

The South West London  
**Children & Young People's Network**



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## Terms of Reference



## Document Creation

Date	Author(s)	Role	Version
04/02/2015	Dr Frances Blackburn	Darzi Fellow, South West London Collaborative Commission	0.1

## Document Revision History

This document is to be reviewed annually or following any changes to the key structure and governance of the Network.

Revision date	Author(s)	Change summary	Version*
12/02/15	Dr Frances Blackburn	Increase in membership numbers, lines of communication in Appendix 2	0.2
24/02/15	Dr Frances Blackburn	Increase in Board membership numbers	0.3
16/03/15	Dr Frances Blackburn	Adjustments to figures in appendices (increase in font, abbreviation explanation etc.)	0.4
02/04/2015	Dr Frances Blackburn	Clarification of relationship between the Network and the 5 year strategic plan in appendix 2	0.5

## Approvals

This document requires the following approvals before finalisation.

Name and position/group	Date approved	Version
South West London Children and Young Persons Network	April 2015	(0.5) Final



## Terms of Reference

### 1. Background

In 2014 The South West London Commissioning Collaborative published a 5-year strategic plan to improve health services for children and young people in South West London. One of the four key initiatives of this plan was to create a 'Children and Young People's Network' of local professionals and members of the public, which could then become a powerful steering group for advising service change.

### 2. Purpose

The South West London Children & Young People's Network is a fully integrated network.

It aims to ensure high quality, safe and sustainable services are accessible to children, young people and their families across South West London by encouraging collaboration of professionals from different sectors (Public Health, Health, Education, Social Care) together with members of the public (parents, carers, children, young people).

The objectives will include:

1. To coordinate and share best practice across the network to help develop capacity and capability
2. To identify cross-boundary opportunities for collaborative working
3. To inform a programme of service improvement across South West London, by determining priorities and deliverables
4. To improve the overall quality and outcomes of children and young people's services across South West London

### 3. Vision

By working together we can break down boundaries and provide every child and young person in South West London with the support they need to be happy, healthy and safe, and reach their full potential.

### 4. Structure (see Appendix 1)

The Network will consist of a Board and five Workstreams:

#### I. The Network Board (18 Members)

The Network Board will be chaired by two Co-chairs; one representative from Health Services and one representative from Local Authority Services. These Co-chairs will initially be in position (Dr Luci Etheridge & Yvette Stanley). The Co-chair from Health Services will initially also be the Clinical Lead for the Network, and this can be reviewed at regular



intervals to ensure that no potential conflict of interest exists. At yearly intervals (or earlier in the case of illness or resignation), a re-election of the Co-chairs will be held. All members of the Network will have a vote.

Other Members of the Board will be:

- One Children's Commissioner representative (initial member TBC; this will be rotated on a 6-monthly basis; if however, the Commissioner representative is unable to attend a meeting, they can ask another Commissioner to attend in their place)
- One London Children's SCN representative (initially Tracy Parr; if the named representative is unable to attend a meeting, they can ask another SCN representative to attend in their place)
- One representative from each Workstream (each Workstream will have a Lead and Deputy – one of these will be asked to attend each Network Board meeting)
- Two Parent/Carer representatives (if a named representative is unable to attend a meeting, they can ask another member representative to attend in their place)
- Two Child/ Young Person representatives (if a named representative is unable to attend a meeting, they can ask another member representative to attend in their place)
- Two Local Authority representatives (initial member TBC; if the named representative is unable to attend a meeting, they can ask another representative to attend in their place)
- One Public Health representative (initial member TBC: if the named representative is unable to attend a meeting, they can ask another representative to attend in their place)
- One GP representative (initial member TBC; if the named representative is unable to attend a meeting, they can ask another member representative to attend in their place)
- One Safeguarding representative (initial member TBC; if the named representative is unable to attend a meeting, they can ask another suitable member to attend in their place)

The Staff from SWL Collaborative Commissioning will attend the Network Board Meetings as honorary members. Other individuals can attend as invited members.

