

**Children's Trust Commissioning Group draft TOR version 7. 12.01.2009**

<b>Accountability &amp; Membership/Attendance</b>	<b>Terms of reference</b>	<b>What it does</b>	<b>How it does it</b>	<b>Groups reporting to this group</b>
<p><b>Accountability</b>  <b>Children's Joint Commissioning Board/Children &amp; Young People's Strategic Partnership Board</b></p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Director Services to Children &amp; Young People</li> <li>• Assistant Director Commissioning PCT</li> <li>• Deputy Director Public Health PCT</li> <li>• General Manager Swindon &amp; Marlborough NHS Trust</li> <li>• Integrated Service Managers</li> <li>• Voluntary sector representative</li> <li>• Director Strategy &amp; Commissioning</li> <li>• Director Children &amp; Families</li> <li>• Director Schools &amp; Learning</li> <li>• Head of Youth Offending</li> <li>• Police</li> </ul> <p>Serviced by: Manager Strategic Planning</p>	<ul style="list-style-type: none"> <li>• Develop an affordable Children &amp; Young People's Plan and LAA</li> <li>• Monitor the implementation of the Children &amp; Young People's Plan through themed sub groups so outcomes for children and young people improve</li> <li>• Oversee the work of sub groups to ensure joint commissioning strategies, National Service Framework for Children, Young People and Maternity Services, relevant sections of Choosing Health and the Children Act 2004.</li> <li>• To develop a planning and commissioning cycle for the year to ensure timely review and refresh of priorities</li> <li>• Identify draft strategies to be presented to the Children &amp; Young People's Strategic Partnership Board</li> <li>• To provide advice, guidance and business risk assessments to the Children &amp; Young People's Strategic Partnership Board</li> <li>• Identify commissioning strategies to be presented to the Children's Joint Commissioning Board</li> <li>• Review workforce position for Swindon locality, agreeing development priorities</li> <li>• Ensure the participation of young people, parents and carers in the development of strategies and plans</li> <li>• Ensure new ways of working are developed and implemented to improve outcomes for children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Directs resources and co-ordinates commissioning activity</li> <li>• Manages Local Area Agreement (LAA) and CYPP performance against agreed outcomes</li> <li>• Commissions tactical and needs assessments and evidence-based analysis &amp; research to identify problem areas or emerging issues</li> <li>• Receives reports from the five themed sub groups to inform targeting and commissioning</li> <li>• Implements policy decisions</li> <li>• Considers and responds to new funding opportunities as they arise</li> <li>• Reports bi monthly and provides advice, guidance and operational risk analyses to the Children &amp; Young People's Strategic Partnership Board and Joint Commissioning Board as appropriate</li> <li>• Facilitates effective collaboration &amp; working between partners and the competent</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum – four member organisations must be present</li> <li>• If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.</li> <li>• If a decision needs to be made that, in the view of the Group, cannot await the next meeting of the Children's Trust Commissioning Group, the Chair of the CT Commissioning Group may be approached directly</li> </ul>	<ul style="list-style-type: none"> <li>• Themed sub groups covering the outcomes of the Children &amp; Young People's Plan and the Local Area Agreement</li> </ul> <p><b>Performance monitoring of all NIS and relevant Vital Sign indicators</b></p>

## Performance Review Group

Accountability & Membership/Attendance	Terms of reference	What it does	How it does it	Groups reporting to this group
<p><b>Accountability</b>  <b>Children's Joint Commissioning Board</b>  <b>Members</b></p> <ul style="list-style-type: none"> <li>• Director Services to Children &amp; Young People</li> <li>• Assistant Director Commissioning PCT</li> <li>• Deputy Director Public Health PCT</li> <li>• Director Strategy &amp; Commissioning</li> <li>• Director Children &amp; Families</li> <li>• Group Finance manager Children</li> <li>• Deputy Director Finance PCT</li> </ul> <p>Serviced by: Manager Strategic Planning</p>	<ul style="list-style-type: none"> <li>• Review monthly and quarterly performance management information, agreeing remedial action to improve adverse performance for section 75 provider</li> <li>• Review the position of the Aligned funds for all section 75 agreements</li> <li>• Identify and recommend investment and disinvestments priorities for children's services to the Swindon Children's Joint Commissioning group</li> <li>• Monitor the out of area placements budget for Swindon</li> <li>• To provide advice, guidance and business risk assessments to the Children's Joint Commissioning group</li> <li>• Propose budgets for future years to the CJCB</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors the financial aspects of the section 75 Commissioning</li> <li>• Monitors performance and finance of the section 75 provider agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum – four member organisations must be present</li> <li>• If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.</li> <li>• If a decision needs to be made that, in the view of the Group, cannot await the next meeting of the Performance Review Group, the Chair of the Performance Review Group may be approached directly.</li> </ul>	<p>None</p>

