

NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD (ACTING AS THE CHILDREN'S TRUST)

Constitution and Governance Arrangements



April 2009

NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD **(ACTING AS THE CHILDREN'S TRUST)**

CONSTITUTION AND GOVERNANCE ARRANGEMENTS

The Nottingham City Children's Partnership Board (acting as the Children's Trust) is the partnership of statutory and voluntary agencies working together, to deliver a joint approach to improving outcomes for children, young people and families in Nottingham.

STATEMENT OF PURPOSE

The Children's Partnership Board has been established to drive forward a robust collective response to improving the lives of children, young people and families in Nottingham City.

The *Nottingham City Children & Young People's Plan 2008-2011 (CYPP)*, sets out the priorities to be addressed by the Children's Partnership Board, as agreed by the City Council and its partners. These priorities form the basis of the difference we are trying to make for children and young people in Nottingham City. This difference, a common vision and an agreed work programme will be the shared goal and work of the Board.

All partners are accountable for the delivery of a wide range of services to children and young people in Nottingham City. Some of these can be delivered better where we work together.

The Children's Partnership Board is the vehicle for that joint working. It is not a stand alone employer. It is a partnership vehicle from which different agencies achieve agreed outcomes towards:

1. the delivery of their core service;
2. greater efficiencies and economies of scale;
3. more accurate information;
4. targeting of appropriate resource;
5. access to specialist skills.

The result will deliver a more comprehensive and effective service.

This constitution sets out the arrangements within which integrated working, joint planning and commissioning processes and service delivery will operate. It also sets out accountabilities for decision-making and resource allocation.

The governance arrangements consist of:

- a) a Children's Partnership Board;
- b) a Senior Officers Group.

GOVERNANCE STRUCTURE AND TERMS OF REFERENCE

Nottingham City Children's Partnership Board

Role

The Board's role will be to provide strategic leadership of the Nottingham City Children's Partnership within a framework of prudent and effective controls.

Responsibilities

The Board will:

- Promote the values and standards of the Nottingham City Children's Partnership Board as set out in this constitution;
- Set clear priorities for services for children, young people and families and ensure these are delivered effectively;
- Oversee the Senior Officers Group's implementation of the Children and Young People's Plan (CYPP);
- Instruct the Senior Officers Group on priorities for the implementation of the CYPP and for the allocation and prioritisation of resources;
- Agree proposals for the revision and development of the CYPP through regular review of performance of the CYPP.
- Regularly evaluate the effectiveness of the CYPP and its component elements, reviewing and adjusting plans and processes to maximise learning and refocus efforts in service delivery;
- Oversee the development of future governance arrangements.
- Approve the Partnership Board annual report;
- Approve the contribution of the Partnership Board partners to the work of One Nottingham, the Local Strategic Partnership;
- Oversee the Early Intervention programme and approve any progress reports for submission to the One Nottingham Board;
- Receive and act upon progress reports twice annually from the Independent chair of the Nottingham City Safeguarding Children Board;
- Receive progress reports twice annually from the Independent Chair of the Youth Offending Team Board;

- Consider the report of any inspection of the Partnership Board itself or of services for children and young people provided by the partner agencies;
- Consider any relevant improvement actions arising from such reports and the implications for the partnership;
- Log outcomes from any relevant improvement actions.

1. The Board's meetings will normally be held in public, except where exempt or confidential information is to be discussed.
2. The quorum for the Board will be one third of its membership, provided that the Corporate Director of Children's Services (or his/her representative) is present. If there is no nominated person acting on behalf of the Director present, the meeting cannot be quorate.
3. Decision-making will be by consensus wherever possible. If a consensus cannot be reached, decisions will be taken on a simple majority of those present and voting will be by show of hands. In the event of a tied vote, the person chairing the meeting may exercise a second or casting vote.
4. Meetings of the Board will be held at least quarterly and will be convened by the Committee Services Section of the City Council.
5. Items for the agenda will be submitted via the Senior Officers Group. Board Members who wish to have an item on the agenda should notify the Director of Children's trust Transition Programme to arrange for the report to be programmed onto the agenda. An agenda will be circulated 6 days before the meeting. The Chair will have discretion to rule items out of the agenda.
6. A record of meetings and decisions of the Board will be maintained and published by Members Services.

Membership

Organisation – 'Relevant Partners'	Representation Trust Board Level
*Nottingham City Council	Lead Member for Children's Services Corporate Director of Children's Services Leader/Deputy Leader of the Council Chief Executive
NHS Nottingham City	Chair of NHS Nottingham City

(Primary Care Trust)	Board
Nottinghamshire Police	Chair or Representative – Nottinghamshire Police Authority Assistant Chief Constable – Nottinghamshire Constabulary
Probation	Chief Probation Officer
LSC (until 2010)	Area Director
Local Safeguarding Children’s Board	Twice annually by invitation to provide update.
Youth Offending Team	Twice annually by invitation to provide update.
Voluntary Sector	Chief Executive – Nottingham Council for Voluntary Services (NCVS)
Schools	Elected reps from each sector /phase (Community/Academy) To be confirmed following consultation.
JobCentre Plus	District Manager
FE Sector	To be confirmed following consultation.
General Practitioners	To be confirmed following consultation.

