**PARTNERSHIP TERMS OF REFERENCE**

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| **Partnership Title:** | **West Cheshire Children’s Trust** |
| **Purpose of the Partnership:** | The Children’s Trust Executive is the decision-making body of the West Cheshire Children’s Trust. The Children’s Trust is a strategic commissioning partnership which is made up of organisations from the public, voluntary, community and faith sectors that commission or provide services for children and young people and their families in Cheshire West and Chester. The Trust ensures that there is engagement and support from partners to secure a strong preventative agenda which all partners are committed to.  The purpose of the Children’s Trust Executive:   1. To act as the decision-making body of the West Cheshire Children’s Trust. 2. Place the child and young person at the centre of service development, ensuring their voices are heard at all levels to inform local decision-making and delivery of services. 3. To enable a multi-agency approach to help at the earliest opportunity for children and young people and their families either through direct delivery or robust commissioning that addresses need. 4. To ensure that strategic decisions made by the West Cheshire Children’s Trust are implemented through the integration of services, joint commissioning and partnership working at both strategic and operational levels. 5. To agree and ensure delivery of the priorities identified within the West Cheshire Children and Young People’s Plan. 6. To identify gaps in service provision arising from the Joint Strategic Needs Assessment(s) (JSNA) and develop innovative joint agency proposals for addressing them. 7. Regularly evaluate the outcomes for children arising from the Children and Young People’s Plan priorities and respond pro-actively. 8. To receive regular reports in relation to progress, emerging issues and potential blockages requiring intervention. 9. To be directly accountable to the Health and Wellbeing Board and work in collaboration with the Local Safeguarding Children’s Partnership (SCP). |
| **Members of the Partnership:** | | **Board Member** | **Organisation/Representing** | | --- | --- | | Alison Amesbury  (Sub: Terry Upton  Shelah Semoff) | Cheshire West and Chester Council – Strategic Housing and refugees and asylum seekers | | Superintendent Mike Ankers | Cheshire Constabulary | | Paula St Aubyn  (Sub: Sian Jones) | Safeguarding Children Partnership Chairman | | Helen Brackenbury  (Sub: Senior Manager Children and Families Service) | Cheshire West and Chester Council – Acting Deputy Chief Executive, Health and Wellbeing | | Helen Bromley | Cheshire West and Chester Council – Director of Public Health | | Debbie Edwards  (Sub: Karen Cove) | Cheshire West and Chester Council – Head of Education and Inclusion | | Anna Johnson  (Sub: Amanda Jones) | Cheshire West and Chester Council – Innovation and Practice Development Lead | | Gemma Gerrish  (Sub: Senior Manager Children’s Social Care) | Cheshire West and Chester Council – Head of Children’s Social Care | | Zara Woodcock | Cheshire West and Chester Council – Head of Early Help and Prevention | | Laura Marsh  (Sub: Fay Quinlan) | NHS Cheshire and Merseyside – Associate Director, Transformation and Partnerships | | Councillor Adam Langan (Chair) | Cheshire West and Chester Council – Children and Families | | Isabel Noonan  Sarah Blaylock | Cheshire West and Chester Council – Children and Families Policy Manager (Job Share) | | Councillor Lynn Stocks | Cheshire West and Chester Council – Shadow Cabinet Member for Children and Families | | Matthew Emmerson | Cheshire West and Chester Council – Head of Commissioning | | David Charlton  (Sub: Debbie Edwards) | Cheshire West Education Improvement Board | | Ian Devereaux-Roberts (part time) | Cheshire West and Chester Association of Primary Headteachers (CWAPH) | | Cathryn McKeagney | Cheshire West and Chester Association of Secondary Headteachers (CWASH) | | Jude McGuinness (CWASSH Rep) | Cheshire West and Chester Association of Special School Headteachers (CWASSH) | | Clare Crerand | Cheshire West Voluntary Action (representing community and voluntary sector). | | Delyth Hughes | University of Chester – Vice Chancellor | | Jessica Burton | Cheshire Fire and Rescue | | Stella Higgin  (Sub(s): Nadia Van Der Wath  Karen Owen) | Adult Services | |
| **Lead Partner:** | Local Authority |
| **Frequency of Meetings:** | 4 times a year.  Quorum – The minimum number of members of the Executive necessary to conduct the business of the Trust is at least 4 of the Executive membership of which a representative must be from the LA, one Health ICB Place member and the Police. |
| **Arrangements for Chairing the Meeting:** | Councillor Adam Langan, Cabinet Member for Children and Families. |
| **Arrangements for Administration:** | Isabel Noonan and Sarah Blaylock (job share), Policy Manager for Children and Families facilitate the meetings for the Trust Executive, including scheduling meetings, drafting the agendas, minute taking, and writing and presenting performance reports from the Trusts strategy groups. |
| **Link to Council Priorities:** | Priority within the Council Plan 2020-2024 – Support children and young people to make the best start in life and achieve their full potential. |
| **Nominated Council Director:** | Helen Brackenbury – Acting Deputy Chief Executive, Health and Wellbeing. |
| **Nominated Lead Council Officer:** | Zara Woodcock – Head of Early Help and Prevention. |
| **Nominated Council Cabinet Members:** | Councillor Adam Langan |

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| **Aims & Objectives**  West Cheshire Children’s Trust brings together multi-agencies to work collaboratively and in partnership to improve the wellbeing and meet the needs of children and young people and their families, identify gaps in provision and respond appropriately. |

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| **Performance Management**  The targets/actions for the partnership are set by the 5 Strategic Groups responsible for implementing the strategic outcomes set in the Children and Young People’s Plan. The targets are monitored on a quarterly basis by the subgroups. Mid-year and end of year reports are produced and presented to the Children’s Trust Executive. Each subgroup is also asked to provide a more detailed report to the Executive on a regular basis. |

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| **Governance Arrangements**  The 5 sub-groups of West Cheshire Children’s Trust are responsible for setting areas of focus and actions. They report to the Executive.  The Executive reports to the Health and Wellbeing Board.  Minutes/actions from the Executive are circulated to all partners and are available on the Trust website once approved. [Documents – West Cheshire Children's Trust (westcheshirechildrenstrust.co.uk)](https://westcheshirechildrenstrust.co.uk/documents/)  Progress reporting on the Children and Young People’s Plan priorities will be shared with other relevant groups in accordance with the Joint Protocol Agreement. |

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| **Financial Management & Internal Control**  The West Cheshire Children’s Trust does not have a budget, contributions are made in time and staffing from the contributing partners. |

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| **Data Protection Protocols**  The Trust does not share data sensitive information. |

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| **Arrangements for Communication with External Stakeholders**  All communication from the Partnership is sent out through the facilitator (noonan.blaylock account) using specific Trust logo/templates. |

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| **Risk Management and Business Continuity**  The Partnership is a non-statutory body with mutual benefits of working together to improve the outcomes for children, young people and their families. All statutory duties/risks are retained by the individual organisations represented on the Partnership. |

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| **Arrangements for Joining and Exiting the Partnership**  Agencies providing services for children and young people are represented on the Trust. Each agency provides an appropriate senior representative that can contribute to the business of the Trust and report information and actions back to their agency. |

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| **Agreed by Partners:** | **Date: 6 November 2023** |
| **Agreed by Director of Governance:** | **Date:** |
| **Agreed by Director of Finance:**  *(Where the Council is the accountable/financially responsible body)* | **Date:** |