



NEET REDUCTION PARTNERSHIP TERMS OF REFERENCE

BACKGROUND INFORMATION

In May 2011, the Children and Families Partnership agreed a sub-group structure for the Board, which will consist of the following groups.

1. Be Healthy
2. Stay Safe
3. Enjoy and Achieve
4. Provision for children with learning difficulties and/or disabilities
5. Make a Positive Contribution
- 6. Economic Wellbeing**
7. Partnership Working

The sub-groups focus on the Children and Families Partnership priorities, but have a broader remit to monitor all outcomes within their area of reference, and so be able to respond to the Board's changing priorities.

The Children and Families Partnership sub-groups build on the successes of previous themed partnership groups and other multi-agency groups and seek to make most effective use of resources.

Due to a variance in CFP priority focus amongst a broad range of partners, the **Economic Wellbeing Sub-Group** of the Children and Families Partnership Board was split early in 2013 into two new partnerships:

- **14-19 Partnership:** Responsible for the Raising the Participation Age (RPA) strategy, 14-19 quality and curriculum
- **NEET Reduction Partnership:** Responsible for the NEET reduction strategy

Both of these new partnerships report into an **Economic Wellbeing Steering Group** which has responsibility for ensuring cohesion between the partnerships and meeting CFP reporting requirements.

Both partnerships will lead, monitor and drive improvement on both a strategic and organisational level for children, young people and families in Croydon in respect of achieving Economic Wellbeing.

NAME

The Partnership shall be known as '**Croydon Children and Families Partnership: NEET Reduction Partnership**'

STATEMENT OF PURPOSE

The Croydon Children and Families Partnership: NEET Reduction Partnership is a strategy group responsible for guiding the development, implementation, monitoring & evaluation of Economic Wellbeing NEET reduction related priorities, objectives and agreed outcomes contained in the Croydon Children and Young People's Plan.

VISION AND PRINCIPLES

In Croydon we are delivering improved outcomes for children and young people through the Croydon Children and Families Partnership. The Croydon Children and Families Partnership has agreed the following principles by which services are delivered to support children in Croydon. The **Croydon Children and Families Partnership: NEET Reduction Partnership** and its members are expected to subscribe to the vision and principles as listed below:

We are accountable for every child in Croydon

We:

- want all our children and young people to be happy, resilient and successful;
- know who our children, young people and families are, how they are doing and who needs additional help;
- work collaboratively with children, young people and their families and local communities to drive improvement in outcomes for all young people.

We are a collective endeavour

We:

- are flexible and responsive, focussed on making a positive and sustainable difference to the lives of children and young people;
- are interdependent so we respond to the complexity of real lives and communities by working together;
- develop the skills and confidence of those working with children and young people, recognising the specialist skills that different colleagues bring.

We join up our plans and strategies

We:

- ensure our plans and strategies are creative, innovative, responsive and anticipate future needs;
- plan together, share resources and identify who is responsible for delivery;
- evaluate what we do to ensure we make a difference in both the short and the long term.

OBJECTIVES

1. To improve Economic Wellbeing outcomes for children and young people.
2. To contribute to the development & implementation of the Children & Young People's Plan: Economic Wellbeing Strategy, with the aim to '**Reduce NEET and raise participation in education, training and employment with training by 16-18 year olds**'

3. To develop, review and revise NEET related aspects of the Economic Wellbeing action plan, through the development and successful implementation of a NEET reduction action plan.
4. To make recommendations to the Children and Families Partnership Board, via the Economic Wellbeing Steering Group, about commissioning priorities, any redesign of existing services and decommissioning priorities including the use and allocation of the funding for children and young people's economic wellbeing.
5. To monitor performance against key indicators of improvement for children and young people's economic wellbeing from all agencies and take strategic or corrective action as appropriate.
6. To keep abreast of national and regional best practice and developments.
7. To hold each other to account for the quality and effectiveness of existing provision and take supportive corrective action.
8. To act as champions and advisors on children and young people's economic wellbeing.
9. To consult and involve children and young people in the development of services affecting children and young people's economic wellbeing.
10. To act as a reference group within the Council and to partner agencies for Equality Impact Assessments in terms of impact in relation to children and young people's economic wellbeing.
11. To contribute to the production of an annual report reflecting progress on the implementation of the CYPP: NEET Reduction Action Plan.
12. To guide and oversee the work of task groups and fixed term working groups that lead on the various themes of the Children and Young People's Plan: NEET Reduction Action Plan.
13. To ensure that relevant partners are represented and actively involved in the NEET Provider Partnership (and/or the task groups underneath it) in order to contribute and raise the profile of key priority areas.
14. To establish strong links with the 14-19 Partnership and other relevant local groups.

APPROACH

The group will strive to be outcomes-focused and evidence-based.

Our partnership will value the role that all play and respect the contribution of our partners through a participative approach enabling informed decision-making. Our approach will be a creative one that engages with the challenges of achieving our purpose.

The NEET Reduction Partnership will establish additional task groups or short-life working groups as required.

