

**FAMILIES FIRST BOARD  
TERMS OF REFERENCE**

**FEBRUARY 2016**

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## VISION STATEMENT

The shared long-term vision of all partners for Caerphilly County Borough is for sustainable communities, supported by actions that enhance the quality of life for all. This means people:

- Are healthy, fulfilled and feel safe
- Are well qualified and skilled within a vibrant economy
- Live, work or visit in a greener living environment.

## PRINCIPLES

The work of the Families First Board (FFB) is underpinned by the following principles:

- **Sustainable development** where we promote social justice and equality of opportunity and enhance the natural and cultural environment and respect its limits.
- **Equalities and Welsh language** where we all promote and mainstream equalities and the Welsh language in accordance with our legislative requirements and strategic equality objectives.
- **Early intervention and prevention goals** with the aim of either preventing matters from getting worse or occurring in the first place, by identifying those in greatest need from their vulnerability, their risk of becoming vulnerable or from otherwise becoming disadvantaged.
- **Community cohesion** where people from different backgrounds enjoy similar life opportunities, understand their rights and responsibilities and trust one another and are trusting of local institutions to act fairly.

## Outline of Families First Programme

Families First is the Welsh Government's key national programme for designing better integrated support for families living in poverty. The principal focus is to support families through interventions at the preventative and protective stages. The programme aims to drive improvements to family support design and delivery, and in so doing, reduce the numbers of families developing more complex needs and requiring more intensive and costly interventions.

The programme focuses on 6 key principles:

- **Family Focused:** offering families help to improve their chances of escaping poverty, including getting help getting into work and the right information on benefit issues, as well as helping to improve the outcomes for children, with the emphasis on working with families and increasing their ability and confidence to meet challenges.
- **Bespoke:** tailoring help to individual family circumstances, where necessary adapting programmes to fit individual family circumstances.
- **Integrated:** with help from different organisations and effective co-ordination, ensuring that there is a seamless progression for families between different interventions and programmes.
- **Pro-active:** seeking out families who can benefit from early preventative help and engaging them in a longer-term change.

- **Intensive:** with a vigorous approach, and relentless focus, adapting the package of interventions as a family's circumstances change, and maintaining that effort with families to ensure successful outcomes.
- **Local:** reflecting the circumstances of local communities, such as the differences of delivering in rural compared to urban areas, and with effective links into communities.

The programme primarily targets families to provide;

- **Prevention:** an approach that takes account of the wider family needs in pre-empting or addressing those of the individual through a broad range of programmes/interventions.
- **Protection:** an approach that aims to identify and support families which, without such intervention, may reach crisis.

## PURPOSE

The purpose of the FFB will be to:

- Oversee the delivery of the Families First Action Plan 2012 – 2017 which includes 6 key elements, namely Learning Sets, Team Around the Family, Joint Assessment Family Framework, Children with Disabilities, and the Strategic Commissioning.
- Ensure the strategic and operational alignment of organisational plans and other programmes plans to the Families First Action Plan and Family Support Strategy where opportunities exist.
- Oversee the Project Leads Group, Interact and the Self Evaluation and Recognition Award Process.
- Take forward decisions delegated by the Caerphilly Public Service Board and Wellbeing Plan Leads Group in relation to the impact on delivery of the Families First Programme.
- Hold individual projects and the Families First Programme to account and address any barriers identified.
- Scrutinise before endorsing recommendations in relation to the grant and the commissioning requirements ensuring there is a transparent rationale based upon the evidence of local need, avoiding duplication and maximising value for money and timely allocation and spend.

## KEY RESPONSIBILITIES

Key responsibilities of the FFB will be to:

- Ensure the Families First Programme is developed to complement the work of other anti-poverty programmes such as Flying Start, Communities First and Supporting People.
- Endorse the Families First Action Plan and Delivery Plan, which is updated annually.
- Receive quarterly monitoring reports, exception and highlight reports of the progress made within the Families First Programme which are collated as part of the performance management procedures in place.
- Facilitate the effective co-ordination of individual partner agencies to ensure the delivery of Families First Programme.

