Children's Leadership Group
Terms of Reference

Aims and Objectives

The aim of the Children's Leadership Group (CLG) is to improve the wellbeing and safeguarding of all the children and young people in Cornwall. We will do this by working together to improve the five Every Child Matters outcomes as set out nationally and the strategic priorities identified in Cornwall's Children and Young People's Safeguarding and Improvement Plan and guiding statute at any given time.

Principles

- CLG places a clear and measurably effective emphasis on narrowing the outcome gap between children from disadvantaged backgrounds and their peers while improving outcomes for all.
- CLG will performance monitor and manage those indicators that are agreed as a priority for improvement.
- CLG will ensure that Children and Young People in Cornwall are adequately safeguarded
- CLG will focus rigorously on prevention and the early identification of children with additional needs.
- CLG is based on being open, transparent and accountable.

Role and Function

The core functions of CLG are:

1. To set the strategic direction for partnership working
2. To oversee the development of an overarching Children and Young People Plan for Cornwall Council and its partners
3. To moderate and review partners service/improvement plans on a quarterly basis
4. To monitor the progress of the council and partners against the targets set out in the Improvement Plan until March 2012 unless reviewed and agreed by the Department for Education and report to the Improvement Board.
5. To take into account the changing needs, performance against key indicators, new priorities and opportunities in the planning, commissioning and provision of services.
6. To ensure that children, families and young people are involved in making decisions about their lives and the support they need at both operational and strategic level.
7. To ensure appropriate equality and diversity requirements are met for children, young people and families in Cornwall.
8. To advise and make recommendations to the council and partners regarding the exercise of their functions in respect of Children's services, in particular safeguarding.
9. To develop and ensure the provision of services offer excellent outcomes for children and young people and achieve value for money.
10. CLG will receive the annual community safety report for information to inform future planning of service provision and strategic priorities.
11. CLG will receive the annual LSCB business plan for information to inform future planning of service provision and strategic priorities.

Role and Responsibilities of Members

Members must:

Demonstrate an awareness of the needs and strategic issues impacting on children and young people in Cornwall.

Provide a constructive, robust and purposeful challenge to prompt all commissioners and providers of services to provide good quality, timely, efficient and cost effective services for children and young people.

Membership:

Trevor Doughty	TD	Corporate Director – Children, Schools and Families
Neil Moore	NM	Group Accountant, Children, Schools & Families
Sue Coleman	SC	Head of Service Supporting Families
Alison Cook	AC	Associate Director, Children's Services, CIOSPCT
Anna Mankee-Williams	AMW	Senior Manager Strategic Support
Jack Cordery	JC	Head of Children's Social Work
Michael Peters	MP	Head of Service Special Educational Needs & Inclusion
David Wood	DW	Head of Service Schools and Achievement
Val Smith	VS	HR Business Partner, CSF
Rodger Allin	RA	Programme Manager (Chief Executives)

Performance CLG

Sam Pashley	SP	Platform 51
Julie Whitmarsh	JW	Superintendent (Devon & Cornwall Police)
Kirsty Edlin	KE	Senior Commissioning Manager PCT

Chair

The CLG is chaired by the Director of Children Schools and Families.

Probity and Declaration of Interest

The Nolan principles of public life will apply. The CLG administration will hold a public record of Members' interests which Members can amend at any time and which will be reviewed annually.

Members will be expected to declare any Board or Committee membership.

Conflict Resolution

In the event of any dispute between Members, CLG will collectively take all reasonable steps with the powers available to its Members to resolve it.
In the event the dispute cannot be resolved in accordance with the above procedures within a reasonable time, having regard to the nature of the dispute, and may refer the matter to such body or person to act as a mediator as they may agree, the costs of such mediation to be borne by the individual agency.

Administration and Coordination

The strategic and administrative support is provided by the strategic support team.
Frequency of meetings

- CLG will meet weekly
- On a monthly basis CLG will meet with Head Teacher representatives (terms of reference to be developed)
- On a monthly basis CLG will have a dedicated performance and risk management meeting
- On a quarterly basis there will be a joint meeting between CLG and Adult Care and support
- On a quarterly basis there will be a meeting with young people – Voice Influence and Participation (VIP) meeting

Working Arrangements

Agenda, minutes and papers will be circulated to the members a minimum of 2 working days in advance. These will be public documents and sited on the Childrens Trust website

In the event that confidentiality is required, then the report and papers will be marked confidential and destroyed at the end of the meeting. The conduct of the meeting and the minutes will reflect this confidentiality and only the resolution recorded.

Expectations and Standards

The meeting has associated standards which need to be adhered to:

- All items for the agenda must adhere to the agreed template except in exceptional circumstances
- All reports/items for consideration at CLG must be signed off by the Director or Head of Service prior to submission to the support team
- The minimum notice that should be given for items to be included into the Forward Plan is two weeks
- AOB items must be submitted to the support team with at least 48 hours notice
- All papers including appendices should be sent to the support team by the morning of the Friday before the meeting
- No papers should follow later or be tabled
- Minutes of the meeting and Action summary notes will be sent to the group no longer than 24 hours after the meeting
- The minutes of the meeting and agenda for next meeting will be placed on the intranet 1 week after the meeting (Key CSF Meetings)