

Leeds Children's Trust

11 – 19 (25) LEARNING AND SUPPORT PARTNERSHIP TERMS OF REFERENCE

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Document Owner	Children's Trust Development Team, Director of Children's Services Unit

1. CONTEXT

1.1 The Leeds Children's Trust Board (LCTB)

1.2 The Leeds Children's Trust Board was established in April 2010 and is part of the local co-operation arrangements which collectively make up the children's trust in Leeds.

1.3 It provides the interagency governance of the Children's Trust arrangements in Leeds and has responsibility for publishing and monitoring a jointly owned Children and Young People's Plan (CYPP) to improve the well being of children and young people in the city. It also provides a framework within which partners may agree to commission services together, with pooled or aligned budgets.

1.4 11-19 (25) Learning and Support Partnership

1.5 The 11-19 (25) Learning and Support Partnership brings together agencies involved in the provision of learning and support to children and young people in Leeds. It seeks to bring together all aspects of the learning and support agenda and make a significant contribution to improved outcomes for young people aged 11-19 and people up to the age of 25 with learning difficulties and/or disabilities.

- 1.6 The partnership will aim to improve outcomes through the identification of key priorities and providing a clear decision making and accountability mechanism for the commissioning of education and training provision and learner support services. In particular the partnership will focus on narrowing the gap in achievement and participation of children and young people in Leeds and the quality improvement of learning and support services.
- 1.7 The partnership is the strategic body responsible for approving the 13-19 (25) Learning and Support Plan and ensuring it links with the wider 0-19+ learning and support agenda.
- 1.8 The partnership is a voluntary collaborative partnership. It does not constitute and should not be deemed to constitute a legal partnership. It is not a corporate entity.

2. FUNCTIONS

11-19 (25) Learning and Support Partnership functions cover:

- The design, development, revision and approval of the 13-19(25) Learning & Support Plan
- Ensuring the effective implementation of the 13-19(25) Plan including the delivery of key priorities and targets and management of risk
- Monitoring progress across the Partnership against the Plan
- The development of an annual Local Statement of Priorities
- The coordination and monitoring of priority actions to support the delivery of the Achieve Economic Wellbeing every child matters outcome
- The coordination and monitoring of actions to reduce the number of young people who are NEET/Not Knowns and raising participation in learning
- Monitoring the use of funding to support the delivery of 11-19(25) learning and support services
- Providing recommendations on the use of development funding
- Receiving and where appropriate recommending capital funding proposals for specific 11-19(25) provision and projects
- Providing appropriate challenge to ensure high quality 11-19(25) Learning and Support Services across Leeds

- To establish thematic subgroups around identified priorities and receive reports as appropriate
- Effectively engage young people to ensure we deliver the Breeze Youth Promise and the Leeds Learner Entitlement
- Promote the sharing of good practice amongst partners
- Monitoring the effectiveness of communication between members and their respective networks
- Analyse emerging policy developments arising from changes to local and national policy relating to the learning and support agenda and make recommendations to individual partners and the Children's Trust Board as appropriate

The partnership will exercise its functions in such as way as to:

- encourage partners to secure high quality integrated services for children, young people and their families.
- involve all partners as fully as possible, subject to recognising that not all partners are in a position to carry full contractual obligations and any ensuing financial risks. This should not detract from their contribution to the partnership's developing agenda but recognises the statutory duties of the relevant partners.

3. GOVERNANCE AND ACCOUNTABILITY

As a significant partnership within the Children's Trust arrangements, the Children's Trust Board will agree the terms of reference for the partnership.

The partnership will be required to produce an annual report for the Children's Trust Board.

Key points from each meeting will be concisely summarised to provide updates to the Children's Trust Board and other partnership groups along with recommendations for the Board and/or individual partners.

Any proposed amendments to the terms of reference for the partnership should be recommended to the Children's Trust Board at the next available meeting. The Terms of Reference will be reviewed annually as part of the Children's Trust Board annual review.

