### 4. Role

- 4.1 The Role of the Children's Trust Board is to:
  1. To identify and agree its shared priorities for children and young people
  2. Agree actions for improvement
  3. Agree systems and procedures for effective information sharing and collaboration
  4. Implement an agreed approach to involving children and young people.

## **5. Values**

5.1 The Children's Trust Board will be:

1. Strategic - members of the Trust are in a position to take a strategic overview and to influence decision making and delivery within their organisation.
2. Inclusive – the Trust will be a partnership of equals, actively involving all the key players in the public, private, voluntary and community sectors and children and young people.
3. Outcome focused – The Trust will establish common priorities together with agreed actions and milestones that lead to demonstrable improvements against measurable baselines.
4. A body that promotes equality – the Trust will serve the needs of all children and young people regardless of age, sex, disability, race, religion, belief or sexual orientation.

## **6. Responsibilities**

6.1 The responsibilities of the Trust are to:

1. Produce an annual Business Plan setting out the Trust's strategic vision, mission, priorities and goals.
2. Oversee and refresh the Children and Young Peoples Plan which commissioners must have regard to when carrying out their functions.
3. Review performance via the Children's Trust dataset which is overseen by the Performance, Audit and Quality Assurance Sub Group of both the Trust and OSCB.
4. Encourage and promote integrated working between children's services, health and social care and other local services including voluntary and public sector services and commissioners.

## **7. Structure**

7.1 Membership:

7.1.1 Members of the Trust are required to be of sufficient seniority to be able to:

- Speak for their organisation;
- Commit their organisation on policy and practice matters;
- Hold their organisation to account.

7.1.2 The Trust membership is drawn from each of the agencies or organisations set out below:

1. Oxfordshire County Council: Education and Learning, Children's Social Care, Adult Social Care, Public Health, Joint Commissioning, Cabinet member for Children and Families, Cabinet member for Education and Public Health
2. Oxfordshire Clinical Commissioning Group

3. The City and District Council Members
4. Thames Valley Police
5. Oxfordshire Safeguarding Children Board
6. Oxford Health NHS Foundation Trust
7. Safer Oxfordshire Partnership
8. Oxford University Hospitals NHS Trust
9. Representation from schools and colleges
10. Representation from the local Voluntary and Community Sector
11. Parents/carers appointed by Healthwatch Oxfordshire as Healthwatch ambassadors
12. Voice of Oxfordshire Youth (VoXY)

7.1.2 Membership will be reviewed and agreed annually

7.1.3 The meetings will require attendance by 7 of the 12 organisations listed above to be considered quorate.

7.2 The Chairman:

The Trust will be chaired by the Cabinet Member for Children and Family Services, Oxfordshire County Council.

7.3 Vice Chairman:

The Vice Chairman will be a representative from Oxfordshire Clinical Commissioning Group.

## **8. Accountability**

8.1 How the Trust is held to account:

The Trust will present regular reports to the Oxfordshire Health and Wellbeing Board, Oxfordshire Safeguarding Children Board and the Voice of Oxfordshire Youth.

8.2 How the trust holds others to account:

The Trust is not a formal decision making body in the commitment of resources. The Trust does, however, hold partners to account by the way in which it operates to build influence with partners.

## **9 How the Trust will Operate**

9.1 The Trust will focus its resources on the following three areas where it has identified it can make a difference:

1. Early Help and Early Intervention
2. Educational Attainment for vulnerable children and young people
3. Managing transitions into adulthood

## 9.2 Forward Plan

The Trust will produce an annual Forward Plan to ensure clearer oversight of key risks and issues across the system. The Forward Plan will support the overall strategic direction of service delivery and escalation of issues as appropriate.

## 9.3 Time limited task and finish groups:

9.3.1 The Trust may, from time to time, establish working groups to pursue particular projects. These groups will be set up on a “task and finish” basis and will be dissolved once the project has been completed.

9.3.2 These groups are responsible to the Trust for delivering against agreed objectives. They will be expected to report their achievements against priorities to the Trust on a regular basis.

## 9.4 Meetings:

9.4.1 The Trust will meet four times a year and publish an annual plan for its meetings.

9.4.2 The agenda for three of the meetings will include a focus on at least one of the priorities listed above and also include time to consider emerging and core business.

