

B&NES HEALTH AND WELLBEING BOARD

CHILDREN AND YOUNG PEOPLE SUB COMMITTEE
TERMS OF REFERENCE

1. Name

- 1.1 The B&NES Health and Wellbeing Board Children and Young People Sub Committee.

2. Statement of purpose

- 2.1 The Health and Wellbeing Board (H&WBB) are responsible for the development and delivery of the Children and Young People's Plan (CYPP) or equivalent strategies. The H&WBB will, more broadly, act as the key strategic forum through which children's health and wellbeing will be improved, so ensuring the best outcomes for all children and young people in B&NES.
- 2.2 This group will operate as a subcommittee of the HWBB and will support the H&WBB in delivering these responsibilities.

3. Roles and responsibilities

- 3.1 The subcommittee will be responsible for:
- Development, delivery and monitoring of the Children and Young People's Plan, or equivalent strategies (as a service delivery plan for the H&WBB)
 - Ensuring that the activity of relevant strategy groups directly inputs into the CYPP, taking decisions on what information needs to be escalated to the H&WBB, to include but not limited to SEND Strategy, CAMHS Transformation Plan, etc.
 - Providing an update report to the H&WBB annually as a minimum
 - Where appropriate, feeding into strategic H&WBB discussions, with a perspective relating to children & young people from B&NES.
 - Considering the delivery and review of Joint Health and Wellbeing Strategy priorities with a perspective relating to children & young people from B&NES.
 - Promoting a Think Family Approach between adults and children's services.

- Input to JSNA as appropriate
- Ensuring equality of access to services, so reducing inequalities in outcomes

3.2 The BCSSP Business Manager will attend meetings to give updates to the sub committee on the work of the BCSP and its sub groups in relation to the safeguarding of children and young people.

4. Membership

4.1 Core members of the subgroup shall consist of the following:

- Health and Wellbeing Board member (Chair)
- Head of Education, Inclusion Service
- Senior School and Improvement, Achievement Advisor
- Director of Children and Young People's Service
- Chair of the Children and Young People's Emotional Health and Wellbeing subgroup
- Head of Virtual School
- Chair of the Prevention and Early Intervention sub group of BCSSP
- Senior Commissioning Manager – Children's Public Health and Early Help Public Health Department
- Third Sector representative
- Children's Community Health Services, HCRG Care Group
- Clinical Commissioning Group Children's Safeguarding Lead
- Designated Nurse for Looked After Children
- BCSSP Business Manager
- Strategic Commissioning Officer- Participation
- Senior Commissioning Manager- Complex Care and Targeted Support

(Other organisations/individuals may be invited to attend, depending on the meeting agenda).

4.2 The Strategic Commissioning Officer Participation will attend in a coordination and advisory capacity.

4.3 Sub committee members should nominate a named substitute from an appropriate member of their organisation or service.

4.4 Members of B&NES Youth Forum/Partnership will be allocated a slot at the meetings to either attend in person, in which case, meetings should be scheduled in school holidays or after 4.30pm or provide a question on behalf of the B&NES Youth Forum/Partnership for discussion by the subcommittee.

5. Reporting and operating arrangements

5.1 The subcommittee will be chaired by an Officer member of the H&WBB

- 5.2 It is anticipated that the subcommittee will meet at least six times a year, with additional meetings planned as required. The agenda for these meetings will be circulated a week in advance. Outside of these meetings, discussions will be supported through virtual mechanisms (e.g. email/skype/teleconference).
- 5.3 The sub committee will be declared quorate when six of its core members are in attendance. However, the six members must not all be from the same agency.
- 5.4 Agendas will focus primarily on contributing to the development of the H&WBB Strategy and the relevant children and young people strategies
- Agendas can be developed by:
- Discussion amongst members of the sub committee
 - Learning from practice reviews and surveys
 - Following recommendations by the Health and Wellbeing Board
 - Requests from young people
- 5.5 The B&NES H&WB Children and Young People sub committee will feedback, on a regular basis (through a range of mechanisms including reports and presentations to the H&WBB and H&WBB Agenda Setting Group, as required).

