



Cheltenham Children and Young People's Partnership Terms of Reference

Our vision

The vision of the Children and Young Peoples Partnership is to foster the talent and energy of Cheltenham's young people so that they may play a full and active part in the social, cultural and economic life of the borough. They should be provided with the education and life skills to allow them to live healthy, fulfilled and safe lives and to make an active contribution to this borough.

Aim of the partnership:

To improve coordination and add value to the work of partners involved in planning and delivering services for children and young people, particularly around the delivery of the five "every child matters" outcomes for children and young people. These are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Priority Areas

From the Cheltenham sustainable community strategy:

- Ensure that the CSP, its partner organisations and delivery partnerships adhere to the principles of the Hear By Right campaign
- Deliver a programme of preventative measures with young people to protect their safety and health while also investing in better learning, employment, housing and cultural opportunities for young people
- Improving access to services for children with disabilities and care leavers
- Improving the safety of children and young people through the prevent and deter agenda and reducing bullying in schools and neighbourhoods
- Prevention of homelessness

Core partnership work

The partnership will forward its aim by doing the following:

- Integrate the sustainable community strategy into the partnership's strategy
- Agree an annual delivery plan with core partners
- Commit to delivering key actions
- Build actions into partners' work plans
- Produce a report on progress for the management group every two months

Operating principles

As set out in the sustainable community strategy, all partners and partnerships will commit to the following four principles:

- Community engagement and participation
- Investing in children and young people
- Tackling inequalities and promoting cohesion
- Tackling climate change

Members of the partnership will ensure that these four principles underpin all their activities. We will be using an agreed assessment process to ensure that our policies and projects align with these principles.

In addition, partners on the partnership agree to abide by the following principles:

- Members should serve only the public interest and should never improperly show advantage or disadvantage to any person
- No single agency will have control or primacy within the partnership
- The sovereignty of a particular agency, where that agency has clear responsibility for delivering a particular service, will be recognised and respected
- Members should be as open as possible about their actions and should be prepared to give reason for those actions
- Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability
- Information provided by members for the purposes of the work of the CSP will be treated in confidence

Communication

The partnership is committed to the principle of openness and transparency in all its operations. The preparation and implementation of strategies will be transparent, with information provided in a variety of formats to increase access to it. This will include information about the partnership itself, including notes of its meetings, the consultation process and feedback on results, the strategy, and progress reports on its implementation.

Structure

The partnership shall set up subcommittees and/or subgroups as and when required in order to support specific work or issues, or manage projects led by the partnership.

To ensure effective partnership working in the localities, the partnership will work through the five Extended Services areas and ask each area to elect a representative onto the partnership.

Membership

Voluntary Sector Forum Elected Representative
Gloucestershire Youth Service
Connexions
Primary Care Trust
SHAPE advisor (Cheltenham area)
Cheltenham Borough Council – Head of Stronger Communities
Cheltenham Borough Council – Partnership Officer
Cheltenham Borough Council - Cabinet Member
Cheltenham Borough Homes - Partnerships Manager
MAD Youth Council Representative
Crime and Disorder Partnership Representative
Stronger Communities Partnership Representative
Children's Centres Managers' Representative
Primary School Headteacher Representative

Secondary School Headteacher Representative
North Cheltenham representative
Hesters Way – representative
Whaddon representative
Leckhampton/Charlton Kings representative
Warden Hill/Benhall representative

Accountability

The partnership will report every two months to the Cheltenham Strategic Partnership Management Group.

Powers

To be confirmed

Financial arrangements

To be confirmed

Meeting arrangements

- The partnership will elect a chair every two years
- The partnership will meet every two months
- Meetings will be held in easy to reach venues with parking facilities in different parts of the borough. Partners with available and suitable meeting rooms will provide venues and refreshments for meetings
- Agenda management will be the responsibility of all members of the partnership. The agenda will consist of no more than eight items and will usually last no more than two hours. In exceptional circumstances meetings can be extended with the prior agreement of partners. Agenda and papers will be sent out five working days before each meeting
- All reports will follow a standard report template agreed by the partnership. Reports can only be tabled by prior agreement with the chair and in exceptional circumstances
- Minutes will be issued within one week of the meeting. All partners have fourteen days from receipt of minutes to challenge or lodge a disagreement with a decision taken at a meeting they did not attend or sent a substitute to
- Partners should strive to attend all meetings. In exceptional circumstances, a well-briefed substitute with decision-making powers should be elected to attend in their place
- The meetings will be serviced by the policy team at Cheltenham Borough Council

Decision-making processes

Decisions will be taken on the basis of a consensus or in the absence of a consensus a simple majority vote. Individual members of the partnership will participate in decision making within the context of their individual delegated authority.

Scrutiny, monitoring and evaluation

The Cheltenham Strategic Partnership Management Group will scrutinise the partnership to ensure that the performance and progress is on track in accordance with commitments set out in the sustainable community strategy and the partnership's own strategy and delivery plan. This will be on the basis of reporting by exception with achievements also being highlighted. An annual report summarising performance and progress will be made to the full Cheltenham Strategic Partnership and also to partners' organisations on request.

Exit strategy

If members of the partnership consider that it is necessary or advisable to dissolve the partnership then they may decide that the partnership should be dissolved. Such a decision will require the agreement of two thirds of the partners. The proposal must be submitted to the chair, in writing, at least one month prior to it being placed on the agenda for discussion.