

# Terms of Reference

## Children's Joint Commissioning Group (CJCG)

### 1. Purpose of the Children's Joint Commissioning Group

- 1.1. To provide opportunities to enable collaborative commissioning that supports the the ambition of SEND Area Strategic Partnership, Transforming Care and Growing Well Board, that all children and young people in Southend have the right support at the right time.
- 1.2. To deliver the above purpose, the Children's Joint Commissioning Group will:
  - Co produce a joint action plan every two years
  - Work with openness and transparency
  - Influence delivery of services at a local level
  - Work collaboratively with children, families and professionals
  - Identify new opportunities for joint commissioning
  - Use local data and intelligence to inform commissioning plans
  - Measure impact and outcomes for children and young people in Southend

### 2. Status and Authority

- 2.1. The Children's Joint Commissioning Group operates to provide a collaborative commissioning function for the delivery of priorities.
- 2.2. The Children's Joint Commissioning Group is not a separate legal entity and therefore the decisions of the Children's Joint Commissioning Group will be the decisions of the members, based upon the authority delegated by the member organisations to their representatives on the Children's Joint Commissioning Group.
- 2.3. The Children's Joint Commissioning Group functions through engagement between its members so that each member is enabled to express their views to support the joint and collaborative commissioning functions.

### 3. Core functions of the Children's Partnership Commissioning Group

- 3.1. To ensure members of the group has a shared understanding about what each part of the system is commissioning in terms of services for children and young people and associated impacts.
- 3.2. To support the identification of individual and collective commissioning responsibilities through having a clear view of system performance against shared outcomes.

- 3.3. To ensure our collaborative commissioning reflects a shared commitment to co-production with service users and stakeholders.
- 3.4. To plan, deliver and report on collaborative commissioning activity that makes best use of resources and enables children and young people to get the right support at the right time.

#### 4. Responsibilities

The Children's Joint Commissioning Group will carry out the following responsibilities in order to deliver the core functions:

- 4.1.1 To ensure members of the group has a shared understanding about what each part of the system is commissioning in terms of services for children and young people and associated impacts.**
- 4.1.1. Sharing and maintaining an up to date log and pipeline of commissioning activity that helps identify opportunities for collaboration.
- 4.1.2. Mapping the scale and range of resources being deployed in response to children and young people across sectors and partners.
- 4.1.3. Supporting and working with the Southend Safeguarding Children Partnership.
- 4.1.4. Supporting and working with the Integrated Care System (ICS NHS Board and ICS Health and Care Partnership).
- 4.2.1 To support the identification of individual and collective commissioning priorities through having a clear view of system performance against shared outcomes.**
- 4.2.2 Identifying local current and future needs and commissioning priorities, taking account of any shared outcomes framework, Southend's joint strategic needs assessment, other intelligence and policy requirements.
- 4.2.3 Taking or supporting collaborative commissioning action in relation to services of concern where performance may impact on our collective response to children and young people.
- 4.2.4 Making recommendations on the further development, or conduct, of any procurement within the market for children and young people's services in Southend.
- 4.3.1 To ensure our collaborative commissioning reflects a shared commitment to co-production with service users and stakeholders.**
- 4.3.2 Actively seeking and acting on the views of children, young people, parents and carers to shape our commissioning of services.

- 4.3.3 Using insight on the views and preferences of children, young people and families from a range of sources to inform our collaborative commissioning.
- 4.3.4 Engaging with wider stakeholders to inform and shape our collaborative commissioning of services for children, young people and their families.
- 4.4.1 **To plan, deliver and report on collaborative commissioning activity that makes best use of resources and enables children and young people to get the right support at the right time.**
- 4.4.2 Overseeing the development and delivery of a shared commissioning plan that supports the priorities.
- 4.4.3 Mobilising commissioning activity in response to the strategic direction and requests received from the SEND Area Partnership.
- 4.4.4 Providing updates and reports on key commissioning projects as required to the SEND Area Strategic Partnership, Transforming Care and Growing Well Boards as required.
- 4.4.5 Pursuing and enabling collaborative commissioning approaches, consideration of alliance contracting and agreements, use of pooled and shared resources.
- 4.4.6 Overseeing the development of a Joint Commissioning Framework for children and young people with SEND, including the shared delivery of agreed actions.

## **5 Accountability**

- 5.1 The Children's Joint Commissioning Group is accountable to the SEND Area Strategic Partnership, Transforming Care and Growing Well Boards.
- 5.2 Individual members of the Children's Joint Commissioning Group remain accountable through their own organisational governance frameworks.

## **6 Operation of the Children's Joint Commissioning Group**

- 6.1 The Children's Joint Commissioning Group will meet bi-monthly.
- 6.2 It will be chaired by an agreed named member of the group, for an initial term of 12 months.
- 6.3 Administrative support will be provided in terms of agendas, note taking and arrangements for meetings.
- 6.4 The Children's Joint Commissioning Group will be quorate if three of its members are present, subject to the members present being able to represent the views and decisions of the members who are not present at any meeting.
- 6.5 Conflicts of interest are to be declared and recorded at the beginning of each meeting.

- 6.6 The Children's Joint Commissioning Group may establish task and finish groups to support it in the discharge of its functions.
- 6.7 Information obtained during work of the Children's Joint Commissioning Group must only be used for the purpose it is intended. The purpose of sharing such information is to carry out the functions of the Children's Joint Commissioning Group and should not be used for other purposes.
- 6.8 Members of the Children's Joint Commissioning Group are expected to protect and maintain as confidential any privileged or sensitive information.
- 6.9 Children's Joint Commissioning Group meetings will not be open to the public or providers.

## 7 Membership

### 7.1 Membership of the Children's Partnership Commissioning Group:

- Children's Commissioning - Southend City Council
- Specialist and Complex SEND Placement and HNB Commissioning - Southend City Council
- Director Education, Early Years and Inclusion Services - Southend City Council
- Head of Specialist Support Services - Southend City Council
- Quality Assurance and Policy Officer - Southend City Council
- Children's Social Care, Southend City Council Children's Services
- LD, mental health and autism, Southend City Council Adult Services
- Commissioning Lead - Public Health Southend City Council
- Deputy Director BCYP – Mid & South Essex ICB
- Senior Manager for Children, Young People - Mid & South Essex ICB
- Office Police and Crime Commissioner
- Representative - Southend SEND Independent Forum

Other members/attendees will be co-opted as necessary.

- Finance Business Partner - Children's Services
- Director of Commissioning Finance - Mid & South Essex ICB
- Strategic Commissioners - Children's Services
- Commissioning Managers - Mid & South Essex ICB
- Lead Commissioner for CAMHS
- Subject experts as required

- 7.2 Where a member cannot attend a meeting, the member should nominate a named deputy to attend. Deputies must be able to contribute and make decisions on behalf of the member that they are representing.

## 8 Review

**8.1** These terms of reference will be formally reviewed six months after initial adoption and annually thereafter.

Date of issue:  
Date of review:

DRAFT

