

Children, Families and Young Persons Planning and Commissioning Group
Meeting housing, support and substance misuse needs

Terms of Reference

1. Aim

- 1.1. The aim of the group is to oversee the commissioning cycle for children, families and young people in respect of their housing, support and substance misuse needs.



IPC (no date) Framework for joint commissioning and purchasing of public care services

2. Principles

The overarching principles the group will work to are:

- 2.1. People who use services will be included in the commissioning process
- 2.2. A partnership approach will be used in the commissioning process to ensure best outcomes for CFYP

3. Accountability

- 3.1. The group will be accountable to the Supporting People Commissioning Board.
- 3.2. The group will provide regular updates to the Health and Well-being Board as requested.
- 3.3. The group will provide regular updates to the clinical commissioning group as requested.

- 3.4. A group representative be accountable to, and provide substance misuse related clinical governance reports for, the local Commissioning Quality Improvement and Patient Safety Committee (CQIPS).

4. Membership

- 4.1. The core membership of the group will include representatives of following bodies:
 - Torbay Council Supporting People Team
 - Public Health Commissioning
 - Torbay Housing Partnership
 - Torbay Council Children's Services (Education Rep + Commissioning)
 - Safer Communities
 - Voluntary Sector stakeholder organisations x 2
 - CAMHS
- 4.2. The group will determine roles and responsibilities of membership within appendix 1.
- 4.3. Technical / clinical expertise will be provided as required and agreed by the Chair person.

5. Organisation

- 5.1. The membership of the group will be reviewed annually or as the requirements on the group change in response to need.
- 5.2. The Chair group will be elected annually.

6. Frequency of meetings

- 6.1. It is envisaged the Group will meet quarterly in line with the commissioning cycle.

7. Agenda and Minutes

- 7.1. The agenda will be agreed by the Chair in consultation with the Supporting People Team. It will be distributed with accompanying reports one week before each meeting.
- 7.2. The minutes of the meeting will be circulated to the Group for comment within two weeks of the meeting.
- 7.3. Minutes will be agreed at the following meeting.
- 7.4. An administrator will be provided by the Chair.

8. Decision Making by Vote

- 8.1. Decision making will be agreed through a consensus and approval rather than voting.

9. Conflict of interest

- 9.1. Group members will be subject to Torbay Council's code of conduct and procedure for registering outside interests. Group members will declare personal interest in any item under discussion and absent themselves from the whole meeting or part of the meeting while the subject is being discussed.
- 9.2. Part 2 of the meeting attempts to avoid conflict of interest by excluding current and potential service providers as sensitive information, including individual service reviews, service specification details and tenders will be discussed.

10. Confidentiality

- 10.1. As the Group's work involves recommending Commissioning decisions, discussions are confidential to the agencies represented on the Group.
- 10.2. In the case of making recommendations on the outcomes of service reviews, decisions made by the group are confidential until the decision has been considered by the Accountable Groups the provider has been informed of the decision. The opinions expressed by individual members of the group remain confidential.

11. Freedom of Information

- 11.1 Some of the agencies that form the strategy group fall under the scope of the Freedom of Information Act 2000 and must comply with the provisions of the legislation. Information provided to the group may be subject to disclosure if an agency that is covered by the Act receives a request for the information.
- 11.2 Any agency receiving a request for information that has been provided by the group should advise the relevant agencies of the information requested, and give them opportunity to raise any objections they may have. However, it should be noted that the final decision to disclose or withhold the information rests with the agency that received the request.

12. The Press

- 12.1 If any member of the group is approached by the press, they should refer the query to the press office of Torbay Council or contact a member of Torbay Council staff on the group, who will refer the query.



APPENDIX 1 – Core Membership

Membership of the Group is agreed for XXX Those organisations with an (*) are will not be invited to Part 2 of meetings as outlined in section 9.2.

Organisation	Position
Supporting People	Service Development Officer
Housing Partnership	Strategic Housing Manager
Public Health Commissioning	Asst Finance & Commissioning Mgr
Children's Services Safeguarding Operations	Executive Head Safeguarding
Children's Services Locality Team	Locality Manger
Children's Services Care Leavers Services	Care to Community Manager
Children's Services Commissioning Team	Commissioning and Performance Manager
Youth Offending Team	YOT Commissioner
Safer Communities	Safer Communities Manager
Education	
*Service Provider Rep x1	To be nominated
*Service Provider Rep x2	To be nominated
CAMHs	CAMHs Manager