

**Terms of reference****1. Purpose**

The Children and Families Sub Group brings together representatives from the Outer East Community Committee, statutory, community and voluntary sector who work with and for children and young people, their families and carers in the Outer East.

The Group is a partnership that will provide local leadership arrangements that are responsive to the needs and aspirations of local children and young people providing for better, more responsive and personalised services. The group aims to ensure service delivery that positively impacts the lives of children and young people in the Outer East.

Through working in partnership with Clusters, the group will engage with children and families to support and monitor the Youth Activities Fund Delegation that will provide the Community Committee with a greater influence over the delivery of services to children and young people.

**2. Guiding operating principles****Meetings: Four per year (quarterly)**

**Links:** The group will proactively seek to establish links with other service providers that will benefit its work.

**Status:** The group is accountable to the Outer East Community Committee.

- a) All services and partners remain responsible and accountable for decisions on their services and resources and retain their statutory responsibilities;
- b) The Group will take account of the Community Committee Plan and the decisions of the Outer East Community Committee and provide minutes of its meetings and report to it on progress.

**Governance**

The Group will report on progress to Community Committee as appropriate and will also report as necessary to appropriate Council Committees/Boards.

The meeting will be administered by the Communities Team South East.

**Equality:** The group will ensure that equality, diversity, community cohesion and community safety issues are considered in the development and delivery of the project.

**Terms:** The terms of reference will be reviewed on an annual basis.

**3. Functions**

The group will work in partnership to develop programmes of work and set priorities based on local data that support the Five Outcomes of the Children & Young People Plan and the wider ambition of being a Child Friendly City:

- C&YP are safe from harm
- C&YP do well at all levels of learning & have the skills for life
- C&YP choose healthy lifestyles
- C&YP have fun growing up
- C&YP are active citizens who feel they have voice & influence

The group will also:

- Manage and monitor the Activities Fund Delegation work programme
- Share good practice and establish improved working in line with the 'Locality Working' agenda
- Inform the Community Committee Plan in relation to Children and Family issues

#### **4. Membership**

The group will consist of a representative from each of the four Outer East Wards who will form the core membership of the group, Associated and co-opted Members who will provide guidance and data on key service areas.

##### **Core Members**

- Cllr Hayden – Temple Newsam Ward Member, Chair and Children's Champion
- Cllr – Cross Gates & Whinmoor Ward Member
- Cllr – Garforth & Swillington Ward Member
- Cllr – Kippax & Methley Ward Member

##### **Associated Members**

- Area Officer, Communities Team South East
- Gary Blake, Voluntary Action Leeds,
- Glen O'Malley, Team Leader, Outer East Youth Service
- Jason Tabor, Breeze Team
- Vicky Marsden, Youth Offer Team
- Neil Jones, Sports Offer Team
- Brigshaw Cluster
- Garforth Cluster
- Mark Smith, Seacroft/Manston Cluster
- Lisa Oxley, Targeted Service Leader, Temple Newsam Learning Partnership
- Gemma Seargent, Temple Newsam Learning Partnership
- Cluster manager – Cross Gates & Whinmoor
- Outer East Police Officer

##### **Consultees**

- Local Town and Parish Councils?

##### **Decision Making**

Ward Members will make final decisions on the Youth Activities Fund spend, taking into consideration views from children & young people gathered through consultation.

Associated Members and Consultees will be nominated by the appropriate body to represent a specific issue/area of interest. They will represent and comment on behalf of their organisation. They are appointed because of their level of knowledge and experience and will make an important contribution to discussions, help inform decisions, and contribute to meeting identified objectives.

**Chair:** The Chair of the Group shall be a Ward Councillor as nominated by the Outer East Community Committee. The Chair shall be the Children's Champion for the Community Committee.

**Ward Members:** Ward Members will be identified annually in June through the Community Committee.