## Child Health Commissioning Group – leading all child health commissioning for PCT and be Healthy of CYPP

Membership/Attendance	Terms of reference	What it does	How it does it	Groups reporting to this group as relevant
<p><b>Accountability</b>  <b>Professional Executive Committee PCT and Children’s Trust Commissioning Group</b></p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Joint Director Commissioning PCT/SBC</li> <li>• Assistant Director Commissioning PCT</li> <li>• Deputy Director Public Health PCT</li> <li>• GP</li> <li>• General Manager Swindon &amp; Marlborough NHS Trust</li> <li>• Integrated Service Manager</li> <li>• Director services to Children &amp; Young People</li> <li>• Director Strategy &amp; Commissioning</li> <li>• Director Children &amp; Families</li> <li>• Schools &amp; Learning representative</li> <li>• Voluntary sector representative</li> </ul>	<ul style="list-style-type: none"> <li>• Review monthly and quarterly performance management information, agreeing remedial action to improve adverse performance in relation to provider contracts held by Swindon PCT or under Section 75 Agreement, Swindon and Marlborough NHS Trust contract, including maternity services, and all other NHS contracts.</li> <li>• To set and review priorities based on an effective needs analysis and performance management of the ‘be Healthy’ area of the CYPP and LAA, the 5 year Strategic Framework for the PCT and the PCT Annual Operating Plan</li> <li>• To provide reports to the Joint Commissioning Board, Children’s Trust Commissioning Group and Professional Executive Committee on progress made against relevant targets including operational risk assessments, on the content and delivery of plans, and on instances of effective practice</li> <li>• Propose and agree agenda priorities and reports to the PCT PEC, Board, Children’s Joint Commissioning Group or Performance Review as appropriate</li> <li>• Identify and recommend investment and disinvestments priorities for children’s services to the PCT PEC and Board</li> <li>• To achieve collaborative working &amp; planning between all partners and with other partnerships.</li> <li>• To identify all key strategies related to the health of children, young people and families</li> </ul>	<ul style="list-style-type: none"> <li>• Takes a leading role to champion the development and delivery of the outcomes</li> <li>• Oversees performance &amp; removes barriers to service delivery.</li> <li>• Facilitates consultation with potential service users where appropriate.</li> <li>• Uses plain language for clarity.</li> <li>• Informs reports to be delivered to PEC, PCT Board, Children’s Trust Commissioning Board/Group</li> <li>• Ensures all the relevant strategies to support this outcome are implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum – four member organisations must be present</li> <li>• If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy Schools Steering Group</li> <li>• Family Nurse Partnership</li> <li>• CAMHS Joint Commissioning Group</li> <li>• Teenage Pregnancy Group and Implementation Group</li> <li>• Disabled Children Partnership Group and its sub groups</li> <li>• Sexual Health Executive Group</li> <li>• Early Years Partnership Group</li> <li>• Maternity Matters Task Group</li> <li>• Breastfeeding Task Group</li> <li>• Paediatric Commissioning</li> <li>• Gynaecology &amp; Obstetrics Commissioning</li> </ul> <p><b>All PCT indicators and Vital signs and priorities included in the Strategic Framework for PCT</b></p> <p><b>Priorities</b></p> <p><b>Improve emotional health NI50</b></p> <p><b>Reduce Obesity NI55/56</b></p> <p><b>Reduce teenage conception NI112</b></p> <p><b>Prevalence of Chlamydia NI113</b></p> <p><b>Reduce infant mortality</b></p>

