**Terms of Reference for the**

**Children and Families Directorate Participation Steering Group**

**Purpose of the Group:**

The Participation Steering Group is responsible for the development, implementation and co-ordination of the West Sussex Children’s Participation Strategy. The strategy will be based on Arnstein’s (1969) or Hart’s (1992) Ladder of Participation. It will include standards and systems to deliver and monitor the implementation of the strategy at an individual, strategic and community level.

Participation is a key element of all of our work and so the strategy will also link to other key policies, procedures and plans, including the Voice and Participation Business Plan.

**Functions:**

The group will:

* Develop and implement a new service-wide children’s participation strategy. A second stage will be the creation of a wider participation strategy that also includes families.
* Monitor the implementation of participation standards across the service.
* Promote young people’s participation at all levels including supporting positions such as apprenticeships and participation bursaries. This will include ensuring that West Sussex has appropriate systems for children and young people’s engagement.
* Establish a system to agree and quality assure all participation activity across the service to ensure consistency and compliance with standards as well as meaningful outcomes and outputs, ensuring that this work is included in the Quality Assurance Framework.
* Co-ordinate and agree priorities for all participation activity in order to reduce duplication and maximise resources.
* Consider relevant reports for commissioned and related partnership services such as Bright Spots, MOMO, the Independent Visitors scheme, the Advocacy Service, the Family Nurse Partnership (FNP) and the Healthy Child Programme etc.
* Oversee and agree actions required in response to participation activity. This will include a co-design approach that acts upon information and ensures feedback to service users thereby ‘closing the loop’.
* Oversee the roll out and implementation of MOMO for children and young people across the service.
* Identify actions arising from audit reports about the voice of the child. Make recommendations for appropriate action and the dissemination and sharing of learning across the service , using the Quality Assurance Framework to monitor progress.
* Disseminate key information about participation, for example at key intervals via staff briefings, online staff newsletter and the council’s [Consultation, Engagement and Research Portal](http://teamspace.westsussex.gov.uk/teams/CM/team/engagement/SitePages/Home.aspx).
* Establish clear procedures for the involvement of young people in relevant interview processes for staff and carers.
* Provide information to the Corporate Parenting Panel (CPP) in order to provide vital information and inform the panel’s agenda and scrutiny activity. The Steering group will also advise the officer support for the CPP on related issues.
* Provide information about the voice of children to the LSCB in order to inform the wider partnership and inform scrutiny decisions.
* Support the Voice and Participation Team in producing quarterly reports for the Children and Families leadership Team and enable these to cascade to the front line.
* Develop affiliations with appropriate national and regional fora and promote the involvement of West Sussex children and young people in national events.

**Governance:**

The Participation Steering Group reports into the Children and Families Senior leadership Team.

Reports will also be provided to the Corporate Parenting Panel and the QA sub-group of the LSCB

**Chair**

* **Head of Safeguarding**

**Vice Chair**

* **Pandora Ellis**

**Membership:**

* Head of Safeguarding
* 2 X Young people representatives
* Voice and participation Team Manager and / or the Senior Adviser for Voice
* MOMO lead officer
* Head of QA and Practice Improvement
* Service Leaders IPEH Operations
* Practice Improvement Lead – Signs of Safety
* Group Manager representatives from:
  + MASH
  + A&I
  + FSP
  + CwD
  + CLA
  + CL
* LSCB Board Manager

Other young people, staff and managers will be co-opted to meetings dependent on the agenda.

**Meeting Frequency**

* Initially meetings will be held monthly until December 31st 2018. Frequency of meetings will then be reviewed, with a view to 2 monthly meetings going forward.

**Minutes**

Minutes of meetings will be undertaken by an Administrative Co-ordinator, who will also collate an action tracker.