WORK PROGRAMME

- The NEET Reduction Partnership will ensure that there will be appropriate opportunities for wider partners to be involved in the strategic planning process and prioritisation setting either through feedback via the associated task groups or through attendance at dedicated strategic planning consultation events. Members of associated task groups and wider stakeholders will be invited to participate in any specific consultation events developed.
- An annual NEET Reduction Strategic Plan will be developed by March of each year. This will guide the work of the NEET Reduction Partnership & any associated task groups for the next financial year.
- The development of the NEET Reduction Strategic Plan will be informed by local intelligence, data, recommendations and best practice where available.
- The NEET Reduction Partnership and any task groups are required to be involved in the development of SMART objectives and targets for inclusion in the annual Strategic Plan, which must be ratified by the Economic Wellbeing Steering Group and the Children and Families Partnership Board. The Chair of each group is responsible for co-ordinating this.

MEMBERSHIP

The membership of the group will consist of a range of broad providers of support and education/training to young people in Croydon who are NEET or at risk of NEET, including:

- voluntary sector
- independent providers
- colleges
- Job Centre Plus
- LA Integrated Youth Service
- LA School Improvement Service

Young people's views and contribution will be actively sought via new and existing relationships, including the Council Youth Council.

Members should be able to:

- Speak for their organisation with authority;
- Commit their organisation on policy and practice matters; and
- Hold their organisation to account.

OPERATION

a) The group will be chaired by a member of the Children and Families Partnership Board.

The Chair of the **Croydon Children and Families Partnership: NEET Reduction Partnership** will be appointed by partnership members for a fixed term. The Chair is responsible for ensuring that:

- Papers for meetings are sent to members one week before the meeting
- Papers are accessible to members in terms of language and format
- Meetings are constructive with clear aims and objectives
- All members feel valued and listened to

- The partnership terms of reference is reviewed annually

b) **Croydon Children and Families Partnership: NEET Reduction Partnership** meetings will be for two hours and a minimum of held 4 times annually.

Members are expected to:

- Attend the meetings regularly and consistently.
- Have a named deputy who will attend if the member is unable to attend.
- Prepare for the meetings by reading the papers in advance and develop associated questions and responses.
- Represent the views of their organisation/department/agency at meetings or provide a representative view from their profession.
- Speak for their organisation/department/agency with authority.
- Establish effective systems for: being briefed by and providing briefings to their organisation/department/agency; consulting with relevant staff; disseminating information to relevant staff in an appropriate and timely manner.
- Participate in / appoint representation to and liaise with one or more of the task groups.
- Produce or ensure the production of reports to / from their organisation/department/agency as required.
- To carry out any follow up actions.
- Raise issues from their department/agency / organisation by placing them on the appropriate meeting agenda.
- Comply with and support development and implementation of partnership strategies.
- Support and help arrange attendance at multi-agency training courses from within their organisation/department/agency.
- Contribute to multi-agency training as appropriate.
- Promote good practice within their organisation/department/agency.
- To declare interests as required.

c) As a condition of membership each member is expected to adhere to the terms of reference and advance the interests of the NEET Reduction Strategic Plan as a whole and to be mindful of the overarching aims and outcomes in outside contexts and to inform Partnership members of any associated factors that may have an impact on their achievement as appropriate.

Each member will be expected to act as Strategic Lead for the execution of any objectives and actions agreed by the Partnership in relation to services and teams they have a responsibility for, and will ultimately be accountable to the Economic Wellbeing Steering Group for any associated implementation.

Members of the partnership should make available the policies, procedures and guidance documents for their organisation/department/agency as appropriate and provide data and information from his/her organisation/department/agency as requested.

d) Additional experts may be called upon to attend Partnership meetings from time to time to contribute to discussions on particular agenda items, where specialist advice would enhance and support particular areas of enquiry or strategic planning.

DECISION-MAKING PROCESS

The multi-agency **Croydon Children and Families Partnership: NEET Reduction Partnership** should as far as possible reach all its decisions through unanimous consensus. If there are areas of disagreement, time will be taken to explore these and try to find a compromise, which all members feel able to support. Where this is not possible, the Chair shall call for a vote and the majority will prevail. Where a vote is split equally then the Chair shall get the deciding vote.

- The **Croydon Children and Families Partnership: NEET Reduction Partnership** will ratify and oversee the work being undertaken by any associated task groups or short-life working groups.
- The task groups are expected to be actively involved in the implementation of the NEET Reduction Strategic Plan and have the power to make recommendations to the **Croydon Children and Families Partnership: NEET Reduction Partnership**. The Chairs of each task group will be expected to give a brief update at NEET Provider Partnership meetings of any progress and other relevant associated issues.

ACCOUNTABILITY

Croydon Children and Families Partnership: NEET Reduction Partnership shall be accountable to and report to:

- Economic Wellbeing Steering Group
- Croydon Children and Families Partnership Board

Individual members are also accountable to their organisation/department/agency for the decisions and work of the group.

Additional task groups or short-life working groups may be established to develop and implement specific priority areas of work. Such groups will normally be accountable to the Croydon Children and Families Partnership: NEET Reduction Partnership.

REVIEW OF TERMS OF REFERENCE

The Economic Wellbeing Sub-Group Terms of Reference are to be reviewed on annual basis at the beginning of each new financial year.

Signed:

Date:

Chair of NEET Provider Partnership