

SOUTHAMPTON CHILDREN'S & YOUNG PEOPLE'S TRUST
BE HEALTHY STRATEGIC COMMISSIONING GROUP/STEERING GROUP
(CHILDREN, MATERNITY & SEXUAL HEALTH)

TERMS OF REFERENCE

1. Role of the Group

- 1.1 The day to day work of the Children and Young Person's Trust (CYPT) will be carried out through five 'Steering Groups', aligned to the five Every Child Matters outcomes. It is the role of the Steering Groups to carry out such work as directed by the Trust Partnership. The Be Healthy Strategic Commissioning Group is one of these steering groups and is also the group responsible for setting the commissioning strategy for children, maternity and sexual health services in the PCT (NHS Southampton City).
- 1.2 The Steering Groups will undertake all aspects of the commissioning cycle in relation to the implementation of the relevant priorities of the Children and Young People's Plan. This is to include carrying out needs assessments, reviewing service provision, making proposals for service development and redesign and proposals for decommissioning and commissioning services.
- 1.3 The Terms of Reference for the Group will be reviewed and adopted at least annually by the Children and Young People Trust Board and by the PCT.
- 1.4 The Group Terms of Reference can be amended at any meeting of the Children and Young People Trust Board with the agreement of the PCT representative subject to 10 working days prior notice.

2. Operation of the Group

- 2.1 In pursuit of its role the Group will:-
- abide by the financial year adopted by the Children and Young People Trust, (April 1st – March 31st).
 - be chaired by the nominated lead officer responsible for the "Be Healthy" element of the Children and Young People's Plan
 - require a quorum of at least one third of its membership in order to have a fully constituted meeting.
 - provide that its membership allows for different interest groups to be actively involved in issues which will progress better outcomes for children and young people.

- always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each member will have a single vote. In the event of a tied vote the Chair will have the casting vote.
- hold at least one meeting per cycle of the Children and Young People Trust Board meetings.
- minute all meetings ensuring that they contain sufficient information on the activities undertaken to enable the Children and Young People Trust Board to effectively monitor the work of the Group. These will be submitted to the first Trust Board meeting following the meeting to which they relate.
- At each Children & Young People Trust Board meeting and quarterly at the PCT Board and Clinical Leadership Board, the Group Chair will provide a verbal update and the formal minutes. In addition a written report on any issues or proposals for a decision by the Trust will be submitted.

- 2.2 Membership of the Group will comprise senior officers with commissioning responsibilities, representation from the Children's Alliance and expertise from different interest groups, as relevant to the remit of the Group.

The following will be co-opted as necessary:

HR

Finance

Contracts

Performance and Information

- 2.3 Members will be required to declare at the beginning of the meeting any conflicts of interest relating to any item discussed or decision taken at the meeting. This will include commercial conflicts of interest that may arise from members having both a provider and commissioning function.
- 2.4 Members will be required to nominate a suitable alternative representative who can act with full authority in the event of them being unable to attend a meeting.
- 2.5 The Group will as required establish and carry out work through subgroups, agreeing work programmes, receiving and endorsing reports/plans.

3. The Activities of the Group

- 3.1 The Group will establish a rolling programme of commissioning

reviews to support the delivery of the relevant priorities in the Children and Young People's Plan. This will include carrying out needs assessments, reviewing service provision, and making proposals for improvement, through service redesign, commissioning and decommissioning.

- 3.2 It will develop and maintain an overview of all services and resources contributing to the Be Healthy outcomes, ensuring that these are aligned with priorities and delivering best value.
- 3.3 In undertaking the work of the Children and Young People Trust and in leading the children, maternity and sexual health commissioning agenda for the PCT, the Group will have the power to:-
- 3.4
 - determine, co-ordinate and monitor the implementation of Action Plans of the relevant CYPP and PCT Strategic Plan priorities.
- 3.5
 - implement and monitor the National Service Framework for Children, Young People and Maternity Services.
- 3.6
 - co-ordinate and monitor the implementation of the LAA Performance Targets.
- 3.7
 - lead multi agency input into improved outcomes for children, young people and families in relation to the relevant national indicators.
- 3.8
 - co-ordinate the involvement and contribution of local children and young people's services to the implementation of improved health outcomes.
- 3.9
 - co-ordinate the participation and contribution of evidence relating to child, maternity and sexual health as part of the Comprehensive Area Assessment.
- 3.10
 - participate with other steering groups, the Children and Young People Trust and/or other organisations in contributing to the development of significant local strategies and plans.
- 3.11 The Steering Group will pursue any authority delegated from the Children and Young People Trust, including the power to:-
- 3.12
 - undertake consultation, ensuring that any consultation is as wide as possible and prepare a response on behalf of the Trust
- 3.13
 - take a decision in relation to a specific item on behalf of the Trust where authority to do so has been properly delegated by the Trust;
- 3.14
 - investigate a particular issue;

- 3.15 • publish material on behalf of the Trust ; and
- 3.16 • discharge any functions delegated from the Trust.
- 3.17 The Steering Group will ensure that robust mechanisms are in place for public and service user involvement in the commissioning process and that equality impact assessments are undertaken
- 3.18 The Steering Group will act as the Partnership Board for all partnership agreements as set up under the Health Act Flexibilities or Children's Act which fall within its remit