

Local Children's Trust (LCT) Board
Terms of Reference
September 2010

1. Purpose of the LCT Board

The Kent Children's Trust is committed to improving the well being and life chances of all children and young people growing up in Kent. It will do this by setting strategic direction and by working in partnership at strategic and local levels. The LCT Boards are central to delivering the ambitions of KCT at a district level. They will be the champion for children, young people and families of a District level and will ensure local communities are connected to the broader Children's Trust arrangements.

The role of the LCT Board is to provide strategic leadership and maximise the collective efforts of its partner organisations. While delivery is clearly the responsibility of individual services the LCT Board will promote a 'total place' approach to join up delivery where it makes sense for local communities.

The LCT Board is directly responsible to the KCT Board and works within the framework agreed by the KCT Executive Commissioning Group and the broader Kent Partnership. This is a supportive governance relationship whereby a LCT Board can raise issues and seek advice from the KCT Executive as well as receive direction.

The Local Children's Trust Board will harness collective effort and resources at a District level to ensure that outcomes for children, young people and families are improved.

It will fulfil its purpose by:

Planning

1. Developing a shared understanding of needs based on centrally prepared multi-agency data sets and local knowledge and ensuring that any local decisions about service development are evidence based. Reporting significant trends and issues to the KCT Executive through a bi-annual report to the KCT Executive Commissioning Group.
2. Leading an effective participation and engagement strategy across the District to ensure the views of children, young people and families are clearly heard and used to inform service development and delivery.
3. Providing an overview of the total resources (financial, human and capital) available for services to children and families within the District, influencing and challenging the resourcing decisions of individual partners. The Board will attract external funding where possible to meet local needs.
4. Driving forward multi agency planning to improve ECM outcomes for local children and young people as agreed with the KCT Executive through a local CYPF. This may include developing specific projects delivered by partners acting alone or together.

5. Providing a detailed oversight of performance in key outcome areas and taking action to address areas of concern including guiding resources and local effort, challenging partners and reporting commissioning issues to the KCT Executive.

Effective Partnerships:

6. Complementing the work of the Kent Children's Safeguarding Board (KCSB) to ensure the effectiveness of local partners' work to safeguard and promote the welfare of children and young people.
7. Championing the needs of local children, young people and families through the Local Strategic Partnership and other relevant local partnership groups, ensuring effective coordination of work with other local groups.

Key Enablers:

8. Leading the effective operation of information sharing protocols and integrated processes including CAF, lead professional and teams around the school, child and family. Taking action to resolve issues relating to effective implementation.
9. Promoting the concept of one children's workforce within the District and ensuring the effective implementation of the KCT workforce development strategy.
10. Developing effective communications across all children's services within the District with a focus on sharing good practice about what works.

2. Membership

The membership ensures that key partners are present to make strategic decisions and reflects the KCT County Board Membership

The Local Children's Trust Board should include a senior representative from the following new line agencies. Members should have a significant role or influence within their own organisation, are in a position to influence and invest in a number of LCT priorities and have responsibility for resources to support the delivery of the LCYPP. Organisations represented should have significant reach across the whole District:

- District Councils - both officer and elected member representation (The Member representative will be the nominated District Champion for Children).
- County Council member (This will be the nomination of the Lead Member for children's services).
- Police - Chief Inspector rank
- Primary Care Trusts through the Strategic Child Health Commissioning Team
- GP Practice-based commissioning cluster
- Communities Directorate, KCC
- Children, Families and Education Directorate, KCC - from the Learning Group and the Specialist Children's Services Group
- Schools, Academies and FE sector - Headteachers and Principals
- School Governors
- Early years and childcare Sector representative
- Voluntary and community sector

- JobCentre Plus
- Kent Fire and Rescue
- Faith Community
- Connexions
- Business community and local community leaders where appropriate

Other representatives should be invited as required for particular aspects of work or as agreed locally.

It is essential that the LCT Board has effective arrangements in place to engage children, young people, parents and carers and the LCT Board may wish to establish a shadow Board (Further advice is available on request). In working with the local voluntary and community sector the LCT Board should work within the Kent Compact Agreement.

The LCT Board will nominate members to act as champion for equalities and a champion for participation. These roles can be undertaken by any member of the Board. Further guidance on the role of a champion will follow.

The Children Act 2004 lists the partners with a statutory duty to cooperate in children's trust arrangements. All statutory and relevant partners are represented on the statutory KCT Board.

3. Chair and Vice Chair

The LCT Board should elect/appoint a chair and vice chair for a two year term of office. A LCT Board should work towards the appointment of an independent chair to drive forward the local partnership, - this appointment should be agreed with the KCT Executive and will be an expenses only role, if partners are prepared to subsidise this. Guidance on the role of the chair and the appointment of an independent chair will follow.

4. Finance, Resources and Support

The LCT Board will influence the budget and resourcing decisions of its partner agencies to ensure a joined-up approach. It will not be a budget-holding group, but could generate additional local funding through projects or local fund-raising, combining existing resources etc. The Board should promote openness about the resources available and should develop a mature oversight in order to influence resourcing decisions.

Note: Support arrangements for the Boards have yet to be finalised but a trial in Tonbridge and Malling is being undertaken to support the LCT Boards through the District Council. (28/07/10). In the meantime support is being provided through the KCT Partnership team. For further information contact: james.harman@kent.gov.uk

5. Statement of values and Declaration of interest

The welfare and development of the child is central to the work of the Trust and all policies, procedures and service provision will incorporate principles of equal opportunities and facilitate the involvement of children and families wherever possible.

All LCT members should declare any interest they may have in anything under discussion and leave the meeting if asked by the chair. This would not normally include interests of a

strategic or general professional nature that would contribute to and enrich partnership work. However it would include, for example, a discussion of business or employment opportunities affecting the individual or his/her close family or any other matters where there is any potential for personal gain. In these situations members would be expected to leave the meeting. The rule is, 'when in doubt declare openly and immediately'.

6. Reporting arrangements and links with other key groups

The Local Children's Trust Board is directly responsible to the KCT Board and will work within the framework established by the KCT Executive Commissioning Group and the broader Kent Partnership. Through the CYPP the Executive Commissioning Group will establish parameters for local decision-making. The LCT Board will have opportunity to develop local approaches to meet need within the District.

The Local Children's Trust Board will maintain effective links with the Local Strategic Partnership and other local groups and partnerships including:

- Local Member Group
- Community Safety Partnerships
- District Health and Wellbeing groups

7. Subgroups

The LCTB should work with and through other local forums and partnership groups already operating in the District. Where necessary the LCTB may establish 'task and finish' groups for specific projects.

The District Youth Advisory Groups should become a subgroup of the LCTB and provide the Board with regular reports via a shared member of both Boards.

8. Meeting arrangements

- The Local Children's Trust Board will meet up to 4 times a year. During the set up phase it is expected that the LCT Board may need to meet more regularly.
- Meetings will be planned as part of the wider KCT calendar to ensure effective working relations with County groups.
- The group will be quorate if seven of the agencies listed in section 2 are present. Key decisions should only be taken when the group is quorate.
- Venues and meeting costs will be met by partners on a rotating basis.

9. Review arrangements

These terms of reference will be reviewed in April 2011 and annually thereafter.

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Date of last update: 6th September 2010 (v8)