

**CONSTITUTION OF  
DUDLEY CHILDREN AND YOUNG PEOPLE'S  
PARTNERSHIP BOARD**

**METROPOLITAN BOROUGH OF DUDLEY**

## **1. Terms of Reference and Aims of the Children and Young People's Partnership Board**

The Children and Young People's Partnership Board (herein referred to as the Board) will work in collaboration to co-ordinate, plan, commission and deliver high quality services based on local need for children and young people in Dudley.

The Board will report its activities to Dudley MBC Scrutiny Committee for Children's Services, the Dudley MBC Health and Well Being Board and the Local Strategic Partnership.

## **2. Vision and Values**

The Board will operate in a spirit of open and honest dialogue with collective responsibility for taking decisions. The Board members will operate within the delegated authority of their parent organisations to ensure the effectiveness of the Board. The vision will be to ensure better outcomes for all children and young people in Dudley through the development and delivery of a wide range of services with the involvement of all partners, users and carers and the wider community. The development and delivery of services will be integrated and targeted in line with best practice and the most effective and efficient use of resources.

## **3. Strategic Objectives**

The Board will ensure the delivery of the following strategic objectives, through the Children and Young People's Plan and more detailed projects –

- Develop a vision for all children and young people in Dudley
- Monitor and evaluate the quality of services for children and young people, taking steps with partner agencies to secure the highest possible standards of provision
- Promote and plan integrated, targeted and effective joint commissioning
- Develop, adapt and refine Dudley's Children and Young People's Plan
- Co-ordinate work across all outcomes for children and young people to maximise integration
- Develop and monitor, in collaboration with partner agencies, Dudley's response to the Annual Performance Assessment of Children's Services

## **4. Membership**

The Board will consist of the following voting members –

- Chief Officer, Dudley Council for Voluntary Services
- Managing Director, NHS Dudley
- Chief Officer, Dudley Community Partnership

- Cabinet Member for Children's Services, Dudley MBC Director of Children's Services, Dudley MBC
- Director, Action for Children
- Superintendent West Midlands Police Dudley
- A Post 16 College Principal
- Director of Adult, Community and Housing Services, Dudley
- Assistant Director, Children and Families, Dudley MBC
- Assistant Director of Children's Services, Barnardo's
- Chair Dudley PCT Board
- District Manager, Probation Service
- An elected Primary Head Teacher and/or Children's Centre Manager
- An elected Secondary School Head Teacher
- An elected Special School Head teacher
- Joint Director of Public Health
- A General Practitioner nominated by the Dudley Clinical Commissioning Group
- Assistant Director, Education, Play and Learning, Dudley MBC
- Assistant Director of Nursing, Dudley Group Foundation Trust)
- Associate Director, Partnerships and Service Development/Management Lead Dudley Clinical Commissioning Group
- Assistant Director, Quality and Partnership, Children's Services, Dudley MBC
- Representative from Dudley and Walsall Mental Health Partnership NHS Trust
- Black Country Partnership Foundation Trust
- Assistant Director, Transforming Futures, Dudley MBC
- The Chair of the Local Safeguarding Children Board
- A governor or representative of the Dudley Group of Hospitals
- Operations Commander, West Midlands Fire Service

The Head of Children and Young People's Partnership Support (to be in attendance)

Members will represent their agencies and will also bring experience and knowledge about other sectors and organisations. However, their primary duty is to act in the interest of children and young people in Dudley.

Children, young people and their families will be involved via a network of participation, involvement and consultative groups.

Other colleagues will attend by invitation of the Chair/Vice Chair in relation to specific agenda items.

Each member will be an equal and active partner.

Any member failing to attend three consecutive Board meetings will be deemed to have forfeited their membership. The Children's Partnership Board may invite the relevant nominating body to propose a new member, or

invite the existing member to continue, if it feels there is a satisfactory reason for non-attendance.

Each nominating body shall be entitled to make representation to the Board regarding the replacement of their nominee at any time and the Board shall duly consider any such representation.

Any member of the Board is entitled to propose that a new agency should be represented at the Board. A majority of Board members present at a quorate meeting can determine that a new agency will be represented.

If he/she is unable to attend a meeting any member of the Board is entitled to nominate a suitable replacement from his/her organisation. The replacement should be a senior colleague who is able to substitute effectively, play a full part in the meeting, and if necessary speak and vote with confidence and authority. Advance notice of such substitutions should always be given to the Board secretariat.

A review of the structure of the Board will take place annually to ensure that all groups have appropriate representation across partner agencies.

## **5. Expectations of Board members**

Board members will:

- Prepare effectively for meetings, respond to communications and maintain an up to date knowledge of national, regional and local developments
- Attend meetings or make alternative arrangements for their views or those of their agencies to be represented as appropriate
- Participate in meetings primarily as a member of the Partnership in the interest of children, families and young people in the borough but also representing the views of providers, agencies other stakeholders and networks
- Represent and promote the Partnership to other key organisations, networks and individuals such as the Department for Education, Department of Health, OfSTED etc
- Participate in partnership and events and training
- Contribute to the development of the Partnership and its Board as an effective, efficient and inclusive team including raising concerns with the chair if necessary

## **6. Chair / Vice Chair Arrangements**

### **Chair**

The Director of Children's Services will chair the Board for a period of 12 months from the 1<sup>st</sup> September 2011. Subsequently the chair will be elected by the members of the Board on an annual basis.