The Board requires a quorum of 50%, which must include:

- One Co-chair
- One Member of the Public (parent, carer, child or young person)

## **The Workstreams**

There will be five Workstreams:

1. The healthy Child/Young Person (CYP)
2. The CYP with an acute illness
3. The CYP with complex needs
4. The CYP with a long term condition
5. The CYP with mental health needs

The title of these Workstreams will be reviewed by the Board on an annual basis, and additional Workstreams can be considered.



Each Workstream will have a Workstream Lead, who will initially be invited to the position. There will also be a Workstream Deputy. There will be the opportunity for re-elections every year (or earlier if illness or resignation occur) and all members of the named Workstream and the Board will have a vote. It is the responsibility of the Workstream Lead or Deputy to chair their Workstream meetings. One of them is required to also attend the Network Board meetings to represent their Workstream.

Every Workstream will aim to have at least one member of the public at each meeting (parent, carer, child or young person).

Quorum will be:

- Either the Workstream Lead or Deputy
- A proportion of the remaining members (dependent on the size of the Workstream; to be determined at the initial Workstream meetings)

## 5. Membership of the Network

Membership will aim to be broad enough to reflect the range of views that would be encountered across South West London amongst professionals and members of the public. The Co-Chairs may approach individuals directly to enable membership to reflect the skills, backgrounds and expertise required for its work.

People are required to request membership through the Network website. Individuals may take on one of the following forms of membership:

- Network member:** Individuals can be a member of the Network, to benefit from access to the member's section of the website and communication within the website forum. These members may attend educational events and join Workstreams on an ad-hoc basis as approved by the Lead or Deputy of the Workstream.
- Workstream member:** Individuals can be a member of the Network by becoming an active member of a Workstream, with regular attendance at Workstream meetings.
- Board member:** Individuals can be a member of the Network by being a member of the Network Board, with regular attendance at Network meetings.

Individuals are able to be a member of more than one Workstream should they elect to do so, or move between Workstreams if required.

Members are encouraged to attend all meetings of their Workstream or Board. If unable to attend, they are advised to notify the Network Coordinator of their absence and to communicate relevant information to the Workstream Lead via email or telephone. Workstream or Board Members are expected to attend at least 65% of meetings during the year. Members with less frequent attendance may be asked to resign their position.



## 6. Key Relationships & Lines of Communication

Clear lines of communication are essential and are explained in Appendix 2.

There will be two-way formal communication between the five Workstreams and the Network Board via the Workstream Leads/Deputies (who will be attending both the Workstream and Board meetings). There will also be the ability for additional communication between the Network members via the Network website.

### I. London Children's SCN

Communication with the SCN will occur through the SCN representative, who will also sit as a member of the Network Board.

### II. Children's Commissioners

Communication with the Commissioners will occur through the Commissioner representative, who will also sit as a member of the Network Board.

### III. Local Authority Directors of Children's Services

Communication with this group will occur through the Co-chair who is representative of the Local Authorities.

### IV. Children's Implementation Group (CIG)

The proposed CIG will meet at 6-8 weekly intervals and will provide regular reports to the Joint Commissioners Group (JCG). The JCG represents the Directors of Commissioning for all six Clinical Commissioning Groups.

A representative from South West London Collaborative Commissioning (who is also an honorary member of the Network board), will attend the meetings of the CIG. This representative will be accountable to the CIG for providing regular reports from the Network Board, and for providing communication back to the Network from the CIG.

## 7. Meetings

Meetings of the five Workstreams will take place on a 6-8 weekly basis. They will initially take place at 120 The Broadway, Wimbledon, SW19 1RH at 17.30-19.00 on weekday evenings. Members will be notified of dates of meetings at least six weeks prior to their occurrence.

The Board Meetings will occur in between the Workstream meetings, also on a 6-8 weekly basis. They will also take place at 120 The Broadway, Wimbledon, SW19 1RH. Members will be notified of dates of meetings at least 6 weeks prior to their occurrence.

The venue and timings of meetings can be reviewed on an annual basis.



Members of the Public (parents, carers, children and young people) will receive compensation for their travel expenses following production of a valid receipt.

