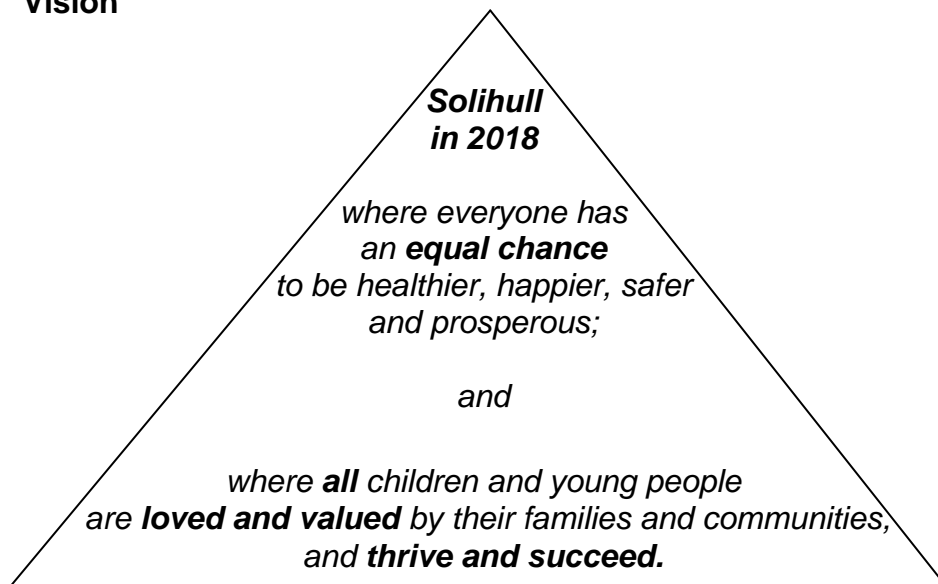


Solihull Children and Young People's Trust Board Terms of Reference (draft v1.2, September 2011)

1 Purpose

- 1.1 The Children and Young People's Trust Board is a voluntary partnership to promote co-operation between partner organisations to improve outcomes for children and young people aged 0 – 19, and for some young people such as those with learning disabilities and care leavers up to the age of 25.
- 1.2 The Trust covers any service that impacts on the lives of children, young people and their families.

2 Vision



3 Key Roles and Responsibilities

- 3.1 The key roles and responsibilities of the Trust Board are to:
 - 3.1.1 Put in place robust arrangements for interagency governance and co-ordinate partnership working to ensure an improvement in outcomes for children and young people;
 - 3.1.2 Develop and promote better integrated front-line service delivery, organised around the child, young person or their family, by effective commissioning and workforce planning.
- 3.2 The Trust Board reports to the Solihull Partnership Governing Board.

4 Membership

4.1 Membership of the Children and Young People's Trust Board is set out below. A role description for Board members is attached as an appendix.

- Solihull Council
- Birmingham & Solihull Primary Care Trust
- Heart of England Foundation Trust
- Third Sector
- West Midlands Police
- West Midlands Police Authority
- Consortium of Solihull Secondary Schools
- Primary Partnership
- Consortium of Special Schools
- Solihull Governors Association
- Solihull Parents Forum
- Job Centre Plus
- West Midlands Fire Service

5 Operating the Trust Board

5.1 Membership and appointment

5.1.1 Members of the Trust Board who represent a partner organisation should be senior people with a strategic role within their organisation, able to comment on the full range of their organisation's interests, report back to that organisation on debates within the Trust Board and make decisions committing the organisation to taking action and providing resources. They should also be able to answer for their organisation's delivery of their commitments to the Trust Board's work. They should be able to speak for their organisation with authority; commit their organisation on policy and practice matters; and hold their organisation to account. Current membership of the Trust Board is given in appendix 1.

5.1.2 Members of the Trust Board who represent a range of organisations or stakeholders should have a mandate to sit on the Board on behalf of the people they represent, report back to them on the Trust Board's work, seek to influence them on commitments made at the Trust Board and represent their views wherever possible at the Board.

5.1.3 The Board will keep its membership under review and has the right to invite other members to join. A record of attendance will be published.

5.2 Chairing arrangements

5.2.1 The Trust Board is required to identify a Chair and Vice Chair to run its business. The Chair and Vice Chair will be elected on an annual basis by the Trust Board, chosen from within current membership. The responsibilities of the Chair and vice Chair are set out in appendix 3.

5.2.2 The Chair has a vital role in ensuring that the Trust Board operates effectively. The Chair should be of sufficient standing and expertise to command the respect and support of all partners. The Chair should act objectively and distinguish their role as chair from any other job.

5.2.3 The chairing arrangements of the Trust Board will be reviewed annually in June of each year.

5.3 Decision-making

5.3.1 Reports to the Trust Board should be prepared in a way that enables effective decision-making and circulated in advance of meetings. Decisions taken by the Trust Board are done so by consensus. Decisions, recommendations, declarations of interest, and reservations will be recorded in the meeting minutes.

