

Children & Young People's Board

Terms of Reference

1. Purpose

This board is responsible for setting the overall strategic direction for the projects and programmes under its 'workstreams' (listed under section 4, below) and monitoring the progress of said workstreams. Selected issues, risks, and decisions from each workstream will be escalated to this board for resolution, and each workstream lead is expected to keep the board up to date on major workstream developments.

Specifically, this board is responsible for:

- Authorising the initiation or cessation of workstreams
- Identifying appropriate workstream leads
- Ensuring each workstream is appropriately resourced
- Resolving escalated risks, issues, and decisions
- Identifying dependencies, including potential conflicts, between workstreams
- Providing guidance and direction for workstreams, in line with the overall strategic vision
- Ensuring that the work undertaken is compliant with the Council's rules, procedures, policies, and processes

The scope of the board includes business change and transformational projects which ultimately aim to improve the well-being and outcomes of children and young people in Cardiff, aligning with the Council's Well-Being Objective of making Cardiff a Great Place to Grow Up.

2. Frequency

Meetings will be monthly via Teams.

3. Membership

The meeting will be chaired by Sarah McGill, Corporate Director People and Communities and will be made up for the following Membership

- Sarah McGill (Chair),

Education

- Melanie Godfrey
- Mike Tate

- Richard Portas
- Suzanne Scarlett
- Jennie Hughes
- Philip Norton,

Children's Services

- Deborah Driffield
- Suki Bahara-Garrens
- Sarah Skuse
- Kate Hustler
- Nick Blake
- Matthew Osborne

Adults, Housing & Communities

- Jane Thomas
- Laura Garvey-Cubbon
- Rebecca Hooper
- Helen Evans

Performance & Partnerships

- Gareth Newell
- Sian Sanders
- Dylan Owen
- Jacob Choudry-Ball

Resources

- Chris Lee
- Tracey Thomas
- Ian Allwood
- Eifion Austin

4. Workstreams

The work of this group is split into workstreams.

Each has a workstream lead – a dedicated officer(s) (named below) who is responsible for ensuring the workstream progresses, and who is responsible for reporting risks and issues back to this group for escalation. The initial priorities identified include:

- Business Intelligence (Gareth Newell, Jacob Choudry-Ball) Integrated Youth Support Services (Helen Evans, Suzanne Scarlett)
- Tackling Youth Violence and Exploitation (Sian Sanders, Suki Bahara-Garrens)
- Locality Based Services (Melanie Godfrey, Deborah Driffield, Jane Thomas)
- Maximising Placements and Support Accommodation Provision (Deborah Driffield)
- Additional Learning Needs (Melanie Godfrey)
- Finance & Grant Maximisation (Nick Blake, Eifion Austin)

- Corporate Parenting Initiatives (Who is the lead on this one? Is this linked / part of the placements & accommodation workstream?)

5. Reporting Arrangements

Each workstream will have its own governance arrangements which will report up to this board.

This board will report up to SMT as required.