Members are asked to give at least one week's notice to the Network Administrator regarding their attendance at a meeting.

All meetings will have a formal agenda which will be circulated at least one week in advance. Responsibility for producing this will rest with the Co-Chairs.

Succinct minutes will be documented following every Workstream and Board Meeting, and these will be available for members to read on the website. Members can query or challenge points of fact via the Network Administrator. Non-communication from individual members (following the minutes of the last meeting being circulated and prior to the day of the next meeting) will be taken as agreement.

## **8. Resources to support the network**

### **a. Funding**

Funding will initially originate from a HESL (Health Education South London) two-year bid, via South West London Collaborative Commissioning, for the financial years of 2014/15 and 2015/16.

In order for the network to be sustainable, funding will need to be in place following this time period and a business case will need to be secured to seek investment from local Clinical Commissioning Groups and Local Authorities. It is envisaged that efficiencies identified as a result of closer collaboration (i.e. savings resulting from joint procurement initiatives) will enable support functions to continue.

### **b. Staff (funded by South West London Collaborative Commissioning)**

- Network Administrator (part-time)
- Project Manager (part-time)
- Clinical Lead (1 session/week)
- Darzi Fellow (part-time)

### **c. Website**

The website is a professional forum that will provide resources for members, such as a calendar, document library and a discussion forum. Individuals will have access to the member's section of the website after seeking membership registration on the website holding page.

The forum must not be used to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, discriminatory, threatening, invasive of a person's privacy, or otherwise violative of any law. No confidential or identifiable information should be posted.

The forum must not be used to post any copyrighted material unless the copyright is owned



by you or with permission of the copyright owner, or in the case of published works, referenced correctly.

The forum must not be used to promote any service (including non-commercial) whether it's by means of providing a link, or by means of contacting the users of the Forum. Furthermore, advertisements, spam, chain letters, pyramid schemes, and solicitations are prohibited on the Forum. The Network Coordinator may remove links to external Websites or Web pages.

The forum is not to be used to partake in personal attacks against other Forum or network members.

Forums posts that have the intention of instigating fights, insulting other members or disrupting the enjoyment of other members will be removed and will lead to a ban.

#### **d. Moderation**

The Forum is moderated by the Network Coordinator who has the ability to remove objectionable messages and we make every effort to do so within a reasonable time frame if we determine that removal is necessary. Please note: As this is a manual process, objectionable messages may not be removed or edited immediately.

When posts are removed because they violate the terms of the Forum, all posts that relate or reply to the post will also be removed.

Any author of an objectionable post will have their membership reviewed by the Network Co-chairs.

#### **e. Social Media**

The Network has a Twitter feed to aid communication, and this can be accessed via @SWLCYPNet

### **9. Evaluation**

The Co-Chairs will be responsible for co-ordinating an annual evaluation of Network outcomes and practice using network evaluation tools, such as the Leeds toolkit, and through using the outcomes dashboard.

### **10. Confidentiality**

No member of the Network shall disclose any information disclosed/discussed at, or in the period between, meetings of the Board, which should reasonably be regarded as confidential; any other information which is not publicly available including, but not limited to, any information specifically designated as confidential; any information supplied by a third





party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having commercial value.