9.4.3 Core business includes:

1. Performance monitoring and management
2. Updates from the Trust’s Task and Finish Groups
3. New and emerging national, regional and local developments which impact on the business of the Trust.

9.4.4 Agendas will be presented using the “standing agenda” template in **Appendix 1**.

9.4.5 Annual Business Planning Meeting:

The Trust will review and update its business plan and terms of reference at its annual business planning meeting.

## 10 Communication, Consultation and Engagement

10.1 The Trust is responsible for engaging and involving children, young people, their families, carers and other local stakeholders to help shape plans and decisions about children’s services.

10.2 To achieve this, the Trust will work with the Voice of Oxfordshire Youth to ensure that the voice of children, young people and families influence and inform the business of the Trust.

10.3 Responsibility for communications for the Trust will be delegated to the Policy Team of Oxfordshire County Council.

## 11. Code of Conduct

11.1 A code of conduct is designed to promote public confidence in the actions of the Children's Trust Board.

11.2 Members of the Trust must comply with this code whenever they:

1. Conduct Trust business
2. Act as representative of the Children's Trust Board

(This code is available in **Appendix 2**).

## **12. Decision making arrangements**

12.1 Where an item is placed for decision, that decision will be taken by agreement of the Trust members, by vote if necessary.

12.2 The Chairman of the Trust may initiate and coordinate out of session decision making, via written (electronic or hardcopy) communication with all Trust members.

## **13. Performance Management**

13.1 The Trust has an agreed performance management framework that details how performance against the Children and Young People's Plan will be managed and monitored throughout the year. This is reviewed and updated annually.

## **14. Confidentiality and Information Sharing**

14.1 Information used by the Children's Trust Board and provided to external bodies will be accurate, timely and fit for purpose.

14.2 Members of the Trust are encouraged to share information as required for the purpose of planning, developing and monitoring partnership projects and services by ensuring all data is in line with the Data Protection Act 1998.

14.3 All members of the Trust are responsible for communicating any relevant information to their organisation, unless that information is deemed confidential to a particular meeting.

## Appendices

## Appendix 1:

### Children's Trust Board - Standing Agenda Template

**Date:**

**Time:**

**Venue:**

**Chair:**

**Enquiries: (contact name, telephone number, email address)**

### Agenda

- 1 Welcome and introductions
- 2 Apologies
- 3 Notes from previous meeting and matters arising
- 4 Children's Trust Board Business:
  - (i) Children and Young People's Plan (2018 -21)
  - (ii) Oxfordshire Children's Trust and OSCB Dataset  
Performance report for 2018 - 19
  - (iii) Feedback from OSCB on emerging issues
  - (iv) Voice of Oxfordshire Youth (VOXY) – feedback, update and emerging issues
- 5 Children's Trust Board Priorities:
  - (i) Early Help Strategy
  - (ii) Educational Attainment for Vulnerable groups of children:  
High Needs Review: Progress Report
  - iii) Managing Transitions: OSCB and OSAB priority area for joint work: "Transitions from Children's to Adults' Services"
- 6 Forward Plan items and Strategic issues
- 7 Any other Business
- 8 Close

For information:

Future meetings:



## Appendix 2:

### The Children's Trust Board member code of conduct

The principles underlying this code of conduct are those of the Relevant Authorities (General Principles) Order 2001 which expanded on the Nolan Principles and form the basis of the Local Authority Members' Code of Conduct:

**Selflessness** - Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honesty and integrity** - Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

**Objectivity** - Members should make decisions on merit.

**Accountability** - Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

**Openness** - Members should be as open as possible about their actions and should be prepared to give reasons for them.

**Personal judgement** - Members must take account of the views of others, including the groups they represent, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for others** - Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, gender, sexual orientation or disability.

**Duty to uphold the law** - Members should uphold the law and on all occasions act in accordance with the trust that the public is entitled to place in them.

**Stewardship** - Members should do whatever they are able to do to ensure that the Board uses its resources prudently and in accordance with the law.

**Leadership** - Members should promote and support these principles by leadership, and by example, and should always act in a way that secures or preserves public confidence.

**Duty to abide by the law** - Members should not engage in conduct which constitutes a criminal offence