
Terms of Reference Disabled Children and Young People's Delivery Group May 2015

Vision The Children and Early Help Partnership aims to ensure that all children and young people in Northamptonshire are healthy, safe and are able to enjoy and achieve, so that they will make a positive contribution throughout their lives. This will be achieved through a focus on early help and early intervention / preventative work. The Disabled Children and Young People's delivery group will support development and delivery of this vision.

Purpose The Disabled Children and Young People's delivery group purpose is to develop plans and proposals in line with the agreed strategic priorities of the Children's Early Help Partnership, horizon scan for policy and research to inform strategy and delivery and develop and oversee implementation of the groups Strategy and action plan. This will include commissioning services that support delivery of the plan

The group will:

- Ensure effective co-ordination and implementation of services for disabled children within Northamptonshire provided at home, at school.
- Ensure the integrated planning, development and delivery of services for disabled children and young people in their families, schools and settings across Northamptonshire
- Ensure that the views of children, young people and their families are integral to the planning and implementation processes.
- Monitor outcomes for disabled children and young people in Northamptonshire and amend service delivery according to trends and needs identified through the monitoring process.

Governance The Disabled Children and Young People's delivery group is accountable to the Children's Early Help Partnership and will provide finance, planning, progress and performance reports as requested.

The Delivery Group will receive regular feedback from all Disabled children workstreams to enable effective performance management and monitoring on the progress in each of the workstream/project areas

The following groups will report progress into the Disabled Childrens and Young peoples Delivery Group:

- Childrens Hearing Services Working Group (CHSWG)
- ASD Group (Young Healthy Minds Partnership Board)
- Special Schools/LA/Health Working Group.
- Education Health and Care Improvement and Development Board
- Transitions Programme
- Shooting Stars will be invited to attend Disabled Childrens and Young Peoples Delivery Group at least once a year to feedback to the partnership. Delivery Group members are welcome to the Shooting Stars group meetings to speak to the members and obtain their views.

Key Activities

- To assist in the development of strategic direction and the production of the delivery plan.
 - To provide ongoing monitoring and evaluation of progress with implementing the delivery plan, with a focus on the outcomes for disabled children and young people across Northamptonshire.
 - To ensure that families, including the children and young people themselves, are fully involved in the process of planning for service delivery
 - To provide creative and flexible solutions to removing barriers for disabled children, young people and their families.
 - To provide an overview of issues relating to workforce development in the county necessary to deliver the agenda.
 - To inform strategic decision making at this group, on behalf of the agencies represented through its membership.
 - To ensure two- way communication between contributing Delivery Group members and the staff teams they represent who are engaged in service delivery.
 - To facilitate the implementation of national agendas, guidance and best practice at a county and local level.
 - To advise on quality standards for services to disabled children and how these might be monitored
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Group members

Representation from the full range of professional groups, community sector organisations and service users. Membership will include key representatives from each of the local organisations as well as the leads for each of the work plan areas or task and finish groups that are set up to improve services. For details of individual members please see Appendix 1

Members are expected to attend each meeting or to send a substitute who has the knowledge to support decision making.

Members are expected to:

- actively contribute to all aspects of the group's work, including needs assessment, planning, developing partnership approaches, service redesign, consultation, monitoring and evaluation.
- gather and articulate the perspectives of their parent organisation and/or as appropriate, their sector.

The Group may invite attendance by others with particular expertise or experience from time to time. This is to be agreed in advance.

Frequency

The Group will usually meet every 2 months and will ensure it meets for a minimum of four times a year. Additional meetings can be called by the Chair or any member in consultation with the Chair.

Chair

The Chair will be elected / re-elected on an annual basis in April, by nomination or self nomination and vote from the members of the group. In the absence of the agreed Chair the group will nominate a deputy.

The Chair will manage meetings effectively, adhering to agenda and time, agree the agenda and minutes ensure the group adheres to the purposes outlined above, develop partnership work through consensus management secure agreement and clarity over actions. They will also act as the group's spokesperson to Children's Early Help Partnership

The responsibility to organise the meetings, send out the agenda, take and circulate minutes will be with the elected Chair.

Agenda items are to be sent to the chair one week before the meeting, to allow time for circulation of the agenda.

AOBs can be declared at the beginning of each meeting

Quoracy	The meeting will be quorate if the Chair (or the nominated deputy) and a representative from at least one commissioning organisation and two other partner organisations are present.
Decision Making and Voting	<p>The group will make and implement operational decisions that deliver the strategic vision. The group may also make strategic proposals to the Children’s Early help Partnership.</p> <p>It is expected that in most cases agreement will be made by consensus. However, where a formal vote is required, each full member of the group (or their nominated substitute) will have one vote. Votes will be valid provided that the group is quorate. In the event of an equal vote the Chair will have the deciding vote.</p>

Date of review : April 2015

Name	Job Title
Karen Cornick	Public Health and Well Being
Alison Shipley	SEN and Disability Manager - NCC
Angela Griffiths	Rep from Mainstream Provision –Denfield Park Primary
Ann McGale	NCC Service Manager – Transitions and Younger Adults
Anne Marie McGrath	CHSWG Chair
Anne Wakeling	Northamptonshire Information, Advice and Support Service
Ashley Poulton	DCYP Participation/Shooting Stars
TBA	NHFT Community Paediatric Service
Janet Dowling	Early Help and Prevention Service
Carol Coe	Co-Chair of the Learning Disability Partnership Board
Caroline Tote	Safeguarding and Care Planning Services,
Dawn Crawford	Senior Early Years Portage Officer
Gwyn Botterill	Education Health and Care Plan Implementation Lead
TBA	Northamptonshire Carers
Helen Adams	Children & Young People’s Commissioning Manager – SEN & Disability
Janet Duggan	Representative from Mainstream Secondary with Provision – Corby Business Academy
Joanne Watt	GP’s – Corby area
Samantha Lavender	Autism Partnership Board
Chair	Autism Strategy Group
Kate Holt	Representative from Healthwatch
TBA	Rep from Specialist Provision
Emma Baross	Nene CCG - Strategic Health Facilitator
Siouxie Nelson	Nene CCG - Strategic Health Facilitator
Lesley Cockerill	Child Health NGH NHS
Linda Bower	NCC 16-19 team
Anthony Giles	Virtual School
Liz Sharman	Visual Impairment Lead
TBA	CAMHS (NHFT)
TBA	NCC School Improvement (Inclusion)
Nicola Scott	Autism Team
Paul Meadows	Parent/Carer and NCFG rep

Rachel Akers	Services for Children and Young People, NHFT
Michael Brooks	Northamptonshire Education Psychology Service
TBA	NGH Paediatric services
Lesley George	NCC Transitions Commissioner
Helen Devine	NCC Social Care commissioner
Martin Adams	NCC SEN commissioner
David Johnson	Parent/Carer and NPFG rep
Kathy Forsdyke	Local Offer