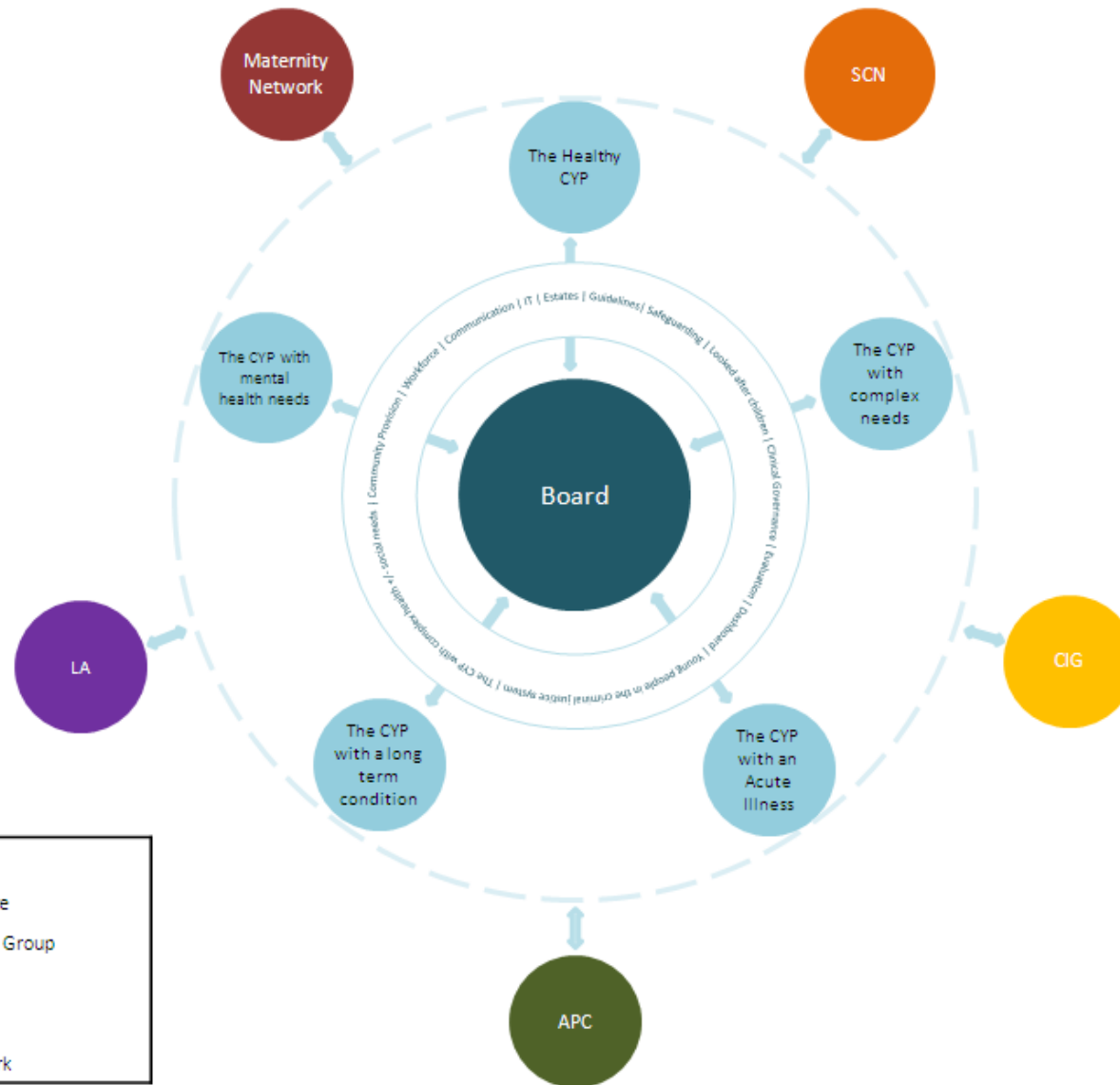
The CYPN name, logo and branding is not to be used outside of the CYPN without explicit permission of the chairs.

