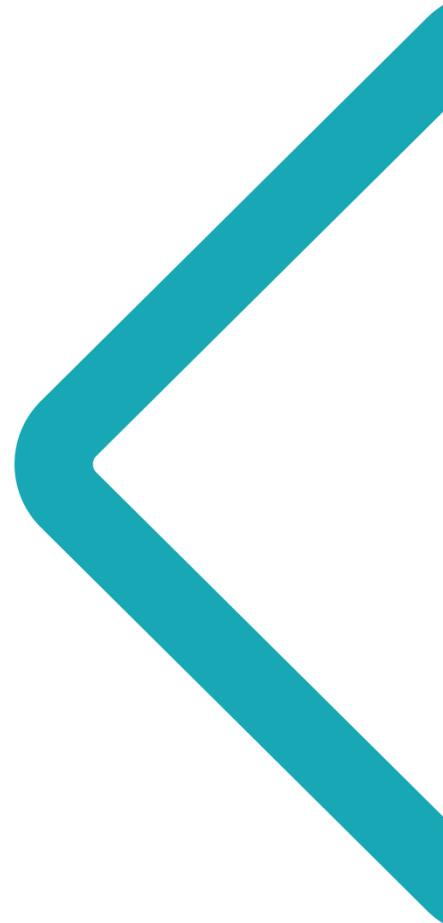


NHS Cheshire & Merseyside Integrated Care Board

Children and Young Peoples Committee

Terms of Reference

v1.1



Document revision history

Date	Version	Revision	Comment	Author / Editor
08.09.2023	1.0	First draft presented to informal CYP Committee		Matthew Cunningham
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Children and Young Peoples Committee

Terms of Reference

1. Introduction

The Children and Young Peoples Committee (the Committee) is established by NHS Cheshire and Merseyside Integrated Care Board ('NHS Cheshire and Merseyside') as a Committee of NHS Cheshire and Merseyside in accordance with its Constitution.

These Terms of Reference (ToR), which must be published on the website of NHS Cheshire and Merseyside, set out the membership, the remit, responsibilities and reporting arrangements of the Committee and may only be changed with the approval of the Board of NHS Cheshire and Merseyside

The Committee is a sub-committee of the Board of NHS Cheshire and Merseyside and its members, including those who are not employees or members of NHS Cheshire and Merseyside, are bound its Standing Orders and other key policies.

When referring to 'children and young people' throughout this document, this covers ages 0 to 25 and refers to babies, children and young people.

It is anticipated that the Committees scope, purpose, authority, membership and governance arrangements will evolve over time as it is established and as a Cheshire and Merseyside Children and Young Peoples Strategy is produced and implemented.

2. Role and Purpose

The Committee's main purpose is to have oversight of, shape and provide assurance to the Board of NHS Cheshire and Merseyside regarding its responsibilities and functions for:

- Children and young people (aged 0 to 25)
- Children and young people with special educational needs and disabilities (SEND)
- Safeguarding (children and young people), including looked after children.

The Committee will oversee the development and delivery of the Cheshire and Merseyside Children and Young Peoples Strategy and ensure effective system focus on Children and Young People as a population cohort. The Committee will also be responsible for oversight of the delivery of the ambitions and priorities within the Cheshire and Merseyside Joint Forward Plan, in relation to Children and Young People.

The Committee will have a key role in ensuring that the voice of and needs of Children and Young People are prominent in the discussions and decisions of the Board of NHS Cheshire Merseyside.

The Committee will provide, seek and receive assurance and intelligence from other key forums and Committees which have a role in the oversight of, assurance or planning

delivery of services for Children and Young People across Cheshire and Merseyside, including:

- Cheshire and Merseyside Health and Care Partnership
- Cheshire and Merseyside ICB Quality and Performance Committee
- Cheshire and Merseyside ICB Women's Services Committee
- Cheshire and Merseyside ICB Finance, Investment and Our Resources Committee
- Cheshire and Merseyside ICB Transformation Committee
- Place Safeguarding Childrens Partnerships
- Cheshire and Merseyside Beyond Childrens and Young Peoples Transformation Programme Board
- North West Children and Young People Transformation Programme.
- CMAST Provider Collaborative
- MHLDC Provider Collaborative
- Cheshire and Merseyside DCS Network
- Cheshire and Merseyside Population Health Board (Marmot link re Start Well etc, Core20+5CYP)
- Strategic Clinical Network(s)
- North West NHSE Specialist Commissioning Women and Children's Transformation Board.

