

CHILDREN AND YOUNG PEOPLE'S JOINT COMMISSIONING GROUP – JCG

TERMS OF REFERENCE (DRAFT)

1 PURPOSE

- 1.1 The Joint Commissioning Group are charged with the development of appropriate action plans to ensure that the Children and Young People's Management Group delivers on the key priorities as set out in the Children and Young People's Plan.
- 1.2 The Joint Commissioning Group will co-ordinate the strategic commissioning of children and young people's services that are
 - 1.2.1 Needs led
 - 1.2.2 Consistent with existing systems of care
 - 1.2.3 Compliant with the necessary standards of care
 - 1.2.4 Cost effective
 - 1.2.5 Outcome focussed
 - 1.2.6 In line with the priorities set out in the Children and Young People's Plan
- 1.3 The Joint Commissioning Group will work to the framework set out in the Joint Commissioning Strategy for Calderdale and will link to any specific guidance from Government departments with regard to the commissioning function.
- 1.4 Commissioning activity will link to and cover the spectrum of services at all tiers of intervention and will include mainstream as well as externally funded activity.
- 1.5 The group will operate within the commissioning standards agreed by all partners which are informed by the Review of Partnership Management - Principles of Best Practice, Price Waterhouse Cooper, external auditors.

2 FUNCTIONS

- 2.1 To respond to the needs of children and young people and their families and communities, where appropriate. This will be achieved by understanding need through needs assessment and analysis of relevant statistical data.
- 2.2 To be responsible for the development of a robust joint commissioning strategy that sets out how Calderdale will respond to the investment of pooled budgets and mainstream funding on services for children and young people.
- 2.3 To ensure that the investment of all funding takes account of the key performance indicators of the main commissioners.

- 2.4 To develop an approach that sets out service specifications for all mainstream services that support children and young people's services across the Borough.
- 2.5 To work towards co-ordinating all mainstream investment in children and young people's services controlled by the member organisations of the Children and Young People's Management Group in line with the framework set out in the Joint Commissioning Strategy for Calderdale.
- 2.6 To challenge traditional mainstream provision and seek to change current practice where necessary.
- 2.7 To promote investment in cost effective and evidenced interventions in line with Government guidance and recognise good practice.
- 2.8 To oversee and review the regular monitoring of performance and outcomes and to take appropriate actions in respect of all contracts and service specifications including where there is under performance.
- 2.9 To sign off quarterly monitoring returns in relation to the Children and Young People's Plan.
- 2.10 To ensure that principles and responsibilities are set out in the agreed framework for commissioning and commissioning standards are adhered to.
- 2.11 To receive feedback from consultations with local stakeholders including providers of services and current and ex service users.

3 MEMBERSHIP

- 3.1 To include senior representation from the main commissioning bodies including
 - 3.1.1 Children and Young People's Services Directorate
 - 3.1.2 Primary Care Trust
 - 3.1.3 Connexions
 - 3.1.4 Learning and Skills Council
 - 3.1.5 Community Services Directorate
 - 3.1.6 Children's Fund
- 3.2 Other persons may be invited to attend from time to time as is appropriate to support the functions as set out in Section 2.
- 3.3 Additionally, over time, it is anticipated that arrangements will be developed for users of service to contribute to the commissioning process.

4 MEETING ARRANGEMENTS

- 4.1 To meet at least four times per annum in line with the children and young people's planning process.
- 4.2 Administrative support to be provided by Children and Young People's Services Directorate.

5 ACCOUNTABILITY AND REPORTING

- 5.1 The Children and Young People's JCG is accountable to the Children and Young People's Management Group.
- 5.2 The JCG minutes will also be available to the Safer Communities Partnership to ensure that the young people's substance misuse element is in synergy with the broader strategy for substance misuse.
- 5.3 It is expected that JCG members will report on individual expenditure plans and priorities for children and young people's services related spending and provide relevant monitoring information on services and outcomes as requested.
- 5.4 The members from the main commissioning organisations are responsible to report back to their own organisations and to relevant governance arrangements.