

**City of York**

**Strategic Partnership for  
Emotional and Mental  
Health  
(Children and Young  
People)**

**Terms of Reference**

**December 2016**



## **BOOKCASE OF RELATED DOCUMENTS**

### **Related Local Strategy and Planning Documents**

Vale of York CCG Transformation Plan for Children and Young People's Emotional and Mental Health 2015-2020  
York Children and Young People's Plan 2016-20  
CAMHS Story Board (2015)  
Improving Health and Well-being in York 2013 -2016  
Health and Wellbeing Strategy for York 2013-16  
York CAMHS Strategy Action Plan 2013 - 2016  
York Looked After Children's Strategy 2012 – 2015  
Early Help (including Risk and Resilience) Strategy 2014-16  
York Poverty Strategy 2011-2020

### **National Guidance and Strategy Documents (within the last 5 years)**

Young Minds Beyond Diversity: Addressing the mental health needs of young people who face complexity and adversity in their lives (2016)  
CentreForum Commission on Children and Young People's Mental Health: State of the Nation (2016)  
NHS England Implementing The Five Year Forward View of Mental Health (2016)  
NHS England The Five Year Forward View of Mental Health (2016)  
DfE Counselling in schools: A Blueprint for the Future - Departmental advice for school leaders and counsellors (2016)  
DfE guidance Mental Health and Behaviour in Schools 2016  
DoH / NHS England Future in Mind: Promoting, protecting and improving our children and young people's mental health and wellbeing (2015)  
NHS England Mental Health Taskforce engagement report (2015)  
National Childrens Bureau 'What works in promoting social and emotional well-being and responding to mental health problems in schools (2015)  
Public Health England 'Promoting children and young people's emotional health and wellbeing: A whole school and college approach (2015)  
PHSE Association Guidance on preparing to teach about mental health and emotional wellbeing (2015)  
The DfE / DoH Special educational needs and disability code of practice: 0 to 25 years (2015)  
DfE Children and Families Bill: SEN Code of Practice 2014  
NICE Social and Emotional Wellbeing of Children and Young People October 2013

## **Annex 1**

Report Of The Children And Young People's Health Outcomes Forum –  
Mental Health 2012

DfE Behaviour and Discipline suite of guidance 2012, incl. Preventing  
and Tackling Bullying 2012.

HMGov No Health Without Mental Health 2012

UNICEF Child Wellbeing report 2011

Children's Society report on the Good Childhood Index 2011

## Structure

The Strategic Partnership for Emotional and Mental Health – Children and Young People is made up of a Central Executive Group and the following Sub Groups:

1. Early Intervention in Universal Settings
2. Accessing Emotional Wellbeing and Mental Health Support
3. Training and Workforce Development
4. Children looked after Emotional Wellbeing and Mental Health
5. Transitions
6. Risk Support
7. Participation Groups

See structure diagram in appendix one

## Membership

The Central Executive Group is made up of the all the chairs of the sub groups and also senior representatives from CYC Children's Services and Health lead commissioners.

Name	Role	Representing
Eoin Rush	Assistant Director	CYC Children's Services
Laila Fish	Lead Commissioner	PCU / CCG
Tina Hardman	Education Psychology	CYC Children's Services
John Tomsett	Headteacher	Chair: Early Intervention
Niall McVicar	Head of Early Help	Chair: Accessing Support
William Shaw	Principle Officer CYC	Chair: Workforce Development
Group Manager	Group Manager CLA	Chair: Children Looked after
Terri Saunders		Chair: Transitions
Carol Redmond	Head of Service CAMHS	Chair: Risk Support

More than one, but not more than two, of the above membership roles may be undertaken by a single member, provided they are so

mandated by the constituent interests represented, and approved by the Central Executive Group as a whole.

Where direct representation (i.e. membership of the Central Executive Group) cannot be achieved, opportunities for an alternative indirect involvement of or consultation with that constituent interest must be provided by the Central Executive Group.

Individuals may be co-opted onto the Central Executive Group for limited periods of time to complete specific tasks or objectives.

Members must have sufficient authority delegated to them by the constituent interest they represent.

Members agree to be a reliable channel of open communication between the constituent interest they represent and the Central Executive Group and overall partnership including sub groups.

Members undertake to bring to the Central Executive Group at an appropriate time any issue relevant to children and young people's mental health for discussion that the constituent interest they represent is engaged with.

Members agree to ensure that the constituent interest that they represent is fully informed of the discussions, decisions and recommendations reached by the Central Executive Group and overall partnership.

Members agree to actively contribute to the achievement of the aims and objectives of the Central Executive Group and overall Partnership.

Members will actively support any decision made by the Central Executive Group, provided it has been reached consensually, or by a simple majority of the Central Executive Group. The Chair will have a casting vote.

Members agree not to pursue personal or sectional interest above those of the wider constituency interests of those they have agreed to represent.

Members are sufficiently competent and knowledgeable to adequately represent the constituent interest they have been delegated to represent.

Members are cognisant of the personal and human rights of all other members of the Central Executive Group and overall partnership, and show courtesy and respect to each other as individuals.

Members will ensure that they act as a channel for communication, information and opinion between the Central Executive Group and overall partnership and their parent agency, organisation, any inter-agency groups or other relevant constituencies of which they are members.

