CHILDREN AND YOUNG PEOPLES’ PARTNERSHIP SYSTEM DESIGN GROUP
Terms of Reference May 2019

1. VISION

1.1 The Children and Young People’s Partnership System Design Group (CYPSDG) aims to ensure that children and young people have the Best Start to Life and that Plymouth is a great place to grow up where children and young people are happy, healthy and aspiring.

1.2 This group was recast following a merger between the Children and Young Peoples Partnership (CYPP), which was formerly the Children’s Trust, and the System Design Group responsible for the Children and Young People Integrated Commissioning Strategy.

2. FUNCTIONS

2.1 The CYPSDG has three functions:

- To bring key stakeholders together to have oversight of the needs of children and young people in Plymouth;
- To drive and monitor the progress of a programme of change for services for children and young people in the city;
- To cascade key messages and requirements to organisations and partners in Plymouth.

3. RESPONSIBILITIES

3.1 The CYP Partnership System Design Group is accountable to the Health and Wellbeing Board.

3.2 The CYPPSDG will champion children and young people’s needs on a citywide platform. The work programme will be focussed around the implementation of the Children and Young People’s Commissioning Strategy, which aims to provide the best start to life for all children and the right support and services at the right time for vulnerable children and young people.

3.3 The CYPPSDG will support the implementation of the following key aims:

Aim One
Raise aspirations: ensure that all children and young people are provided with opportunities that inspire them to learn and develop skills for future employment

Aim Two
Deliver prevention and early help: intervene early to meet the needs of children, young people and their families who are ‘vulnerable’ to poor life outcomes

Aim Three
Deliver an integrated education, health and care offer: ensure the delivery of integrated assessment and care planning for our children

Aim Four
Keep our children and young people safe: ensure effective safeguarding and provide excellent services for children in care

1 https://www.plymouth.gov.uk/adultcareandhealth/integratedcare

VS 30th May 2017
4. **BEHAVIOURS**

4.1 The CYP Partnership System Design Group, and all of its members, will:

- Work together under the *Cooperative Commissioning Principles*;
- Take a systems leadership approach;
- Hold each other to account for agreed actions;
- Meet formally a minimum of four times per year but communicate effectively throughout each year in order to drive forward the work of the Group;
- Build effective, strong and sustainable relationships within the Group and with others as required;
- Not focus on individual or organisational service interests.

5. **GENERAL**

**Membership**

5.1 The CYPPSDG will be comprised of:

- Director of Children’s Services;
- The Cabinet Member for Children and Young People (observer);
- The Cabinet Member for Education, Skills and Transformation (observer);
- Service Directors – Children, Young People and Families and Education, Participation and Skills;
- Strategic Integrated Commissioning Lead;

Representation from the following:

- University Hospitals Plymouth (UHP);
- Livewell Southwest;
- NHS Devon Clinical Commissioning Group;
- Devon and Cornwall Police;
- The Voluntary and Community sector;
- Education Leaders;
- Parents;
- Public Health;
- Children and young people (when appropriate);
- Participant observers when required.

5.2 The membership in each System Design Group should be no more than 20 people to ensure the effectiveness of the group.

5.3 Members will ensure that if they are unable to attend they will nominate a consistent and appropriate person to deputise for them, with an understanding of the children and young people’s agenda.

5.4 Members of the Group will be clear on whether they are representing or are a representative of other stakeholders and will be responsible for the cascade of information and escalation of issues in either case.
Reflecting the importance of engaging with other stakeholders, the Group will co-opt additional partners as and when appropriate.

The Group will act in accordance with the Council constitution.

**Meetings**

A Chair and Vice Chair will be appointed at the first meeting of the CYPPSDG and these roles will be reviewed on an annual basis.

Administrative support will be provided for each meeting and a record of discussions, actions and recommendations will be noted.

The meetings will not be held in public. However, they will be subject to Freedom of Information (FOI) requests.

Each SDG will make available notes of each meeting, and any escalated issues, to other groups or boards in the integrated commissioning structure as requested.

