

From: Michael Thomas-Sam, Strategic Business Adviser
To: Kent Health and Wellbeing Board – 18 September 2013
Subject: **CCG Level HWBs' Children's Sub-Group**
Classification: Unrestricted

**Clinical Commissioning Group Level Health and Wellbeing Boards'
Children's Sub-Group (Children's Operational Group)**

Terms of Reference (Agreed by Joint Commissioning Board on 01.08.13)

Role of the Sub-group

The purpose of the Children's Operational Group is to ensure effective child and family centred local engagement by partners, promote collaboration between organisations with the aim of improving the wellbeing of all children through effective implementation of strategies, planning, joined-up commissioning and effective service delivery.

The Children's Operational Group will:

1. Report to the Clinical Commissioning Group Level Health and Wellbeing Board and the Children and Young People Joint Commissioning Board.
2. Drive and support joined-up service delivery and promote service integration and take forward projects on behalf of, or in collaboration with the Clinical Commissioning Group Level Health and Wellbeing Board.
3. Consider how resources can be pooled for a positive impact on the wellbeing of all children.
4. Debate and explore ideas to address current, emerging and future needs, problems and issues inhibiting effective delivery of integrated services and make recommendations to the Clinical Commissioning Group Level Health and Wellbeing Board and the Children and Young People Joint Commissioning Board and other bodies as appropriate.
5. Monitor and challenge service delivery where outcomes are poor.
6. Review lessons learned and use benchmarking information to improve services.
7. Ensure effective local engagement on children's issues, using existing mechanisms and where necessary linking up with appropriate bodies.

8. Advise (as part of the early warning system) the Clinical Commissioning Group Level Health and Wellbeing Board and the Children and Young People Joint Commissioning Board (other bodies as appropriate) on local service issues that may have adverse impact on the wellbeing of all children.
9. Report to the Clinical Commissioning Group Level Health and Wellbeing Board and the Children and Young People Joint Commissioning Board twice a year on its activities and any significant emerging issues.

Membership

The following is the suggested core membership. Additional members can be agreed by the Clinical Commissioning Group Level Health and Wellbeing Board.

It is suggested that the Chairperson should be an existing member of the Clinical Commissioning Group Level Health and Wellbeing Board. Alternatively, the Clinical Commissioning Group Level Health and Wellbeing Board would elect a member of the Children's Operational Group as the Chairperson.

The Chairperson is responsible for ensuring that the Children's Operational Group effectively fulfils its role in pursuit of the overarching aim.

Membership will include:

- Primary/Secondary Schools' representative
- District Councils' representative
- Housing representative
- Kent Police
- KCC Specialist Children's Services representative
- KCC Education Learning and Skills representative
- Youth Services representative
- Clinical Commissioning Group representative
- Voluntary Sector representatives¹
- Other representatives as agreed by the Health and Wellbeing Board.

Meeting Arrangements and Frequency

Meetings will be held every two months.

Linked KCC Strategic Commissioning Officers will provide planning and information sharing support to the Children's Operational Group.

¹ At least one voluntary sector representative to sit on CCG level HWB - Ashford (1), C4G (1), DGS (3), SKC (2), Swale (1), Thanet (1) and West Kent (4).

KCC Community Engagement Officers will assist with the transition and continue to provide organisation, facilitation and support.

Report Author

Michael Thomas-Sam

Strategic Business Adviser – FSC

Business Strategy

Michael.thomas-sam@kent.gov.uk

01622 696116