5.3.2 The Trust Board can only make decisions on resources where this responsibility has been formally delegated to it by its Member organisations, or by the Governing Board.

5.3.3 The Trust Board should have no quorum, so it is essential that if a member of the Board cannot attend, a deputy or alternative representative who has decision-making powers attends in their absence. Alternative representation should be agreed with the Chair.

5.4 Communications and stakeholder involvement

5.4.1 Meetings of the Trust Board are open to the public unless confidential information is to be disclosed. Observers are permitted to contribute at the invitation of the Chair.

5.4.2 Each partner has a responsibility to cascade information through their own agency as appropriate. They should also be able to update the Trust Board on the progress that their own organisation has made in delivering work agreed at the Trust Board.

5.4.3 The Trust Board is part of a network of partnership bodies, including the Local Safeguarding Children Board, the Solihull Partnership Governing Board, the Health and Well-being Board, Safer Solihull Partnership and the Corporate Parenting Board. All have a contribution to make in improving the lives of children and young people in Solihull and the Trust Board will take account of these bodies when setting its work plan, ensuring that actions neither duplicate nor leave gaps.

Appendix 1: Membership

Children and Young People's Trust Board			
Agencies	Representative		Substitute
Birmingham & Solihull Primary Care Trust	Stephen Munday	Director of Public Health	Helen Kelly
Heart of England Foundation Trust	Rachel McArthur	Head of Children's Health Services	Claire Wainwright
JobCentre Plus	Zanny Lomas	District External Relations Mgr	Steve Whitehorn
Solihull Council	Lesley Heale	Director of People (DCS)	Vanessa Bishop
	Councillor Joe Tildesley	Lead Member for Children & Young People	None
	Councillor Nick Stephens	Labour Elected Member rep	None
	Councillor Norman Davies	Liberal Democrat Elected Member rep	None
	Karen Murphy	Service Director	Vanessa Bishop
	Andrea Quigley	14 – 19 Senior Advisor	None
West Midlands Fire Service	James Sinnott	Station Commander	Jacqueline Jones
West Midlands Police	Sally Bourner	Chief Superintendent	Kev Doyle
West Midlands Police Authority	Cllr Diana Holl-Allen		Alethea Fuller
Sectors / Groups	Representative		Substitute
Consortium of Solihull Secondary Schools	tbc		tbc
Consortium of Special Schools	Debbie Jenkins	Chair	
Primary Partnership	Jenny Godsall	Chair	Louise Minter
Solihull Governors Association	Lynda Mackay	Chair	Martin Maxfield
Solihull Parents Forum	Patricia Wright and Hayley Moran		
Third Sector	Janet Down	Chief Executive, SoLO	Rob Wyatt / Charles Rapson

Appendix 2: Role description for Trust Board Members

All Board members are expected to:

1. Prepare for Trust Board meetings so that they can play an active part.
2. Attend all Board meetings and Trust Assemblies, or if unable to do so to identify a substitute who can represent them who is able to participate actively in the Board meeting.
3. Communicate the outcomes of Trust Board meetings to the stakeholders that they represent.
4. Meet children, young people and families on Trust business as appropriate.
5. Be active champions of the work of the Trust and ensure that the Children and Young People's Trust takes strong account of the voice of children, young people and families.
6. Trust Board members who represent an individual organisation are expected to integrate the work carried out by the Trust Board within their own organisation's business planning.
7. Trust Board members who represent a network of partner organisations are expected to ensure that arrangements are in place for electing / selecting representatives to the Trust Board and other Trust Groups as appropriate.

Trust Board members who represent members of the public are also expected to:

8. Challenge the Trust Board to routinely involve members of the public in their work.
9. Ensure they are able to speak as a representative rather than an individual, seeking views on the key issues from their peers to inform their contributions to the Trust Board.

Appendix 3: Role description for the Trust Board Chair & Vice Chair

The responsibilities of the Trust Board Chair are to:

1. Build support and engage partners in the work of the Trust Board.
2. Agree an agenda for each Trust Board meeting, and review progress against actions agreed at previous meetings.
3. Manage Board meetings in a way that enables partners to contribute.
4. Hold partners to account for their commitment to, and attendance and participation in the Trust Board.
5. Report to the Solihull Partnership Governing Board on a quarterly basis.
6. Ensure that new representatives or members of the Board understand the roles and responsibilities and terms of reference.
7. Sign documentation and release funding on behalf of the Trust Board.
8. Represent the Trust at events and actively champion the work of the Trust to improve outcomes for children and young people.

The Vice Chair is expected to support the Chair in their duties, and step in where the Chair is not available. In the absence of both the Chair and the Vice Chair the Trust Board members may appoint a temporary Chair for a meeting.