Whilst established as a formal committee of NHS Cheshire and Merseyside, its membership will be drawn from a variety of system partners with the ambition that the Committee will harness and help co-ordinate a collective system focussed approach to improving the health, wellbeing and care of Children and Young People. Whilst the Committee itself does not have the authority to make binding decisions on the duties and functions of partner organisations in relation to Children and Young People, representatives of these organisations who are members or who are in attendance will be encouraged to use the meetings of the Committee to seek a collaborative and consensual view to help inform their decisions.

3. Responsibilities / duties

The duties of the Committee will be driven by the organisation's objectives and the associated risks. An annual programme of business will be agreed before the start of the financial year; however, this will be flexible to new and emerging priorities and risks.

The Committee's duties for and on behalf of NHS Cheshire and Merseyside and its functions can be categorised as follows:

- set out and agree the steps NHS Cheshire and Merseyside is taking to address the needs of children and young people, with a focus on improving their physical and mental health outcomes and reducing inequalities, and as included within the Cheshire and Merseyside Joint Forward Plan
- ensure there is visible and effective leadership for addressing issues faced by the groups outlined as in scope of the Committee
- ensure that NHS Cheshire and Merseyside has resources in place so as to champion and work in co-production with children, young people and their families so that the Board of NHS Cheshire and Merseyside is informed by and understands the issues which affect children and young people.

- ensure that NHS Cheshire and Merseyside plays a pivotal role in leading relationships with key partners across the Integrated Care System as regards children and young people, and their families
- ensure that NHS Cheshire and Merseyside plays a pivotal role in delivering on the strategy and priorities of the Cheshire and Merseyside Health and Care Partnership as regards children and young people, and their families
- develop Cheshire and Merseyside key performance indicators for the quality of services for children and young people, and the impact these services have on outcomes for children and young people and their families/carers
- have oversight of and make plans to mitigate any associated risks identified against the delivery of the ICBs functions and responsibilities for Children and Young People. The Committee will be responsible for any associated risks that feature on the Board Assurance Framework of NHS Cheshire and Merseyside.

4. Authority

The Committee is authorised by the Board of NHS Cheshire and Merseyside to:

- have oversight of and approve the strategy and priorities for NHS Cheshire and Merseyside with regards Children and Young People
- have oversight of, agree and approve the prioritisation of ICB funding and allocations for Children and Young Peoples functions and services that NHS Cheshire and Merseyside has responsibility for, as agreed and outlined within the Scheme of Reservation and Delegation, and as approved within the Financial Plan and Budget book, and in line with the ambitions of the NHS Long Term Plan
- have oversight of and agree recommendations to the Board of NHS Cheshire and Merseyside with regards the further delegation of responsibility and authority to individuals or forums within NHS Cheshire and Merseyside to make decisions on and commit funding in relation to the Children and Young Peoples functions and responsibilities of NHS Cheshire and Merseyside
- consider and make recommendations to the Board of NHS Cheshire and Merseyside regarding the delegation of functions, budgets (including pooled budget arrangements) and responsibilities in the relation to Children and Young People to any parties outside of NHS Cheshire and Merseyside.

In making its decisions the Committee is acting on behalf of the Board of NHS Cheshire and Merseyside.

In making its decisions the Committee will also be mindful of and be informed by the corresponding statutory duties, functions and funding requirements of partner organisations in relation to Children and Young People.

5. Membership & Attendance

Membership

The Committee membership shall be approved by the Board in accordance with the Constitution.

When determining the membership of the Committee, active consideration will be made to diversity and equality.

The Committee Membership will be composed of:

- ICB Chair
- ICB Executive Director of Nursing and Care
- ICB Assistant Chief Executive
- x1 ICB Non-Executive Director
- x1 NHS England representative
- x2 Provider Collaborative representatives
- x4 ICB Place representatives
- x1 Local Authority Chief Executive
- x2 Local Authority Director of Children Services representative
- x2 Beyond Board Representative
- x1 Director of Public Health representative / Population Health representative
- x1 Healthwatch Representative
- x2 VCFSE Representatives
- x2 Youth Board Representatives.

It is expected that members will prioritise these meetings and make themselves available. Where this is not possible a nominated deputy may attend of sufficient seniority. Deputy attendance needs to be agreed in advance with the Chair.

Attendees

Only members of the Committee have the right to attend Committee meetings, but the Chair may invite other relevant staff to all or part of a meeting as necessary in accordance with the business of the Committee. Such attendees will not be eligible to vote. The Chair may ask any or all of those who normally attend, but who are not members, to withdraw to facilitate open and frank discussion of particular matters.