Further consideration will be given to how service users will be represented and engaged.

Delegated responsibility

Where a decision is required before the next Board meeting is convened the Chair of the Board may act on the recommendation of the Senior Officers Group subject to:-

- circulation of details of the proposed decision to all board Members for consultation
- there being clear reasons why the decision could not have waited until the next full Board meeting.

The decision should be recorded and reported to the next full Board meeting.

The Nottingham City Children's Partnership Board Senior Officers Group known as the 'Senior Officers Group'

Role

The role of the Senior Officers Group is to lead on the implementation of the CYPP with a specific focus on integrated processes including joint commissioning, integrated delivery, information sharing, performance management and the common assessment process.

Responsibilities

The Senior Officers Group will:

- Take the managerial and operational decisions required to further the Partnership Board's aims and put its policies and programmes into effect;
- Ensure that each of the five outcomes outlined in the statement of purpose has clear targets for evaluating impact and clear lines and arrangements for accountability;
- Develop main processes and systems, including performance management arrangements and process reporting;
- Manage the planning, budget alignment, commissioning and delivery of appropriate services;
- Ensure that project management and risk management are embedded in the Partnership Board's working methods;
- Review and question service delivery performance and be accountable to the Partnership Board, reporting on a regular basis;
- Ensure that partnership working is effective and propose improvements where required;
- Receive progress reports four times annually from the Independent Chair of the Nottingham City Safeguarding Children Board and the Youth Offending Team Board;

1. The Corporate Director of Children's Services will chair the Senior Officers Group in support of the statutory responsibility of this role.
2. The Group will be accountable to the Partnership Board for the implementation of the CYPP and the delivery of the Children and Young People block of the LAA.
3. The Group may make recommendations to the Partnership Board to vary or amend the CYPP in the light of the experience of implementing it. It may also be necessary to amend the CYPP in line with changing priorities in the LAA and Sustainable Community Plan derived from One Nottingham, the Local Strategic Partnership.
4. The quorum for the Group will be one third of its membership, provided that the Corporate Director of Children's Services (or his/her representative) is present. The meeting can not be quorate if there is no nominated person acting on behalf of the Corporate Director present.
5. If a consensus can not be reached, decisions will be taken on a simple majority of those present and voting will be by show of hands. In the event of a tied vote, the person chairing the meeting may exercise a second or casting vote. Any member(s) disagreeing with a decision may submit a minority report to the Partnership Board.
6. Meetings of the Group will be held monthly, convened by Children's Services.
7. Any member of the Group may give written notice to the Director – Children's Trust Transition Programme that he/she wishes an item to be included on the agenda and such an item will be included for the next meeting, provided that notice is received at least ten working days before the meeting is to take place. An agenda will be circulated seven days before the meeting. The Chair will have the discretion to rule items out the agenda.
8. A record of meetings and decisions of the Senior Officers Group will be maintained by Children's Services and will be a matter a matter of public record, accessible on the Nottingham City Children's Partnership Board website.

Membership

The Senior Officers Group will comprise:

- Corporate Director of Children's Services (Chair)
- Chief Executive NHS Nottingham City
- Director of Service Provision and Executive Nurse at NHS Nottingham City
- Chief Superintendent at Nottingham City Police
- Director of Offender Management at Nottinghamshire Probation Services
- Deputy Area Director at Learning and Skills Council
- Chief Executive of Connexions
- Chief Executive of the Nottingham Council for Voluntary Services
- Elected representatives from the School and Further Education Sectors
- Chair of the Local Safeguarding Children Board
- Chair of the Youth Offending Team Board
- Representative from JobCentre Plus

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STATEMENT OF ACCOUNTABILITY OF NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD PARTNERS

All members of the Board are accountable to the organisations sector which appointed them and employees of partner organisations are accountable to their respective employers. Each member has a responsibility and a role to play in the communication of the Children's Partnership Board's business and progress through their respective agencies mechanisms. They should be of sufficient seniority to represent the views of their organisation sector and to commit resources to Children's Partnership Board's business. It will be the responsibility of each partner agency to determine what those arrangements are.

The activities of the Children's Partnership Board occur within a framework whose agreement by parties is led by the City Council as "Local Authority." Members of the Children's Partnership Board who represent the Local Authority agree to operate within the framework of the Board's decisions. Each partner agency remains the accountable body for co-ordinating overall delivery.

In the interests of public accountability and transparency, all Children's Partnership Board partner organisations sectors agree to provide the relevant Overview/Scrutiny Committee of the City Council with such information about the planning, provision and operation of children and young people's services within their area as the committee may reasonably require to discharge their scrutiny functions. Partners will not however be required to give:

- (a) Confidential information which relates to and identifies an individual unless the information is disclosed in a form ensuring that individuals' identities cannot be ascertained, or an individual consents to disclosure;
- (b) Any information, the disclosure of which is prohibited by or under any enactment;
- (c) Any information, the disclosure of which would breach commercial confidentiality.

Children's Partnership Board members agree that their officers will attend and answer such questions as appear to the committee to be necessary for discharging its functions. The committee will give the officers concerned reasonable notice of the intended date of his/her appearance.

The Children's Partnership Board will prepare an annual report on its activities, copies of which will be available to all partners, other interested parties, the public and the media.

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