## **11. Conflicts of Interest**

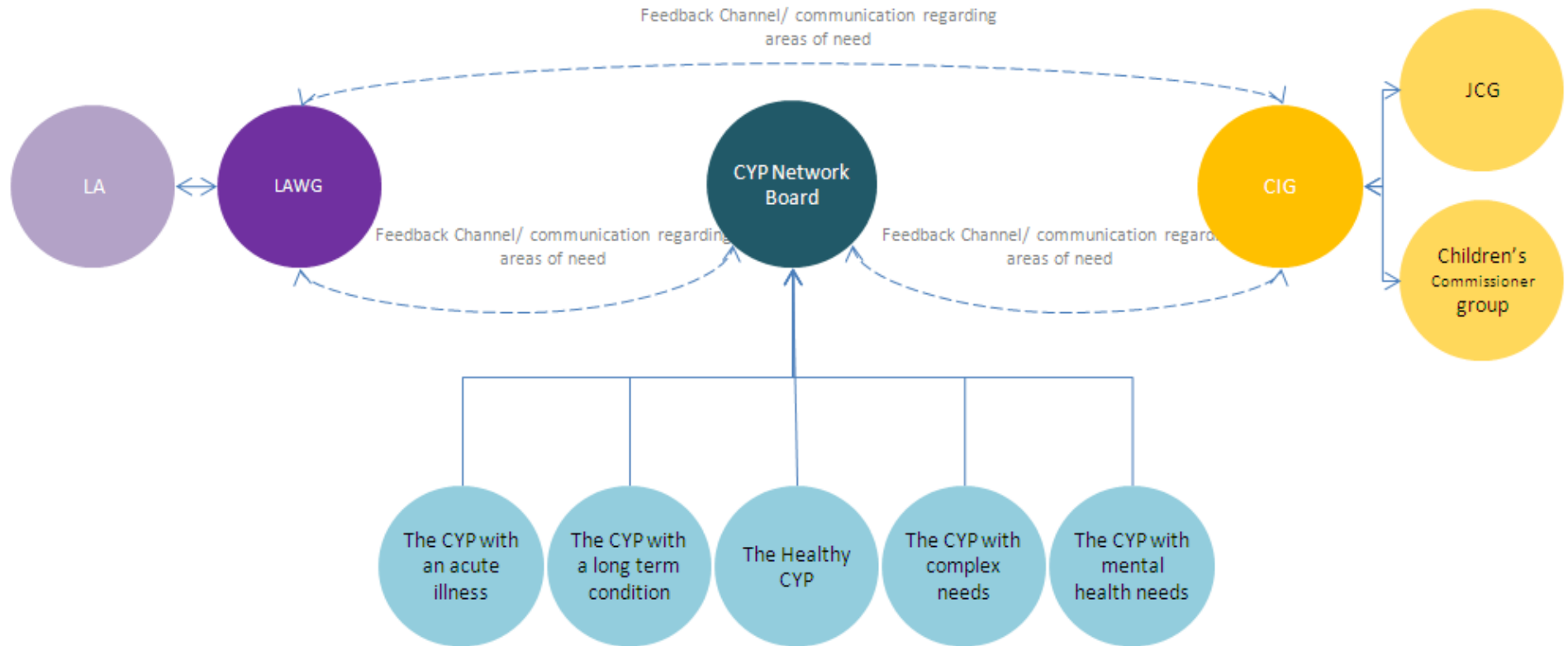
It is expected that all members declare any potential conflicts of interest and their applicability to the group. Should an interest be declared, the Co-Chairs of the Network Board or the Workstream Lead should exercise discretion as to whether to disqualify that member (voting or non-voting) from taking any further part, or in any way influencing via proxy or otherwise, discussion and voting on that matter.

A conflict of interest is where an individual has a direct or indirect pecuniary or non-pecuniary interest in a matter that is being discussed. These can be defined as follows:

- A direct pecuniary interest is when an individual may financially benefit from a decision
- An indirect pecuniary interest is when an individual may financially benefit from a decision indirectly (usually through a third party)
- A direct non-pecuniary interest is where an individual holds a non-remunerative or not-for-profit interest in an organisation
- An indirect non-pecuniary interest is when individual may enjoy a qualitative benefit from the consequence of a decision which cannot be given a monetary value
- In addition, where an individual is closely related to, or in a relationship, including friendship, with an individual in the above categories, this will constitute a conflict of interest.



Abbreviations	
APC	Acute Provider Collaborative
CIG	Children’s Implementation Group
CYP	Child and Young Person
LA	Local Authority
SCN	Strategic Children’s Network



Abbreviations	
CCG	Clinical Commissioning Group
CIG	Children's Implementation Group
CYP	Child and Young Person
JCG	Joint Commissioning Group
LA	Local Authority
LAWG	Local Authority Working Group (TBC)
N.B. The JCG are responsible for the 5-year Strategic Plan	