Terms of Reference and work plans for each sub group will be agreed by the Central Executive Group. TOR for Early Intervention and Workforce Development are contained in appendix Two.

All sub group chairs will be responsible for reporting in progress and outcomes from the agreed work plan of their sub group at each meeting. They will also communicate issues and recommendations from their sub group area to the Central Executive Group.

The sub groups contain representations from the following agencies

### Early Intervention in Universal Settings

- Education Psychology
- School Wellbeing Service
- Early Help - Local Area Teams
- Partnership Commissioning Unit
- CAMHS
- Representative from each of the 6 School Clusters
- Public Health

### Accessing Emotional Wellbeing and Mental Health Support

- Early Help - Local Area Teams
- CAMHS – Single Point of Access lead
- CAMHS Pathway and intervention representatives
- School Wellbeing Service

### Training and Workforce Development

- Workforce Development
- Pathfinder Teaching Alliance
- Education Psychology
- Schools – Primary, Secondary and Early Years
- Public Health
- CAMHS
- PCU
- Voluntary Sector
- Specialist Educational Provision

### Children looked after Emotional Wellbeing and Mental Health

- CYC Group Managers – CLA
- CAMHS
- Designated Doctor
- Virtual Head

### Transitions

- CAMHS
- AMHS
- Higher Education
- Voluntary Sector

### Risk Support

- YOS
- CAMHS
- Early Help - Local Area Teams
- Education
- Howe Hill

### Participation Groups

- Participation groups
- York Youth Council
- CAMHS

### **Meetings**

Frequency of meetings will be decided by the Central Executive Group, but should not be less frequent than once every three months.

Details of meetings will be notified to the membership with sufficient notice to ensure optimum attendance of members.

The Chair of the Central Executive Group and the secretariat will be responsible for efficient organisation of meetings.

Members will be furnished with agendas and working papers in advance of the meetings of the Central Executive Group to allow sufficient time for members to consult beforehand with the constituent interest that they represent.

Members may propose to the Chair directly, or via the secretariat, items they wish to put on the agenda for discussion. The Chair will take responsibility for the composition of the agenda and will convey reasons why items may not be included to their proposer. Items for “Any Other Business” should not be used to raise substantial issues for detailed discussion.

### **Chair of the Central Executive Group**

The position of chair will be taken by a member of the Central Executive Group or other senior officer from a statutory health or local authority organisation.

The Chair will be selected through a consensus of the membership of the Central Executive Group.

The position of Chair will be reviewed every two years. Postholders may hold the position for a maximum of 3 two year-terms.

The Chair is responsible for the efficient management of the business of the Central Executive Group and overall partnership including sub groups.

The Chair will represent the Central Executive Group and overall partnership to external organisations.

The Chair will be responsible for the conduct of all meetings of the Central Executive Group and will ensure that relevant contributions of all members who wish to speak are given an appropriate opportunity to be heard.



The Chair's decisions on matters relevant to the conduct of meetings are paramount, and members agree to be bound by the rulings or the Chair during the course of meetings.

**Accountability**

The Strategic Partnership for Emotional and Mental Health is a multi-agency partnership responsible and answerable to the individual agencies, organisations and constituencies that have agreed to set up the Executive. Monitoring of the effectiveness of this relationship are the individual members empowered to act as representatives of their constituency.

The Strategic Partnership via the Central Group reports to the Health and Wellbeing Board.

The Central Executive Group will fulfil all reporting requirements as required by relevant Strategic, Operational and Commissioning Partnerships or Boards.

The Strategic Partnership will liaise with the wider North Yorkshire partnerships where policy and practice require co-ordination and co-operation.

## **Function of Central Executive Group and the wider Strategic Partnership**

The membership of the Central Executive Group, and the agencies, organisations and constituencies that are represented within the Partnership, have as their shared aim the delivery of an accessible and equitable, high quality mental health service to children, young people and their families in the City of York.

The Central Executive Group and wider partnership including sub groups will provide a platform for discussion, planning and reporting of jointly funded work.

The Central Executive Group and Sub Group members will work both within their own organisations and in partnership with other bodies and organisations to achieve the objectives contained within the City of York CAMHS Strategy and Action Plan, Standard 9, Transformation Plan and other parts of other Standards of the National Service Framework for Children, Young People and Maternity services that are relevant.

The Central Executive Group will monitor on an ongoing basis the achievement of objectives and obstacles to the achievement of objectives contained within the CAMHS Strategy, Standard 9 of the NSF and Transformation Plan

The Central Executive Group and the overall partnership will further the ethos of joint agency working to achieve the objectives of the CAMHS Strategy and Standard 9 of the NSF.

The Central Executive Group will be responsible for reporting on the performance of the CAMHS Strategy and Standard 9 of the NSF and Transformation Plan to relevant local bodies – such as the PCU, CCG, Community Services or Education Committees of the Local Authority, or to any appropriate outside body – such as the CCG, Ofsted, Healthcare Commission, Joint area Review body or other relevant monitoring/performance management function.

The Central Executive Group and overall partnership will conduct its business in a “transparent” way, with its activities open to scrutiny by stakeholders.

The Central Executive Group and overall partnership will strive to gain and effectively use resources to improve the delivery of mental health services to the child and young person population of the City of York.

The Central Executive Group and sub groups may add to or subtract from its duties, roles or responsibilities provided there is agreement reached through a consensus of the Central Executive Group.