4. MEMBERSHIP

Partners have agreed to be represented on the partnership as follows:

- Director of Children’s Services Unit officers x 2 (DCS Commissioning lead, Locality enabler)
- Education Leeds officers x2 (Deputy Chief Executive, Head of 14-19 Strategy and Services)
- Integrated Youth Support Services officers x2 (Head of IYSS, IYSS Manager)
- *(The above to be reviewed when the new Integrated Children’s Service is operational)*
- Elected Members, Leeds City Council (to be agreed via Member Management Committee)
- Schools (secondary x 2, SILC x 1) } from different
- Academy x 1 } Confederations
- 6th form college x 1 (Notre Dame)
- FE colleges x 2 (one to be Leeds City College)
- Work Based Learning x 1 (WYLP)
- Voluntary Community and Faith Sector x 2
- Youth Service providers (Connexions x 2, Youth Work x 1, Youth Offending x 1)
- Higher Education x 1
- Employer x 1 (Member of the Leeds Skills Board)
- Representative for Learners with Learning Difficulties and/or Disabilities x 1
- Young People’s Learning Agency x1
- Job Centre Plus x1
- Yorkshire Forward x1

Representatives should be at a level of seniority to further the work of the partnership and cover strategic responsibilities.

An appendix to the terms of reference will be regularly updated to provide information about the membership of the partnership along with details of the chair, lead officer and administrative support.

5. OPERATIONAL FRAMEWORK

The overarching framework for governance for the Children’s Trust arrangements is covered by the Governance Document for the Children’s Trust Board.

Each partnership will take account of this in its work to support effective partnership working and good governance.

All Members of the partnership will be given a copy of the latest version of the Children’s Trust Board Governance Document with attention particularly drawn to:

- i. Code of Conduct (section 9)
- ii. Promoting Equalities (section 10)

- iii. Decision Making (section 13)
- iv. Annual Review (section 16)
- v. Conflicts of Interest (section 18)
- vi. Exit Provisions (section 19)
- vii. Scrutiny, Audit and Inspection (section 20)
- viii. Data Management (section 21)
- ix. Complaints Procedure/Disputes Resolution (section 22)

6. STANDARDS OF OPERATION

The partnership shall meet at least six times per year or as deemed necessary to fulfil its functions.

The Chair and Vice Chair for the partnership should be confirmed in consultation with the chair of the Children's Trust Board and the Director of Children's Services.

The agenda of meetings shall be agreed by the Chair in advance of the meetings.

The Lead Officer(s) for the partnership will co-ordinate production of the agenda and papers for each meeting and maintain a work programme for the partnership which takes into account the required annual reporting requirements.

The administrator for the partnership should receive reports not later than ten working days before the date of the partnership meeting. This is to enable papers to be distributed in time and for the chair to be briefed.

The agenda and papers should be sent out to all members at least five working days in advance of meetings. Exceptionally, tabled reports or addition information may be presented at meetings with the discretion of the Chair.

The partnership will be quorate if there are 50% or more members present at the meeting.

Draft minutes will be circulated to members within 5 working days of each meeting with 5 working days for comments. Once approved, public minutes will be placed on the Children Leeds website. Any exempt information will form part of a confidential annex for the partnership/Children's Trust Board only. This will be confirmed with the Chair after seeking advice as required regarding confidential / sensitive matters.

As appropriate to its work, the partnership will need to:

- Ensure its work is in line with governance arrangements for the Children's Trust Board, the priorities in the Children and Young People's Plan and statutory guidance relating to learning and support for the 11-19(25) age group.
- Have an approved performance management framework
- Have robust procedures for financial management and procurement

Interested groups may attend meetings of the partnership to observe discussions on specific items, subject to prior notification and the agreement of the Chair. Such groups will be advised that, at the discretion of the Chair, they will be asked to leave the meeting if in the opinion of the Chair confidential information which it is not in the public interest to disclose, may be discussed.

7. ANNUAL REPORT REQUIREMENTS

The partnership will be required to produce an annual report in the early Autumn to inform the Children's Trust Board of progress and inform the development and review of the Children and Young People's Plan (CYPP). This should cover progress made over the last year and plans for the year ahead in the context of emerging policy developments and resource availability.

The aim of the reporting requirement is to:

- Facilitate joined up working across relevant agencies
- Allow the Children's Trust Board to assess the level of need to inform the development of the CYPP
- Demonstrate the contribution being made to the wider local agenda for children and young people
- Feedback on how effective the contributions of other partners have been in supporting improvements in learning and support outcomes for children and young people
- Give the partnership the opportunity to influence decisions made by the Children's Trust Board in relation to joint strategic planning and commissioning
- Provide a platform to raise any concerns including about the level of support the partnership needs from Children's Trust partners