- Provide and approve independent Task and Finish Groups as required to consider service developments, service review and service recommissioning
- Act as the forum to approve changes in the model design of the Team around the Family model and Joint Assessment Family Framework.
- Provide the Wellbeing Plan Delivery Group with an overview of the progress towards delivering the Families First Programme.
- Endorse other documentation to be submitted to Welsh Government as appropriate.
- Approve policies, procedures, services and strategies that promote and support effective Families First service provision.
- Consistently raise the profile and promote the Families First Programme, the projects, the services provided and the outcomes demonstrated for families.
- Pay particular attention to any emerging issues/needs, resolving blockages and maintaining the strategic links across the community planning area.
- Consider all statutory provisions, relevant national guidance, local strategies and policies and the evidence from consultation.
- Receive summary feedback from families through the consultation processes in place and ensure feedback, where appropriate, is used to inform and shape delivery and disseminate as necessary.
- Ensure that the business is carried out in a consistent and timely manner.

## **ACCOUNTABILITIES**

The FFB will be directly accountable through the Public Service Board Delivery Group.

## **MEETING CONDUCT**

- The FFB will be chaired by Sam Crane.
- Vice Chair: Gareth Jenkins
- The FFB shall meet bi-monthly.
- Agendas and papers will be circulated at least 5 working days prior to the meetings.
- FFB members will be expected to distribute minutes and papers to key stakeholders in the sector that they represent and to gather and represent their views as necessary.
- All members are able to submit items for consideration on the agenda. Items should be submitted to the 2 weeks prior to date of the meeting at which they are to be discussed. The Chair will use his/her discretion to ensure a balance of items across agenda. Late items will be accepted at the Chair's discretion.
- The FFB will be considered quorate if one third of its membership is in attendance. Should attendance fall below this number, the meeting will be re-scheduled. A minimum of one representative from the Local Authority, Health Board and Voluntary Sector must be present to enable business and decisions to be transacted.

- Decisions will be made by consensus wherever possible. If a consensus cannot be reached the Chair will ask members to vote by a show of hands. Each partner will have one vote and the Chair will have the casting vote. Only FFB members are eligible to vote.
- In certain circumstances executive power will be given to the Chair in order for a decision is made in a timely manner.
- All members will be responsible for declaring any conflict of interest in relation to a particular agenda item, prior to the item being discussed.
- The FFB may co-opt, on a time-limited basis, suitability skilled individuals as required.
- Both the membership and terms of reference for the FFB shall be reviewed as required, but will take place at least annually.
- Minutes will be distributed to Project Leads and Board members within 10 working days. Board members will have 5 working days to suggest changes once circulated.

## MEMBERSHIP

Membership shall consist of the following delegates:

Name	Representing	Job Title
Sam Crane ( Chair)	Aneurin Bevan Health Board	Head of Partnerships & Networks
Gareth Jenkins (Vice Chair)	Social Services	Assistant Director Children's Services
Sarah Mutch	Flying Start/Education	Early Years Manager
Tina McMahon	Communities First and Regeneration	Community Regeneration Manager
Malcolm Topping	Supporting People	Supporting People Manager
Martin Featherstone	Voluntary Sector	Chief Executive Officer, GAVO
Michelle Jones	Parents	Parent Network Co-ordinator
Helen Morgan	Aneurin Bevan Health Board	Directorate Manager Public Health Families & Therapies Division
Clare Ewings	Youth Service/ Children and Young People	Youth Participation Manager
Michaela Rogers	Families First	Service Manager (Non voting)
Graham Phillips	Headteachers	Headteacher, White Rose Primary
To be confirmed	Corporate Services	Corporate Policy Manager
To be confirmed	Leads Group Chair	
Marc Budden	Police (Information Only)	

All members will:

- Attend regular meetings. In the event of a member not being able to attend they can nominate an appropriate representative.
- Champion partnership working.
- Communicate and endorse the Families First Programme and the key messages of the partnership within their individual organisations and different sectors.
- Ensure that recommendations arising from the FFB are endorsed and signed off within their respective organisations and partnerships.

- Implement/facilitate change within their respective organisations.
- Appoint a deputy if unable to attend any meetings.

The efficacy of the Chair will be key to the success of the FFB. The following duties are offered as an outline of general functions and are not intended to be an exhaustive list.

The Chairperson must ensure that:

- Appropriate processes and procedures are in place for the effective management of the FFB.
- Opportunities are afforded to allow all members to fully participate during meetings.
- All relevant matters are discussed and that effective recommendations/decisions are made and carried out.
- The composition of the group is regularly reviewed to ensure it remains 'fit for purpose'.
- Address concerns regarding attendance at meetings.
- Ensure that the quality of all information debated and circulated is robust, accurate, relevant and timely.
- The terms of reference are reviewed on an annual basis.

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Single Integrated Plan (SIP) Performance and Delivery Framework

