



### Children with Disabilities and Complex Needs Strategic Partnership Board City of Brighton & Hove

#### Our aims are:-

1. To further develop and oversee strategic planning for children and young people with developmental concerns and disabilities taking full account of national and local guidance. This will include implementing the Commissioning Strategy for services for children with disabilities, complex health needs and special educational needs within Brighton and Hove. To ensure that these children's needs are fully incorporated in the Children and Young Peoples plan and the Local Area Agreement.
2. To oversee the implementation and strategic planning of the Every Disabled Child Matters local authority and PCT charter
  - **We know how many disabled children live in Brighton and Hove and that all agencies in Brighton and Hove are planning services on the basis of this knowledge.**
  - **There is a key worker service in providing support to families who are accessing more than one specialist service.**
  - **Our parent partnership service is sufficiently resourced to provide advice, information and support to parents of disabled children and young people who have been excluded from school.**
  - **Parents and careers in Brighton and Hove are getting accurate and timely information and advice on the full range of services available to them and their families.**
  - **All staff has received both disability equality training and training to ensure that they have core competencies to work with disabled children; relevant staff have received specialist training and other staff know how to contact them for information.**
  - **Disabled children are involved in drawing up our Disability Equality Scheme and also in monitoring its effectiveness in eliminating discrimination.**
  - **Our Children and Young People's Plan explains how we will provide specialist services and also make all universal services including extended schools and children's centre's accessible to disabled children.**

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- **Our Local Area Agreement includes targets for the level of service to be delivered to families with a disabled child.**
  - **Disabled children and families are involved in the planning, commissioning and monitoring of services Brighton and Hove, including both specialist and universal services.**
  
  - **PCT CHARTER ( Additional Areas )**
  
  - **We have an identified children's lead with specific responsibility for services for disabled children and families.**
  - **We can demonstrate that we work closely with our local authority partners and have had an input into all the Children and Young People's Plans in Brighton and Hove and are members of all relevant Strategic Partnership Boards.**
  
  - **We are working to reform our community equipment and wheelchair service to improve the quality of the equipment available, and to address the holistic and changing needs of children and young people in a timely way.**
  - **We are commissioning comprehensive specialist medical, nursing and therapy services for children with palliative care and complex health needs, and are working with all commissioners and local authorities in Brighton and Hove to integrate these services into wider children's services.**
  - **We can demonstrate an effective partnership with disabled young people and adult service providers in Brighton and Hove to ensure a smooth transition to adult services for disabled young people.**
3. To oversee the Aiming High pilot and approve all recommendations before ratification at DMT and the Children's Trust Board.
  4. To enhance, develop and model meaningful partnership working across statutory and voluntary sectors at strategic and operational levels, and including the valued partnership with parent carers, and other service users.
  5. To monitor and identify unmet need and weaknesses in service provision through regular reporting from members of the partnership board and reports from the Resource panel.
  6. To receive regular updates from various linked projects to be timetabled on an annual basis these will include the SEN strategy group ,the CAMHS strategy group, the Transition Forum, the Transition Team Pilot Steering Group, the Area teams

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- To develop a specific training sub group which will address some of the specific training issues involved in delivering services to disabled children and those with complex medical needs.

### Membership

As agreed at the initial meeting (16/10/07) the group will develop a membership Matrix in order to systematically consider relevant and meaningful membership that covers all the parameters needed. This approach also provides a mechanism to track and review changes in membership at regular periods, and can enhance transparency about who is being invited to join the team, and what role they are particularly there to represent. It is a bonus when members can contribute expertise from multiple perspectives however the Chair and members need to clearly understand if the person represents only their employing organisation or whether they are representing their sector.

Over time, the team may develop this matrix as new issues or services develop. Co-optees may be included in order to contribute particular expertise during specific projects.

Note: team to decide proportion from CYPT (75%? 50%?), and headings for matrix.

Childs age suggested	0 – 8 years*			9 – 13 years			14+ years			All ages		
	W	C	E	W	C	E	W	C	E	W	C	E
Health	Sian Bennett Clinical director /Alison Nuttall Integrated head of service health lead covers all ages											
Social Care CYPT	Jenny Brickell Head of service social care lead covers all ages social care disabled children. Area reps cover all ages for social care services in the areas. Nick Hubbard											

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	Housing manager covers all Ages												
Education/SEN/Training	Lorna Redhead head of PRESENS covers early years SEN. Need rep for older age SEN ( post currently being recruited to												
CVS Orgs/CVS reps	Amaze ,Extratime , Children's Society, Barnardos,Bhip ,Crossroads												
Service user parents	Amaze organising												
Child care and early years	Caroline Parker,Vicky Jenkins heads of early years												
Transition	Jenny Brickell,Naomi Cox head of Adults with learning disabilities												
Play and leisure	Jenny Discussing with Paul Waller Play manager												

*\* age bands around transition recommended by DCSF secretary of state Ed Balls*

*Representation from:*

*Key voluntary sector partners:*

*Barnardos, Children's Society, extra time, Amaze, Crossroads*

*Parent/ Carers– 4 seats [to become representatives from Parents Carer Council]*

*Child development and disability services management team 4 seats*

*Head teachers of Schools for children with learning disabilities*

*Head teachers for mainstream schools*

*Housing – 1 seat*

*Acute health sector provider – 1 seat*

*CAMHS- 1 seat*

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*Area teams- 1 seat to represent each of the sub teams within areas ie youth, schools and communities Sure start, social care, community and partnership managers*  
*Play/leisure/sport – 1 seat*  
*Adult social care*

The partnership board fully acknowledges the importance of children and young peoples' views being represented on the board. The board also acknowledges that the needs of those children and young people are such that attendance/facilitated attendance and participation would be difficult, not least in relation to the length of the meeting and the numbers of people attending.