It is expected that there will be a number of regular attendees to meetings of the Committee, including Senior Responsible Officers leading on core work programmes in relation to Children and Young People.

6. Meetings

Leadership

Committee members may appoint a Deputy Chair from amongst the standing members.

The Chair will be responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these ToR.

Quorum

For a meeting or part of a meeting to be quorate a minimum of 50% of the membership must be present, including the Chair or Deputy Chair:

If any member of the Committee has been disqualified from participating on an item in the agenda, by reason of a declaration of conflicts of interest, then that individual shall no longer count towards the quorum.

If the quorum has not been reached, then the meeting may proceed if those attending agree, but no decisions may be taken.

Decision-making and voting

The Committee will ordinarily reach conclusions by consensus. When this is not possible the Chair may call a vote.

Only members of the Committee may vote. Each member is allowed one vote and a majority will be conclusive on any matter.

Where there is a split vote, with no clear majority, the Chair of the Committee will hold the casting vote.

Frequency and meeting arrangements

The Committee will meet in private.

The Committee will meet up to six times per year. Additional meetings may take place as required.

The Committee may meet virtually when necessary and members attending using electronic means will be counted towards the quorum.

Administrative Support

The Committee shall be supported with a secretariat function. Which will include ensuring that:

- the agenda and papers are prepared and distributed having been agreed by the Chair with the support of the lead Executive for the Committee
- good quality minutes are taken in accordance with the standing orders and agreed with the chair and that a record of matters arising, action points and issues to be carried forward are kept
- a log of stated conflicts of interests is kept
- the Chair is supported to prepare and deliver reports to the Board of NHS Cheshire and Merseyside
- the Committee is updated on pertinent issues / areas of interest / policy developments; and
- action points are taken forward between meetings.

7. Accountability and Reporting Arrangements

The Committee is accountable to the Board of NHS Cheshire and Merseyside and shall report to the Board on how it discharges its responsibilities, as delegated by, and authorised by the Board.

A Committees Chair Summary Briefing will be collated and issued to all members of the Committee following each meeting so that the discussions and decisions of the Committee can be readily communicated to partner organisations within the Integrated Care System.

A Committees Chair Report which summaries key issues discussed and concluded shall also be produced and formally submitted to the Board of NHS Cheshire and Merseyside following each meeting of the Committee. The report will be structured to alert, assure and advise the Board. The Chairs Report will also be provided to meetings of the Cheshire and Merseyside Health and Care Partnership.

The minutes of the meetings shall be formally recorded by the Committee secretary and also submitted to the Board in accordance with the Standing Orders. Minutes and assurance reports of a confidential nature from the Committee will be reported to a subsequent meeting of the Board in private.

Reporting will be appropriately sensitive to personal circumstances and contain no personally sensitive or personally identifiable information.

The Committee will provide the Board with an Annual Report. The report will summarise its conclusions from the work it has done during the year.

8. Behaviours and Conduct

The Committee shall conduct its business in accordance with any national guidance. The seven Nolan Principles of Public Life shall underpin the committee and its members.

Members should:

- inform the Chair of any interests they hold which relate to the business of the Committee.
- inform the Chair of any previously agreed treatment of the potential conflict / conflict of interest.
- abide by the Chair's ruling on the treatment of conflicts / potential conflicts of interest in relation to ongoing involvement in the work of the Committee.
- inform the Chair of any conflicts / potential conflicts of interest in any item of business to be discussed at a meeting. This should be done in advance of the meeting wherever possible.
- declare conflicts / potential conflicts of interest in any item of business to be discussed at a meeting under the standing "declaration of interest" item.
- abide by the Chair's decision on appropriate treatment of a conflicts / potential conflict of interest in any business to be discussed at a meeting.
- abide by their own respective organisation's Code of Conduct.

As well as complying with requirements around declaring and managing potential conflicts of interest, Committee members should:

- attend meetings, having read all papers beforehand
- arrange for their substitute to attend on their behalf, if necessary
- act as 'champions', disseminating information and good practice as appropriate

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- comply with the Committee administrative arrangements including identifying agenda items for discussion, the submission of reports etc.
 - consider the equality, diversity and inclusion implications of the discussions they undertake at Committee meetings.

9. Review

The Committee will review its effectiveness at least annually

These terms of reference will be reviewed at least annually and earlier if required. Any proposed amendments to the terms of reference will be submitted to the Board of NHS Cheshire and Merseyside for approval.