



Draft Terms of Reference

Executive Partnership

Item 4 (b)

Purpose	The purpose of the Children's Trust Executive Partnerships is to oversee the work of the Area Partnerships and to provide synergy between common work areas.
Role	<p>The Executive Partnership will:</p> <ul style="list-style-type: none"> • Share learning and good practice; • Support the Area Partnership work areas in developing priorities; • Identify needs, issues and opportunities for further partnership work; • Report annual progress of the Area Partnerships to the Health and Wellbeing Board; • Receive an annual report on how Priority 1 of the Cambridgeshire Health and Wellbeing Strategy 2012-17 is being delivered by partners (Cambridgeshire County Council to lead); and • Host the Children's Trust Annual event for all statutory organisations to attend.
Success criteria	<p>Improvement in outcomes for children and young people.</p> <p>The Executive Partnership will identify mechanisms for measuring outcomes</p>
Reporting Line:	<ul style="list-style-type: none"> • Health and Wellbeing Board • Area Partnerships
Membership	Five members comprising the Chair of each Area Partnership (3); the Executive Director, Children, Families and Adults Services, Cambridgeshire County Council and the Lead Member for Children's Services, Cambridgeshire County Council.
Responsibility of members	<p>Members are expected to attend each meeting or to send a substitute with the authority to act. Each member may nominate a named substitute to attend in his or her absence. These members will receive agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by e-mail to the Clerk in advance of the meeting. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.</p> <p>All members of the Children's Trust Executive Partnership are responsible for ensuring effective two-way communication between the Executive Partnership and the organisation, partnerships and/or services which they represent.</p>



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	<p>Members must abide by their organisation's Code of Conduct. Meetings of the Executive Partnership will be treated as if a Local Authority Committee meeting for the purposes of the rules on declarations of interest</p> <p>Partners: Nominated representatives of partners will receive electronic copies of agendas and papers for Executive Partnership meetings.</p> <p>The Children's Trust Executive Partnership may invite specific partners to attend meetings as and when business requires, but there is no automatic right for partners to attend meetings of the Partnership.</p> <p>Officers: Officers supporting the Executive Partnership will receive agendas and papers for all meetings. Such Officers can attend all meetings and are able to speak and contribute to discussions of the Executive Partnership. Officers will not be able to take part in decision-making.</p>
<p>Working arrangements</p>	<p>The Executive Partnership will meet twice a year and meetings will usually last no more than 2 hours.</p> <p>Democratic Services will contact members in advance of a meeting to establish if they wish to request inclusion of an item on the agenda.</p> <p>The agenda and supporting papers shall be made available to the members of the Executive Partnership at least five working days in advance of each meeting.</p> <p>Meetings will not be open to the press and public. However the minutes of the meeting, excluding any confidential or exempt information, shall be published on Cambridgeshire Council Council's website.</p> <p>The County Council's Democratic Services Team will arrange meeting dates and venues, co-ordinate agenda preparation and despatch, and attend meetings to take minutes and provide procedural advice.</p> <p>The terms of reference and membership of the Executive Partnership will be reviewed annually.</p> <p>Arrangements for the Children's Trust annual event will be determined by the Executive Partnership each year.</p>



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<p>Chairing arrangements</p>	<p>The Chair of the Executive Partnership will be the Executive Director: Children, Families and Adults Services, Cambridgeshire County Council. In the absence of the Chair, the Executive Partnership shall appoint a Chair for the meeting from amongst themselves.</p> <p>The Executive Partnership Chair will:</p> <ul style="list-style-type: none"> • Act as the spokesperson for the Executive Partnership; • Chair meetings of the Executive Partnership; • Develop partnership work through consensus management; and • Secure agreement and clarity over actions.
<p>Decision making</p>	<p>Decisions are expected to be reached by a consensus; however voting may take place, in which case each member will have one vote. Any matter requiring a vote will be determined by a simple majority of those present and voting.</p> <p>A meeting will be considered quorate if at least three members are present.</p>
<p>Support</p>	<p>Support will be provided by the Executive Director: Children, Families and Adults Services and the County Council Democratic Services. Other officers will be expected to attend meetings of the Executive Partnership and to support the Executive Partnership on an issue led basis.</p> <p>Cambridgeshire County Council will co-ordinate the annual report to the Health and Wellbeing Board.</p>