

NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD

Constitution and Governance Arrangements



September 2013

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CONSTITUTION AND GOVERNANCE ARRANGEMENTS

The Nottingham City Children's Partnership Board 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 2010 -2014 (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 when partners 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:

- the delivery of their core service;
- greater efficiencies and economies of scale;
- more accurate information;
- targeting of appropriate resource and
- 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 solely within the Children's Partnership Board.

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 implementation of the Children and Young People's Plan (CYPP); including 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 return;
- 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;
- provide updates to the Health and Wellbeing Board on the delivery of those aspects of the Nottingham Plan to 2020, the Joint Health and Wellbeing Strategy, the Children and Young People's Plan and other priorities relevant to the Health and Wellbeing Board;
- receive and act upon progress reports twice annually from the Independent Chair of the Nottingham City Safeguarding Children 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 and
 - log outcomes from any relevant improvement actions.
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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 and Families (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 Constitutional Services Section of the City Council.
 5. Board Members who wish to have an item on the agenda should notify the Director of Children and Families to arrange for the report to be programmed onto the agenda. An agenda will be circulated 5 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 the Constitutional Services Section of the City Council.

Membership

Nottingham Children's Partnership

Portfolio Holder for Children's Services
Executive Assistant for Children's Services
Chief Executive of Nottingham City Council
Clinical Lead at Nottingham University Hospital
Director of the Crime and Drugs Partnership
Chief Executive at Nottingham and Nottinghamshire Futures
Chief Operating Officer, NHS Nottingham City Clinical Commissioning Group
Assistant Director of Joint Commissioning, NHS Nottingham City Clinical Commissioning Group
Head of Early Intervention and Market Development
Programme Manager Early Intervention & Partnerships
Corporate Director of Children and Families, Nottingham City Council
Director, Quality and Commissioning, Nottingham City Council
Assistant Director of Children, Families & Health Improvement.
Senior Adviser, Young People's Learning Agency
Assistant Chief Constable, Nottinghamshire Police Authority
Chief Executive, Nottinghamshire Probation Trust
District Manager, Job Centre Plus
Independent Chair, Local Safeguarding Children Board
Representative for the Voluntary Sector
Chair of the City of Nottingham Governors' Association (CONGA)
Nursery and Early Years' representative
Primary Schools' representative
Special Schools' representative
Secondary Schools' representative
Further Education representative
Representative from Nottingham Equal
Engagement & Participation Officer
Representatives for Young People

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 recommendations subject to:

- circulation of details of the proposed decision to all Board Members for consultation and;
- 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.

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.