



## Draft Terms of Reference

## Executive Group

### Agenda Item No: 7

#### **Purpose**

The purpose of the Children's Trust Executive Group is to to oversee the work of the Area Partnerships; the work that it co-ordinates and to provide synergy between common work areas.

#### **Role**

The Executive Group will:

- Share learning and good practice;
- Support the Area Partnerships;
- Identify new ways of working;
- Identify further needs, issues and new opportunities;
- Report annual progress of the Area Partnerships and how they contribute to priority 1 of the Health and Wellbeing strategy;
- Co-ordinate key pieces of work;
- Receive a report from other key work areas on how priority 1 is being delivered by other partners and partnerships. (Cambridgeshire County Council to lead); and
- Host the Children's Trust Annual event for all statutory organisations to attend. This event will focus on shared priorities between partners.

#### **Success criteria**

Improvement in outcomes for children and young people, including by co-ordination of work to contribute to priority 1 of the Health and Being Strategy.

#### **Reporting Line:**

- Health and Wellbeing Board
- Area Partnerships

#### **Membership**

The Executive Group will consist of five members as follows:-

- Lead Member for Children's Services, Cambs County Council;
- Executive Director, Children, Families and Adults Services, Cambridgeshire County Council;
- Chair of Area Partnership - East Cambs and Fenland;
- Chair of Area Partnership – South Cambs and City; and
- Area Partnership – Hunts

#### **Responsibility of members**

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



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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. All members of the Children's Trust Executive Group are responsible for ensuring effective two-way communication between the Executive Group and the organisation, partnerships and/or services which they represent.

Members must abide by their organisation's Code of Conduct. Meetings of the Executive Group will be treated as if a Local Authority Committee meeting for the purposes of the rules on declarations of interest

### **Partners:**

Nominated representatives of partners will receive agendas, papers and forward agenda plans for Executive Group meetings. Partners will be invited to attend meetings of the Executive Group as and when business dictates.

### **Officer members:**

Officers supporting the Executive Group will receive all agendas and papers for all meetings. Officers can attend all meetings and are able to speak and contribute to discussions of the Executive Group. Officers will not be able to take part in decision-making.

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### **Working arrangements**

The Executive Group will meet twice a year and meetings will usually last no more than 2 hours.

Meetings of the Executive Group shall be open to the press and public and the agenda, reports and minutes will be available for inspection at Cambridgeshire County Council's offices and on the County Council's website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Partner organisations may make links from their website to the Executive Group's papers on Cambridgeshire County Council's website.

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.

The terms of reference and membership of the Executive Group will be reviewed annually.

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Arrangements for the Children's Trust annual event will be determined by the Executive Group each year.

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### Chairing arrangements

The Chair of the Executive Group will be the Lead Member for Children from Cambridgeshire County Council. A Vice-Chair will be elected every two years. The Vice-Chair will not be from the County Council.

The Executive Group Chair will:

- Act as the spokesperson for the Executive Group;
- Preside over and manage Executive Group meetings effectively, adhering to agenda and time; and
- Secure agreement and clarity over actions.

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### Decision making

Decisions are expected to be reached by a consensus; however voting may take place, in which case each representative will have one vote. Any matter requiring a vote will be determined by a simple majority of those present and voting.

A meeting will be considered quorate if at least three members are present.

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### Support

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 the Executive Group and support the Executive Group on an issue led basis.

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