

# NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD

*Constitution and Governance Arrangements*



Updated: June 2018

# **NOTTINGHAM CITY CHILDREN'S PARTNERSHIP BOARD**

## **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 2016 -2020 (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. The CYPP action plan is the delivery mechanism for the common vision and shared work programme of the Children's Partnership.

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 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 apply 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:

1. promote the values and standards of the Nottingham City Children's Partnership Board as set out in this constitution;
2. set clear priorities for services for children, young people and families and ensure these are delivered effectively taking into account risk and dispute resolution practices;
3. 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;
4. agree proposals for the revision and development of the CYPP through regular review of performance of the CYPP.
5. 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;
6. oversee the development of future governance arrangements;
7. be responsible for the appropriate Nottingham Plan targets as agreed with One Nottingham, the Local Strategic Partnership;
8. 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;
9. receive and act upon progress reports annually from the Independent Chair of the Nottingham City Safeguarding Children Board;
10. consider the report of any inspection of the Partnership Board itself or of services for children and young people provided by the partner agencies;
11. consider any risks and relevant improvement actions arising from such reports and the implications for the Partnership;
12. co-ordinate any Comments, Compliments or Complaints through individual organisations systems for example the Have your Say system for N.C.C;

13. log outcomes from any relevant improvement actions.

### **Meeting Procedures**

1. Board meetings will normally be held in public, except where exempt or confidential information is to be discussed.
2. The Portfolio Holder for Early Intervention and Early Years and the Portfolio Holder for Education and Skills will be Joint Chairs\* for the Board, appointed on a permanent basis.
3. The Constitution and Governance Arrangements will be presented for approval/update at the first meeting of the municipal year.
4. The quorum for the Board is one third of its membership, provided that the Corporate Director for Children and Adults (or his/her representative) is present. If there is no nominated person acting on behalf of the Corporate Director present, the meeting cannot be quorate.
5. 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.
6. Meetings of the Board will be held at least quarterly and will be convened by the Constitutional Services Section of the City Council.
7. Board Members who wish to have an item on the agenda should notify the Corporate Director for Children and Adults via the partnership support officer so that the item can 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.
8. A record of meetings and decisions of the Board will be maintained and published by the Constitutional Services Section of the City Council.

\*These roles can be shared by two members of the Board, subject to Board approval.

## Membership

### Nottingham Children's Partnership

Portfolio Holder for Early Intervention and Early Years, Nottingham City Council
Portfolio Holder for Education and Skills, Nottingham City Council
Chief Executive Futures Advice, Skills & Employment Ltd
Director of Quality & Personalisation, NHS Nottingham City Clinical Commissioning Group
Director of Operations and Transformation, Nottingham CityCare Partnership
Strategic Commissioning Manager, Nottingham City Council
Corporate Director of Children and Adults, Nottingham City Council
Director of Children's Integrated Services, Nottingham City Council
Head of Access and Inclusion, Nottingham City Council
Superintendent, Nottinghamshire Police Authority
Senior Operational Support Manager, National Probation Service Nottinghamshire
DWP Job Centre Plus Customer Services Manager
Voluntary Sector representatives from the Children and Young People's Provider Network
Primary Schools' representatives
Special Schools' representative
Secondary Schools' representative
Further Education representative
Engagement & Participation Lead Officer, Nottingham City Council
Representatives for Young People
Head of Childrens Strategy & Improvement, Nottingham City Council
School Governors' Representative
Head of Community Engagement, Nottingham City Council
Consultant in Public Health, Nottingham City Council
Nottingham Schools Trust & Virtual School Representative

Changes to membership organisations and partners are to be proposed at meetings.

#### Delegated responsibility

Where a decision is required before the next Board meeting is convened, the Chair of the Board may act on recommendations provided that:

- details of the proposed decision are circulated to all Board Members for consultation and;
- clear reasons are provided to explain 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 the business of the Children's Partnership Board. It will be the responsibility of each partner agency to determine what those arrangements are.

The activities of the Children's Partnership Board are delivered 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 and Scrutiny Committee of the City Council with information about the planning, provision and operation of children and young people's services within their area. Partners will not be required to give:

- (a) confidential, information which relates to and identifies an individual, unless the information can be disclosed in a way that does not identify the individual, or an individual consents to disclosure;
- (b) any information where the disclosure is legally prohibited;
- (c) any information, which would breach commercial confidentiality if it was disclosed.

Children's Partnership Board members agree that their officers will attend and answer questions the committee asks to enable it to fulfil its scrutiny function. The committee will give the officer concerned reasonable notice of the intended date of his/her appearance.