The CYPPSDG will aim to meet as a leadership group a minimum of four times per year. The date, time and venue of meetings will be fixed in advance by the Group and shared with Members. Additional meetings may be convened at the request of the Chair. A Forward Plan will be held for the Group.

Wider stakeholder engagement events will be held at least annually to support the cascade of key messages to wider stakeholders and the workforce.

**Voting**

In principle, decisions and recommendations will be reached by consensus. In exceptional circumstances and where decisions cannot be reached by a consensus of opinion and/or there is a need to provide absolute clarity, voting will take place and decisions will be agreed by a simple majority of all members.

Where there are equal votes the Chair of the meeting will have the casting vote.

**Declaration of Interests**

Members of the CYPPSDG will promote and support high standards of conduct and as such will be subject to the council’s code of conduct. Members of the Group must, before the end of 28 days beginning with the day on which they become a member of the Group, notify the authority’s monitoring officer of any disclosable pecuniary interests. Notification of changes to declared interests must be made to the authority’s monitoring officer within 28 days of the change taking effect.

**Quorum**

A quorum of one third of all members will apply for meetings of the CYPPSDG.
INTEGRATED COMMISSIONING: BACKGROUND

With approval from the relevant governing bodies, NEW Devon Clinical Commissioning Group (CCG) and Plymouth City Council (PCC) developed and signed a section 75 agreement which brings together the budgets for the full range of commissioned services (including health care, public health, social care, leisure, and housing), totalling approximately £462 million per annum, with effect from 1st April 2015. The CCG contribution to this is approximately £331 million; the PCC contribution being approximately £131 million for 2015/16.

A system of integrated commissioning governance, which is complementary to the constitutional governance in existence for both the CCG and PCC, is an important part of embedding system change. The framework for this was designed and agreed during 2014/15 to include System Design Groups and a Plymouth Integrated Commissioning Board, which is inclusive of CCG, PCC and system partners (Police and Crime Commissioners, Devon & Cornwall Police and Probation), to drive and ensure change, making recommendations to the Western Locality Board and PCC’s Cabinet for decision making. System Design Groups will bring commissioners, providers and other stakeholders together to drive, achieve and monitor change around each strategy.

The governance architecture maintains the current constitutional responsibilities of both the CCG and PCC. As such, the roles and responsibilities of the Health and Wellbeing Board, Overview and Scrutiny, NEW Devon CCG Governing Body, Western Locality Board and Plymouth City Council Cabinet all remain unchanged. However, the governance architecture is required to ensure join-up at a strategic level.

PURPOSE OF SYSTEM DESIGN GROUPS

Each System Design Group (SDG) holds responsibility for one of the four Integrated Commissioning strategies. These strategies, covering ‘Wellbeing’, ‘Children and Young People’, ‘Community’ and ‘Enhanced and Specialist Care’ centre on improving health and wellbeing outcomes, reducing health and wellbeing inequalities, and improving system sustainability for Plymouth and also, in relation to CCG commissioning responsibilities, the parts of South Hams and West Devon within the remit of the Western Locality of the CCG.

Success in each strategic area should include improving health and wellbeing, reducing inequalities, and improving system sustainability. Each SDG will work collaboratively to deliver the system changes required to realise success.
APPENDIX B

CHILDREN AND YOUNG PEOPLE INTEGRATED COMMISSIONING STRATEGY

Aim One
- Raise aspirations: ensure that all children and young people are provided with opportunities that inspire them to learn and develop skills for future employment

Aim Two
- Deliver prevention and early help: intervene early to meet the needs of children, young people and their families who are ‘vulnerable’ to poor life outcomes

Aim Three
- Deliver an integrated education, health and care offer: ensure the delivery of integrated assessment and care planning for our children

Aim Four
- Keep our children and young people safe: ensure effective safeguarding and provide excellent services for children in care

I. Document Control

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Date Adopted
Review Frequency e.g. 6 monthly