



Integrated Working Implementation Group (IWIG)

Draft Terms of Reference

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CONTENTS

Terms of Reference

RELATED DOCUMENTS

Early Help Strategy 2014-16: Next Steps
'Dream Again', Children & Young People's Plan 2013-16
Children & Young Peoples Plan – Action Plan
YorOK Planning Bookcase
Integrated Working Guidance August 2013
YorOK Threshold Document
The Children's Health Programme
Working Together 2013

[Website details for relevant sections of partners to be included here](#)

INTEGRATED WORKING:

Throughout this document, we refer to the term 'integrated working'. In the context of our Children' and Young People's Plan (CYPP), this means developing responsive mechanisms for identifying and supporting vulnerable children, young people and families. It also means working together to improve outcomes for children and young people. It involves the use of common tools, systems, processes, practice and language to ensure that our multi agency approach to integrated working is as strong and effective as possible.

Integrated working underpins the delivery of the following aspirations set out in our CYPP:

- Uphold truly equal opportunities;
- Help children and young people to always feel safe;
- Intervene early and effectively;
- Work together creatively;
- Work in genuine collaboration with children and families: mutual respect and celebration.

We believe that integrated working is a fundamental aspect of our support for those who need extra help at the earliest opportunity, and supports our ambition to invest in early help to prevent costly and more intrusive, later interventions.



YorOK Integrated Working Implementation Group (IWIG) Terms of Reference

Chair

Jen Slaughter, Associate Director (Safeguarding and Child Protection), York Hospitals NHS Trust

Overall purpose of this forum:

To realise the extra benefits of a collective, multi agency approach, above and beyond that of any single organisation or sector. To value and promote the wide range of professional and volunteer contributions to integrated working, identifying and responding to support and workforce development needs.

To promote and ensure implementation of effective integrated multi agency arrangements and practices that will support the delivery of early help and intervention services for children, young people and families.

More specifically, to stimulate and promote an increase in:

- the number of CAFs and other early help assessments completed across the YorOK Children's Partnership;
- the number of practitioners undertaking the Lead Practitioner role across the YorOK Children's Partnership;
- Reporting of the above activity to the Children's Advice team who store the information in The Child Index.

Support for IWIG

Support for this forum will be provided and coordinated through the Children's Advice Team.

Involvement - children, young people, parents & carers

The group is committed to proactive consideration and resolution of how to meaningfully involve children, young people and families in the development and delivery of our approach to integrated working.

Involvement - workforce

The group is committed to involving managers and practitioners in the ongoing development of the integrated working tools, processes and arrangements.



TERMS OF REFERENCE
YorOK Integrated Working Implementation Group

Membership of IWIG is targeted at people who manage practitioners – i.e. people who can directly influence the implementation of integrated working, as described above.

Membership:

SECTOR	ORGANISATION	POST HELD	NAME
Health	York Hospitals NHS Trust	Associate Director (Safeguarding and Child Protection),	Jen Slaughter HV & SN Matron
		Health Visiting Team Leader	Anna Buchanan
	Public Health	Named Nurse for Child Protection (Acute Trust)	Jane Martin
		Midwifery Team Leader	Kath Thompson?
	Sexual Health		Tanya or Liz Costello
Mental Health	CAMHS	Manager, Primary Health Workers	Carol Redmond
		Limetrees	
Children's Specialist Services	CYC	Practice Manager Advice Team	Jeannie Freeman
		Children's Trust Unit	Judy Kent
Children's Centres	CYC	Children's Centre Team Leader	Paula Richardson
Early Years	CYC	Early Years Adviser	Stephanie Windsor
Schools & Education	Schools / CYC	Senior Adviser Behaviour, Attendance and Learning	Yvette Bent
		Pastoral Lead in school	Or Mark Smith
Services for Families	CYC	Integrated Family Service / Troubled Families	Linda Murphy
		Family Information Service	Niall Mc Vicar
Services for young people	CYC	Service Manager (also representing YOT)	Steve Flatley