**Local Safeguarding Children Board Management Group - leading Stay Safe**

**(Version 4.0)**

Membership/Attendance	Terms of reference	What it does	How it does it	Groups reporting to this group
<p><b>Accountability</b>  <b>Children’s Trust</b>  <b>Commissioning Group</b>  <b>Members for the purpose of performance management of the CYPP and LAA</b>  <b>Members</b></p> <p>Director of Children &amp; Families, Designated Doctor for Child Protection, (Vice Chair) , Head of Safeguarding, Swindon Borough Council, Wiltshire Constabulary representative, Superintendent Operations, Swindon , Designated Nurse for Child Protection &amp; CEO Delegated Representative, Swindon PCT, Area Children’s Services Manager, NSPCC, Probation Service Representative, Area Service Manager, CAF/CASS, Schools &amp; Learning, Chair of the Procedures Sub-group</p>	<ul style="list-style-type: none"> <li>• To set and review priorities based on an effective needs analysis and performance management of the ‘Stay safe area of the CYPP and LAA</li> <li>• To performance manage the targets set for Stay safe and ensure effective management actions are taken by all partners to achieve improvement in outcomes</li> <li>• To contribute annually to the review of the CYPP and LAA and ensure proposed outcomes for stay safe are based on effective needs analysis</li> <li>• To manage the business and operations of Swindon LSCB.</li> <li>• To monitor Swindon LSCB’s finances,</li> <li>• To monitor the delivery of the LSCB Business Plan.</li> <li>• To monitor the progress of Serious Case Reviews, referring any concerns to the Board.</li> <li>• To oversee the function of all LSCB Sub-groups, providing direction and guidance.</li> <li>• To oversee the work of the LSCB Business Manager</li> <li>• To ensure that before items are taken to the Board, clear solutions and/or proposals have been formulated.</li> <li>• To participate in the planning of children’s services in Swindon and to agree what is to be done to safeguard and promote the welfare of children and how this will be measured, within the framework set out in the Children &amp; Young People’s Plan and LAA</li> <li>• To provide any relevant report</li> </ul>	<p>Swindon LSCB carries out its safeguarding responsibilities</p> <ul style="list-style-type: none"> <li>• Through the involvement of a wide range of local agencies in its Board, Management Group and sub-committees to ensure multi-agency co-operation.</li> <li>• Through shared multi-agency Child Protection Procedures supported by local protocols and practice guidance endorsed by the LSCB.</li> <li>• By developing and running a multi-agency safeguarding training programme for those whose work involved children and young people.</li> <li>• Through the effective monitoring of partner agencies’ compliance with the Children Act 2004.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum –</li> </ul>	<p>Anti Bullying Steering Group                      Young carers                      Looked After Children Advisory Board</p> <p><b>Priorities</b></p> <p><b>Referral to assessment NI59</b></p> <p><b>Reduce bullying NI69</b></p> <p><b>Reduce number of looked after children</b></p> <p><b>Ni Population indicators – to be added</b></p>

## Enjoy & Achieve and Economic Well-Being Commissioning Group (Version 2.0)

Membership/Attendance	Terms of reference	What it does	How it does it	Groups reporting to this group
<p><b>Accountability</b>  <b>Children’s Trust Commissioning Group</b></p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Director Schools &amp; Learning</li> <li>• Head teacher</li> <li>• Integrated Service Manager</li> <li>• Voluntary sector representative</li> <li>• Strategy &amp; Commissioning representative</li> <li>• Children &amp; Families representative</li> <li>• School Sports Partnership</li> <li>• Arts &amp; Leisure Services</li> <li>• Police</li> </ul>	<ul style="list-style-type: none"> <li>• To set and review priorities based on an effective needs analysis and performance management of the ‘Enjoy &amp; Achieve and achieve Economic well-being area of the CYPP and LAA</li> <li>• To performance manage the targets set for enjoy &amp; achieve and ensure effective management actions are taken by all partners to achieve improvement in outcomes</li> <li>• To contribute annually to the review of the CYPP and LAA and ensure proposed outcomes for Enjoy &amp; Achieve are based on effective needs analysis</li> <li>• To achieve collaborative working &amp; planning between all partners and with other partnerships.</li> <li>• To provide reports to the Children’s Joint Commissioning group on progress made against targets and CYPP action plan including operational risk assessments, on the content and delivery of plans, and on instances of effective practice</li> </ul>	<ul style="list-style-type: none"> <li>• Takes a leading role to champion the development and delivery of the outcomes</li> <li>• Oversees performance &amp; removes barriers to service delivery.</li> <li>• Informs reports to be delivered to Performance review Group.</li> <li>• Facilitates consultation with potential service users where appropriate.</li> <li>• Uses plain language for clarity.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum – four member organisations must be present</li> <li>• If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.</li> <li>• If a decision needs to be made that, in the view of the Group, cannot await the next meeting of the Children’s Trust Commissioning Group, the Chair of the CT Commissioning Group may be approached directly</li> </ul>	<ul style="list-style-type: none"> <li>• SENRAP Panel</li> <li>• School Sports Partnership</li> <li>• NEET strategy group</li> <li>• 14 – 19 Strategy group</li> </ul> <p><b>Priorities</b>  <b>Attainment targets NI72</b>  <b>NI73 – 74</b>  <b>NI 75</b>  <b>Ni81, NI82, NI84, Ni87, NI 93 – 98, NI99 – 100, NI102,104,105, 107,108, 106</b></p> <p><b>NI117 NEET</b></p>

