

# **CONSTITUTION/Remit of Integrated Children and Young People's Forum**

## **August 2009**

### **1. Preamble**

- 1.1 The Shetland integrated Children and Young Peoples Forum ('The Forum') is a group of representatives of the agencies and organisations through which services to children and young people are delivered in Shetland. It has been set up in accordance with the Integrated Children and Young People's Services Plan 2008-11 ('the Plan'). The Forum's membership reflects the seven 'themed' sections within the Plan and includes officers from the key agencies and services responsible for the delivery of the Plan.
- 1.2 The Forum aims to provide a link through which all services working with or for children and young people, and service users themselves where appropriate, can contribute to the delivery of the Plan, and to the identification of good practice and areas for development that will enable the Plan to be reviewed and updated as necessary, and future plans to be developed.
- 1.3 Engagement of service users is important in ensuring that the Improvement Objectives in the Plan will meet identified need and lead to better outcomes for children and young people. The Forum will therefore build into the review of progress against Improvement Objectives the involvement of service users, using appropriate methods and utilising existing mechanisms where they are relevant.
- 1.4 The Forum reports to the Children and Young People's Strategic Planning Group ('the Strategic Planning Group'), which consists of the Executive Director of Education and Social Care, Director of Public Health, Chief Constable, Executive Officer Shetland Council of Social Services, Head of Schools, Head of Children's Services, Head of Housing,<sup>1</sup> Authority Reporter and the Chair of the Child Protection Committee. The Strategic Planning Group is responsible for evaluating and monitoring the Plan.
- 1.5 The Forum links with other organisations and bodies in Shetland as set out in the 'Strategic and Operational Structure' section of the Plan. To ensure the robustness of these links, the Forum will nominate members of the Forum with responsibility for maintaining links with specified organisations and bodies.

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<sup>1</sup> Please note this is as per Plan save that head of Housing has been inserted following discussion between Stephen Morgan and Chris Medley.

## 2. Key Tasks

2.1.1 The key tasks of the Forum are:

2.1.2 To ensure effective communication between all the organisations that contribute to providing services for children and young people in Shetland

2.1.3 To share information about such services, highlighting good practice so that this can be celebrated and shared, and identifying any areas for improvement

2.1.4 To identify changing needs in order for consideration to be given on a multi-agency basis as to whether/how best these can be met

2.1.5 To implement the Plan as set out below.

2.1.5.1 The Improvement Objectives for each section will be prioritised by the Section Lead identified from the Forum along with other Forum members, in the context of timescales initially set and in light of any subsequent changes in national or local policy or strategy, and local needs.

2.1.5.2 Prioritisation of Improvement Objectives will be passed by the Forum to the Strategic Planning Group for agreement through the Chair of the Forum.

2.1.5.3 Working groups will be utilised and formed as necessary around each of the priorities pulling in other staff and service users as appropriate. Existing groups and networks will be utilised where this is in place and appropriate.

2.1.5.4 Progress against the Improvement Objectives will be reported by Section Leads identified from the Forum to the Forum for review every 4 months.

2.1.5.5 Where progress has stalled, barriers will be identified and reported to the Forum for consideration / resolution and where necessary referred on to the Strategic Planning Group through the Chair of the Forum.

2.1.6 To assist the development of the next integrated Children and Young People's Plan.

## 3. Membership

3.1 Membership of the Forum will be as determined by the Strategic Planning Group and initially will comprise:

3.1.1 Shetland Islands Council (SIC) Service Manager - Children's Services (Social Work) – **Forum Lead for theme 'Nurtured'**