	Public Health	Strategic Commissioner, Risk & Resilience	Amanda Gaines
Social Work	CYC	Service Manager or Advanced Practitioner (representing Children's Social Workers)	Dot Evans to nominate
Disabled Children	CYC		To be nominated by Jess Haslam / Tina Hardman
Voluntary & Community Sector	York CVS IDAS NSPCC Faith Groups?		Craig Waugh Sarah Hill Team Leader
Police	Police	Protection of Vulnerable People Unit PCSOs	PVP representative PCSO manager
Housing		Housing Services Rep	Tom Brittain
Adult Services		Assistant Service Manager/Social Worker, Adult Safeguarding	Abby Hands
Communities & Neighbourhoods			?Mary Bailey
Wider distribution of minutes and information	<ul style="list-style-type: none"> • Sue Hull, PA to Assistant Director, Children's Specialist Services, CYC • Carolyn Ford, Inspection & Planning Manager 		
Proposed Additional Members	<p>Additional members may be invited to attend as required:</p> <ul style="list-style-type: none"> • Workforce Development: Chris Shipley, CYC Workforce Development Unit (YorOK remit) • Performance & Management Information representatives from partner agencies 		
Terms of Reference	<ul style="list-style-type: none"> • To provide strategic direction for the implementation of effective integrated and early help arrangements across the YorOK Children's partnership and wider service areas; • To action relevant elements of the CYPP Action Plan; • To establish and maintain a performance scorecard in respect of integrated working, and to contribute to the performance and outcomes frameworks of the YorOK and Safeguarding Boards; • To promote the embedding of integrated working tools and processes across 		

	<p>the YorOK children’s partnership;</p> <ul style="list-style-type: none"> • To monitor the implementation and impact of integrated working tools and processes (including Common Assessment Framework) • To identify workforce development and support needs; • To inform commissioning; • To promote effective partnership working; • To identify the enablers and barriers to effective integrated working and to report on these to the YorOK and Safeguarding Boards; • To receive and respond to specific queries and work commissioned by the YorOK and Safeguarding Boards; • To ensure that the involvement of children, young people and families is central to integrated working and that the impact of the child’s voice can be evidenced in individual case and strategic planning.
Monitoring – Success Criteria	<p>Specifically responsible for monitoring and improving performance in the following areas (see CYPP Action Plan /):</p> <ul style="list-style-type: none"> • An increase in the number of CAFs and other assessments at the early intervention / early help level and reported to the Children’s Advice Team • An increase in the number of Lead Practitioners • Evidence of more referring between organisations of families in need of help
Decision making	<ul style="list-style-type: none"> • Committing agencies/services to agreed ways of working – implementing integrated working; • Commit agency / service resources (in monetary / people terms); • Take action where problems or barriers are identified • Determine strategic priorities for the successful implementation of integrated working.
Role of Members	<ul style="list-style-type: none"> • To attend meetings, sending an appropriate representative if unable to attend; • To act as a champion for integrated working in their own organisation; • To lead the actions necessary to achieve implementation of the agreed approach; • To disseminate relevant information and keep colleagues up to date as appropriate; • Share experiences of how these developments are working in their area; • Provide information, data and reports to the forum as required; • Promote effective communication and collaboration between agencies
Statutory Plans and Policy/Guidance	<p>Children Act 1989 Children and Young Peoples Plan 2009-12 Children’s Act 2004 Allen report Field Report Munro report. Equalities Act 2011 Human Rights Act 1998 Working Together 2013</p>
Frequency of Meeting	Four times per year

Accountability & Reporting Arrangements	Accountable to the YorOK Board. Reports to the City of York Children's Safeguarding Children Board. Specific contributions to the shared performance and outcome frameworks of the YorOK and Safeguarding Boards. Specific links to a range of early intervention-based strategies, e.g. preventing child sexual exploitation, tackling risky behaviours.
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