

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Slough Wellbeing Board    **DATE:** 24 September 2014

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**WARD(S):** All

**PART I**  
**FOR ENDORSEMENT**

**CHILDREN AND YOUNG PEOPLE’S PARTNERSHIP BOARD – AMENDED TERMS OF REFERENCE**

1.    **Purpose of Report**

To inform the Slough Wellbeing Board of changes made to strengthen the Terms of Reference for the Children and Young People’s Partnership Board.

2.    **Recommendation(s)/Proposed Action**

The Slough Wellbeing Board is requested to endorse the changes to the Terms of Reference for the Children and Young People’s Partnership Board.

3.    **The Slough Joint Wellbeing Strategy, the JSNA and the Corporate Plan**

This is an administrative report and as such sets out how the Children and Young People’s Partnership Board will function in order to support the Slough Wellbeing Board in addressing the priorities of the Slough Joint Wellbeing Strategy as they relate to children, young people and families.

4.    **Other Implications**

(a) **Financial**

There are no financial implications of proposed action.

(b) **Risk Management**

There are no identified significant risks associated with the actions in this report.

(c) **Human Rights Act and Other Legal Implications**

There are no Human Rights Act Implications associated with the actions in this report.

## 5. **Supporting Information**

5.1 At its Development Day on the 25 April 2014, the Children and Young People's Partnership board agreed to make certain amendments to its Terms of Reference in order to strengthen the accountability of Members within the processes of the Board.

5.2 The following specific elements were added/strengthened within the Terms of Reference:

- a) Board Members will hold each other to account, and provide the necessary challenge at Board meetings.
- b) Board Members will be accountable for the delivery of Board priorities (however, operational leadership/coordination of programmes may be delegated to others).
- c) Board Members are accountable to the Board for appointment of their own organisations' staff on CYPPB sub-groups, and their performance.
- d) Each Board Member must be authorised to speak on behalf of his/her organization, take decisions that impact upon it, and commit organisational time and resources to partnership work.
- e) Each Board Member must have a named Deputy, who is fully briefed, and empowered to take decisions and commit resources on behalf of the organization. Any differences in, or limitations to, the powers and authority of a named Deputy must be stated at the start of the Board meeting and become a matter of record.
- f) There must be 100% attendance at CYPPB meetings by all partner agencies.
- g) Each Deputy Member may attend 25% of Board Meetings (currently 1 meeting per year) on behalf of the Board Member.
- h) In the event of non-attendance by a Member or named Deputy, the Chair will inform the Member's Chief Officer in writing.
- i) Where the named Deputy consistently attends meetings in lieu of the Member, the Chair will write to the Member's Chief Officer to request the appointment of a new Member to the Board, unless there are extenuating circumstances.
- j) Members attendance at Board meetings will be published online on the CYPPB website, and included in the Board's Annual Report.
- k) Attendance at CYPPB sub-group meetings will also be published online.

## 6. **Comments of Other Committees**

The Children and Young People's Partnership Board Executive have reviewed the revised Terms of Reference and endorsed them.

## 7. **Conclusion**

The revised Terms of Reference for the CYPPB are aimed at strengthening the accountability of Board Members and the effectiveness of the Board to drive the children and young people's agenda forward.

## 8. **Appendices Attached**

A - Full revised Terms of Reference are attached as Appendix A.

## 9. **Background Papers**

None.