3.1.2 SIC Service Manager, Children's Resources

- 3.1.3 Principal Educational Psychologist, SIC Psychological Services
- 3.1.4 SIC Children's Services - Youth Services Manager – **Forum Lead for theme 'Included'**
- 3.1.5 SIC Community Safety Officer
- 3.1.6 Child Protection Committee Lead Officer – **Forum Lead for theme 'Safe'**
- 3.1.7 SIC Sport and Leisure Services Manager – **Forum Lead for theme 'Active'**
- 3.1.8 NHS Shetland (NHS) Assistant Director of Nursing (Community)
- 3.1.9 NHS Child Health Strategy Group Nominated representative **Forum Lead for theme 'Healthy'**
- 3.1.10 SIC Schools Service Quality Improvement Manager– **Forum Lead for theme 'Achieving'**
- 3.1.11 SIC Schools Service Quality Improvement]
- 3.1.12 Northern Constabulary Nominated Police Officer– **Forum Lead for theme 'Respected and Responsible'**
- 3.1.13 Skills Development Scotland (Careers) Nominated representative
- 3.1.14 SIC Housing Service Nominated representative
- 3.1.15 Further Education Nominated representative
- 3.1.16 SCSS Nominated representative for the Voluntary Sector
- 3.1.17 Getting It Right For Every Child (GIRFEC) Project Manager
  
- 3.2 Members will:
  - 3.2.1 Regularly attend Forum meetings. Where for good reason a member is unable to attend, he or she shall arrange for the attendance of an appropriately briefed substitute or if this is not possible shall provide the Chair in advance of the meeting with a written report on any service developments that need to be shared, and progress on that part of the Plan for which they are responsible.
  - 3.2.2 Contribute their skill and expertise to the work of the Forum.
  - 3.2.3 Ensure effective communication about the work of the Forum with, and facilitate communication from:
    - 3.2.3.1 Staff and service users in their own services and organisations

3.2.3.2 Those other organisations and bodies for which they are the link member nominated by the Forum

3.2.3.3 Any working groups of the Forum on which they sit.

3.3 Agendas for meetings of the group will name the current members for clarity.

#### **4 Chair and Vice-Chair**

4.1 The Chair of the Forum will be the GIRFEC Project Manager until otherwise determined by the Strategy Group.

4.2 The Chair is responsible for the convening and conduct of Forum meetings in accordance with its constitution. In particular s/he is responsible for:

4.2.1 The induction of new members of the Forum including provision of an agreed induction pack.

4.2.2 Inviting members to contribute items for the agenda two weeks in advance of each meeting of the Forum

4.2.3 Finalising the agenda and sending it out with any papers one week in advance of each meeting of the Forum

4.2.4 Chairing meetings of the Forum, and ensuring that they are conducted in a manner that reflects the contribution of all the members

4.2.5 Ensuring that the Forum effectively fulfils its functions, including the identification of the Forum's nominated link members.

4.2.6 Providing administrative support for the Forum, and

4.2.7 Reporting on behalf of the Forum to the Strategic Planning Group.

4.3 When acting in his/her capacity as Chair of the Forum the Chair shall represent the Forum as a whole.

4.4 The Forum will appoint one of their number as Vice Chair of the Forum.

4.5 In the absence of the Chair, the Vice Chair shall assume the responsibilities and functions of the Chair

#### **5 Meetings**

5.1 Ordinary business meetings of the Forum will be held every two months. Additional extraordinary meetings may be called for specific purposes if required.

- 5.2 Draft minutes of each meeting will be prepared and when approved by the Chair shall be circulated as soon as possible after each meeting to the Forum and Strategy Group.

## **6 Working groups**

- 6.1 In accordance with sections 1 & 2 above the Forum may at any time establish working groups to progress the Forum's work. Membership of working groups will be reported to the Forum and may include people who are not Forum members as appropriate.
- 6.2 When reporting a working group to the Forum a Forum member should report the proposed remit and timescale, for approval by the Forum.
- 6.3 All working groups are accountable to Forum as a whole. Unless specified by the Forum, working groups will appoint their own Chairs, who are responsible for ensuring a brief note of their meetings is made, and provided to the Chair and Forum members on request.

## **7 Arrangements for amending this constitution**

This constitution and any amendments to it shall be agreed by the Strategic Planning Group as a whole.