## Make a Positive Contribution

Membership/Attendance	Terms of reference	What it does	How it does it	Groups reporting to this group
<p><b>Accountability</b>  <b>Children’s Trust</b>  <b>Commissioning Group</b>  <b>Members</b></p> <ul style="list-style-type: none"> <li>• Director Services to Children &amp; Young People</li> <li>• Voluntary sector</li> <li>• Participation Manager</li> <li>• Voluntary sector representative</li> <li>• Strategy &amp; Commissioning representative</li> <li>• Youth Forum</li> <li>• Professional lead for Positive activities and integrated Youth services and targeted Youth Support</li> <li>• Youth Offending Manager</li> <li>• Police</li> <li>• Housing/Family Intervention Project</li> <li>• Representative of Schools &amp; Learning</li> <li>• Representative of Community</li> </ul>	<ul style="list-style-type: none"> <li>• To set and review priorities based on an effective needs analysis and performance management of the Making a Positive Contribution area of the CYPP and LAA</li> <li>• To ensure arrangements are in place for the effective participation of children and young people in service development including the Youth Forum and participation conferences</li> <li>• Oversee the implementation of tell Us annually and Youth festival</li> <li>• To performance manage the targets set for positive contribution and ensure effective management actions are taken by all partners to achieve improvement in outcomes</li> <li>• To contribute annually to the review of the CYPP and LAA and ensure proposed outcomes for Positive Contribution are based on effective needs analysis</li> <li>• To achieve collaborative working &amp; planning between all partners and with other partnerships.</li> <li>• To provide reports to the Children’s Joint Commissioning group on progress made against targets and CYPP action plan including operational risk assessments, on the content and delivery of plans, and on instances of effective practice</li> <li>• Ensure link to Community safety Partnership Joint Commissioning group and executive</li> </ul>	<ul style="list-style-type: none"> <li>• Takes a leading role to champion the development and delivery of the outcomes</li> <li>• Oversees performance &amp; removes barriers to service delivery.</li> <li>• Informs reports to be delivered to Performance review Group.</li> <li>• Facilitates consultation with potential service users where appropriate.</li> <li>• Uses plain language for clarity.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets at least monthly –</li> <li>• Members should always appoint a substitute representative where necessary.</li> <li>• Quorum – four member organisations must be present</li> <li>• If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.</li> <li>• If a decision needs to be made that, in the view of the Group, cannot await the next meeting of the Children’s Trust Commissioning Group, the Chair of the CT Commissioning Group may be approached directly</li> </ul>	<ul style="list-style-type: none"> <li>• Participation Group</li> <li>• Youth Forum</li> <li>• Link to Community Safety Joint Commissioning Group for Safer and Stronger Communities</li> <li>• Link to Community Cohesion Group</li> <li>• Link to Anti Social behaviour Steering group</li> <li>• Yot Executive Management Group</li> <li>• Young People’s Substance Misuse Joint Commissioning Group</li> <li>• Teenage Pregnancy Strategy Board</li> </ul> <p><b>Priorities</b>  <b>Increase positive activities for young people NI110</b>  <b>NI115 reduce young people using drugs and alcohol</b></p> <p><b>Relevant population NI to be added</b></p>