## **Vice Chair**

The Board will elect a Vice Chair who will hold office for twelve months.

In the absence of the Chair and Vice Chair, members will identify a chair for the meeting. Substitute representatives may not Chair the meeting.

### **7. Children's and Young People's Partnership Board Responsibilities**

The Board makes recommendations to existing decision-making bodies across the agencies. It will have the right to delegate tasks to other linked partnerships and groups where appropriate, and shall have the power to form sub-groups to work under delegated authority from the Board. Individual members will operate within their organisation's delegated decision-making responsibilities.

Every year the Board will publish a programme of work, which it intends to deliver with the aid of its sub groups. This programme of work will be based upon the priorities within the Children and Young People's Plan and other themes which emerge from the Annual Performance Assessment, Joint Strategic Needs Assessment or other locally determined priorities.

### **8. Membership Interests / Probity**

Each member of the Board is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items for discussion and shall take no part in the discussion or decision-making on that item.

### **9. Board Secretariat**

The functioning of the Board will be supported by the Quality and Partnership Division in the Children's Services Directorate of the local authority. This support will involve the arrangement of meetings, setting of agendas, distribution of papers, taking of minutes at the Board meetings, and the co-ordination of activity following meetings.

### **10. Frequency and Duration of Meetings**

The Board will meet quarterly. The normal duration will be no more than 3 hours.

Special meetings can be convened by any member with approval from the Chair and Vice Chair.

### **11. Agenda Setting**

The Board will develop arrangements to allow all members to contribute to the design of its agendas.

An agenda-setting group will finalise the agenda in advance of each meeting. The membership of this group will be –

- Chair
- Vice Chair
- Director of Children's Services, Dudley MBC
- Managing Director, NHS Dudley
- Assistant Director, Quality and Partnership, Children's Services, Dudley MBC

The agenda for subsequent meeting will be an agenda item each time the Board meets.

Agenda Items including papers must be sent to the Chair of the Children and Young People's Partnership Board at least 10 working days prior to the meeting. Any emergency items should be notified to the Chair 24 hours in advance of the meeting.

Agenda papers will be sent out a minimum of 3 clear days in advance of the meeting.

The Board members may / will receive confidential papers relating to service, financial, planning and performance issues. These matters should not be discussed / shared outside the Board unless authorised by the relevant parent organisation. It will be assumed that all papers are in the public domain, unless otherwise indicated.

The agenda setting group may invite additional members of the Board to attend their meetings in order to improve strategic links with other groups and to help consider specific issues when specialist knowledge is required.

## **12. Decision Making**

Consultation will be at the heart of the Board's decision-making processes. This will take place through discussion with stakeholders, use of their statistics, information, research and submissions. Before going to the Board every effort will be made to circulate initial drafts for comment.

Plans and decisions will then be discussed, and normally agreed. At this point stakeholders will be informed using the most appropriate mechanisms eg direct, specific communications, circulation of minutes, distribution of paper and electronic updates.

If after full debate it is not possible to reach a consensus, the chair will normally allow time for further consideration at a future meeting. If appropriate the chair will call for further information and evidence to be made available.

After further deliberation the Board will then seek to reach agreement, and if it is necessary in order to secure a definite course of action, voting will be used. In the event of a tied vote the chair may use his/her casting vote.

A quorum of the Board will be achieved when at least 40% of the members are present, including at least one representative of the local authority Directorate of Children's Services, the Primary Care Trust and the Voluntary Sector.

### **13. Accountability**

The Board is linked to the Local Strategic Partnership as a themed partnership and as such will be a constituent sub-group of the LSP.

### **14. Amendments to Constitution**

The Board will review the Constitution on an annual basis with any proposed changes requiring majority agreements of all voting members and approval by Cabinet.

### **15. Commissioning of Services**

The Board will develop a consistent approach to strategic commissioning across partner agencies and groups, in order to support a joint approach to the commissioning of services, which is effective and provides for economies of scale.

The Board is a strategic commissioning partnership that will improve outcomes for children and young people by working with and through all those who provide services.

The Strategic Commissioning Board and other sub groups of the Partnership, plus partner groups and agencies, will advise the Board about the joint commissioning that is necessary to improve outcomes and services. The Board will consider and make decisions about such advice and the deployment and/or pooling of resources that is necessary.

### **16. Budgets**

Because financial management is a key part of good governance, decisions should not be made in the absence of budget information.

The Board will influence the way in which mainstream funding and mandatory-pooled funds are used in order to improve outcomes for children, families and young people. This will include the identification of spending priorities, and making plans for the integration and alignment of budgets where appropriate.

The Board will make recommendations to partners about the allocation of pooled and other funds as they become available.

The Board may advise the realignment of resources where there is evidence that services are not contributing to the improvement of outcomes for children, families and young people.

#### **17. Local Safeguarding Children Board**

The LSCB co-ordinates and ensures the effectiveness of agencies working to safeguard and promote the welfare of children. It holds everyone working with children, families and young people to account for safeguarding, and scrutinises the work of the Board, the Directorate of Children's Services and other organisations accordingly. It is independent of the Board but will maintain a healthy dialogue with it.

The relationship between the Board and the Local Safeguarding Children Board is set out in the attached protocol which forms part of these constitutional arrangements.

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