Reviewed CYP Sub Committee – May 2021

Signed off at H&WB September 2021

Reviewed and signed off CYP Sub Committee – Sept 2022

Membership 2021-2022				
Name and email	Service/Agency/Organisation	Role	Other Boards/Partnerships attended	Links to other strategies
Rosemary Collard Rosemary_collard@bathnes.gov.uk	School Improvement Board School's Forum SEND Strategy Board	Head of Education Inclusion Service	School Improvement Board School's Forum SEND Strategy Board	SEND Strategy 2020-2023 and the SEND Strategy Action Plan – Transformation & Sufficiency (being updated).
Jackie Mathers jackie.mathers@nhs.net Alternating with: Naomi Black Naomi.Black1@nhs.net	Designated Safeguarding lead for Adult, Children and Domestic Abuse Designated Nurse for Looked After Children NHS Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning Group	<ul style="list-style-type: none"> • Operational Grp • PRG • Quality & Performance • Training & Dev • DAP 	BSW CCG	
Lucy Kitchener Lucy_Kitchener@bathnes.gov.uk	Bath & North East Somerset Council NHS Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning	Commissioning Manager – Mental Health	Chair of the Children and Young People's Emotional Health and Wellbeing subgroup	Draft B&NES Mental Health Strategic Commissioning Intentions. Draft BSW Mental Health Strategy Community Services

				framework transformation
Fiona Finlay Fiona.finlay@virgincare.co.uk	Virgin Care/BSW/CCG	Designated Doctor – Safeguarding Children	PRG BCSSP Early Help & Intervention Sub group	Early Help and Intervention Strategy
Kirstie Webb Kirstie_webb@bathnes.gov.uk	B&NES Community Safety and Safeguarding Partnership	Business Manager	All of the BCSSP Groups/sub-groups, Avon & Somerset Strategic Safeguarding Partnership	BCSSP Strategic Plan OPCC Community Safety Plan
Marcia Burgham Marcia_burgham@bathnes.gov.uk	Bath and North East Somerset Council	Senior Commissioning Manager – Children’s Public Health and Early Help	Early Help and Intervention Sub-group Best Start in Life Healthy Weight, Physical Activity and Food Integrated Strategic Group	Early Help and Intervention Strategy Healthy Weight / Physical Activity / Food (in development) Injury Prevention Strategy Oral Health Strategy
Caroline Haworth caroline@bathareaplayproject.co.uk	Third Sector Representative for B&NES Children & Young People’s Network Bath Area Play Project	Director	Trustee of 3SG EHAP SEND Partnership Advisory Group	
Mary Kearney-Knowles Mary_Kearney-Knowles@bathnes.gov.uk	Director of Children’s Services and Education/DCS			
Alison Woodiwiss Alison_Woodiwiss@bathnes.gov.uk	Bath & North East Somerset Council NHS Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning	Senior Commissioning Manager – Complex Care and targeted Support	SEND Strategy Board Children’s Transformation Programme (Council) Children’s Transformation Programme (CCG) YOS	SEND Strategy 2020-2023 and the SEND Strategy Action Plan Children’s Transformation Strategy (Draft) BSW CYP Transformation Strategy (to be scoped)

			NHSE SEND Board	
Sarah Gunner Sarah_Gunner@bathnes.gov.uk	B&NES Virtual School	Head of Virtual School	CYP Emotional Health and Wellbeing Group	Virtual School Development Plan
Jude Sellers Judith.Sellers@hcrhcaregroup.com	HCRG Care Group – provider B&NES children’s community services	Head of Universal Services and Deputy Head of Operations	BCSSP Early Help & Intervention Sub group	Early Help and Intervention Strategy