The partnership board therefore adopts a system of using existing school-based mechanisms to elicit views; specifically the school and college councils at Downs View School, Downs View Link College and Hillside School (and others as appropriate) as the participation and consultation method. There may be specific times when 'focus groups' in those locations are convened to consider an issue.

The headteacher's of the schools are charged with ensuring that groups meet regularly and that those headteacher's report/table issues at board meetings.

### **Chairing Arrangements**

A co-chairing approach was agreed at the initial meeting, with one manager from the Integrated Children's' Disability Service (Jenny Brickell) and the voluntary and community sector Jonathan Stearn, Director of Amaze, the umbrella organisation for parents of children with any special need in Brighton & Hove. This ensures two sectors will share responsibility for arranging meetings, membership, and leading the work focus. This approach is more likely to model partnership and deliver joint working practices.

The co-chairs have responsibility for ensuring all participants are fully engaged with the work process and content with the interactions during meetings.

### **Decision making context**

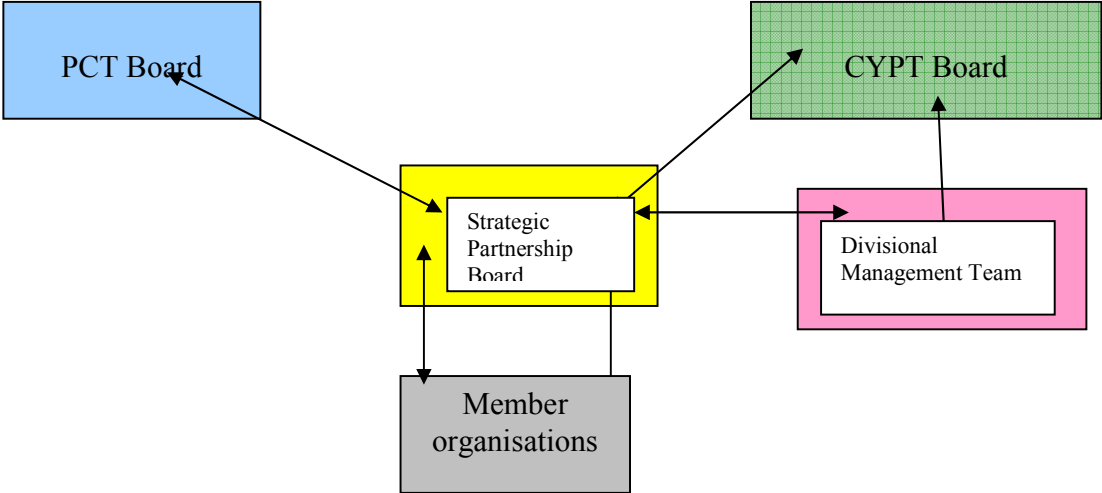
The strategic partnership board will have the authority to present proposals to the Divisional Management Team, the PCT and the CYPT Boards. All proposals must go through DMT.

Proposals from Divisional Management Team, the PCT and the CYPT Boards in relation to children with disabilities and complex needs will be put before the partnership board for scrutiny.

The partnership board will have the authority to comment and influence spending priorities of the Divisional Management Team, the PCT and the CYPT Boards but not individual spending decisions that relate to budgets held within the Children and Young peoples trust the PCT and the CYPT or within partner organisations.

Some decisions will be decided through a voting system and in the event of conflict the Chairs will have the casting vote and in the event of disagreement between the chairs the matter/s in question will be taken to DMT

Decision making context diagram



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### **Practical arrangements for meeting**

**Frequency** - meetings to be at least 4 times a year, timed to maximise linkage with budgetary and decision-making timeframes

**Venues** – physically accessible with public transport options and parking availability. Vary venue to facilitate understanding of members' different work environments.

**Timing** - accessible to all members, including parents. Vary day and timing to enable all participants to attend.

**Induction** –each meeting will begin with an opportunity for all members to give a brief update on significant service developments or organisational issues.

**Minute taking** – establish consistent format for note taking with clearly identified action points and responsibilities. Identify who will be taking minutes at each meeting and specify who will type up and distribute to co-chairs to check or amend before co-chairs distribute to attendees. Minutes of the last meeting to be circulated with the agenda of the next meeting and agreed at each meeting.

### **Accountability of the group**

The group should be accountable to the Divisional management team who will receive copies of minutes and will provide an annual report to the Children trust board

### **Service User policy and reimbursement**

We will ensure that funding is available for parent representatives and also that individual voluntary organisations provide appropriate support

Signed as agreed by members

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Review planned for

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