

# **Enfield Early Years Partnership Board**

## **Terms of Reference**

**April 2023**

### **Purpose of the Early Years Partnership Board**

The Early Years Partnership Board is a high-level strategic body focused on the planning, commissioning and delivery of services that promote the early education, health and wellbeing of children under 5 and their families in Enfield, and safeguarding the vulnerable.

The Board has been developed initially to review the findings and recommendations of the Local Government Association's Peer Review, carried out in November 2019. This Board will oversee all Early Years activity within the borough.

The Board aims to ensure that strategy, service development and commissioning activity is approached jointly in order to assure the best possible outcomes for children under 5 and their families in Enfield. The Board recognises the benefits of early intervention and prevention and prioritises the promotion of this approach across the partnership.

The effectiveness of the Board will depend on consistent representation and an integrated joint working approach from all stakeholders/members who will share the responsibility for ensuring that services are effective, offer value for money and meet local need.

### **Aims and Scope of the Board**

In all its operations, the Board will aim to:

- Promote the needs and concerns of children under 5 and their families across all member organisations.
- Plan strategically, taking a whole system approach for the health and wellbeing of children under 5 and their families.
- Align resources, knowledge and expertise across organisational boundaries.
- Improve the evidence base and timeliness of decision making across the partnership by removing barriers to innovation and joint working.
- Collectively challenge and support Early Years services, across the partnership, via robust performance management.
- Maintain links with operational delivery across all member organisations through sub-groups and feedback mechanisms.
- Maintain the focus of improving outcomes for all children and closing the gap between the most disadvantaged children and others.
- Ensure that the local community and families have a voice and are engaged in the planning, shaping, implementation and ongoing development of services.

- Ensure there is consistent, accessible and up to date information, advice and guidance for parents.

## Principles

To achieve these aims, members of the Board will:

- Support the principles of prevention and early intervention.
- Take an outcomes-based, evidence driven approach to the planning, design and commissioning of services to ensure that children's needs are met.
- Share knowledge from our collective sources of information.
- Listen to the voices of the local community and families.
- Know the commissioning landscape by understanding the needs of children under 5 and their families, and the wider early years' sector.
- Ensure that all commissioning decisions make the most effective use of our collective resources.

## The Work of the Board

The Board will provide strategic leadership across the partnership by:

- Setting the strategic commissioning objectives for the partnership; identifying opportunities for the joint planning and commissioning of services.
- Devising a programme of work based on the identified strategic priorities and collective commissioning intentions of its membership.
- Delegating issues requiring detailed consideration or research to the appropriate group.
- Overseeing arrangements for effective sharing of information, resources and decision making across the partner agencies.
- Ensuring that mechanisms are established for the engagement and involvement of stakeholders.
- Receiving performance information, intelligence, policy updates and other information necessary to guide strategic commissioning across the partnership.

## Membership

Position	Name	Organisation
Director of Education (chair)	Peter Nathan	LBE
Cabinet Member	Cllr Abdul Abdulahai	LBE
Service Manager – Children and Public Health Commissioning	Andrew Lawrence	LBE
Head of Schools and Early Years Improvement Service	Lucy Nutt	LBE
Early Years Manager	Christiana Kromidias	LBE
Senior Commissioning Manager – Child Health	Michelle Williams	NCL ICB

Services		
Children's Centre Manager	Zinat Ismail	Children's Centre
Head of CYP and Family Services	Helen Tanyan	NMUH
Manager – Early Years Speech and Language Service	Maureen Jarvis	NMUH
Service Manager 0-19 Service	Eunice Chigwanda	NMUH
Public Health Senior Service Development Manager CYP	Jayne Longstaff	LBE
Head of SEN and Inclusion	Barbara Thurogood	LBE
SEND Service Development Manager	Caroline Fanning	LBE
Early Years SEND Manager	Julia Hide	LBE
School and Early Years Data Manager	Francesca Falcini	LBE
Finance Manager – Schools and Education	Sailesh Patel	LBE
Early Intervention and Support Service Manager	Miriam McDonagh	LBE
Head of Early Help, Youth and Community Safety Services	Ivana Price	LBE
Director of Public Health	Dudu Sher-Arami	LBE
Senior Lead Educational Psychologist for Early Years	Liz Jones	LBE
PVI Setting Manager	Angela Palmer (Rightstart Montessori) Kirsty Greenwood (Angel Place)	PVI sector
Headteacher	TBC	Schools
Voluntary and Community Sector Representative	Jo Ikhelef	Enfield Voluntary Action
Parent Representative	TBC	

### **Register of members**

The Local Authority will maintain a register of members of the Board and their roles.

### **Chair and Vice Chair**

The Board will be chaired by the LBE Director of Education and a Vice Chair will be nominated and seconded by at least two members of the board. The Chair will have the casting vote if an issue arises on which the board is unable to reach a decision.

### **Meetings**

Meetings will take place a minimum of 3 times per year with extraordinary meetings to be called if necessary. General meetings will be arranged with a minimum of two weeks' notice and an agenda and any relevant papers will be circulated prior to the meeting.

### **Quorum**

At least five members must be present, representing a minimum of three separate agencies, in order to be quorate and for the meeting to run. If an urgent issue should arise the Chair may write to board members requesting a telephone or written response.

### **Declaration of interest**

Where a conflict of interest is recorded, it is the responsibility of that board member to declare their interest and opt out of the recommendation process. This is relevant in cases such as:

- When the Board is discussing the commissioning of specific services, such as childcare or parenting support, any member with an interest in providing that service (whether in the public, private or voluntary sector) needs to declare their interest and withdraw from the debate.
- Providers of commissioned services may become members of the Board, but must be aware of the rules regarding conflicts of interest.

### **Codes of conduct**

It is the Board members' responsibility to offer their apologies in advance of the meeting when unable to attend. A substitute may be nominated; however, it is an expectation that each member will arrange to be represented at every meeting.

A person cannot represent more than one agency at one time, nor have more than one role on the Board.

### **Reports**

The Board will receive reports at least 7 working days before a meeting.

### **Minutes**

The Local Authority will minute the meeting and provide copies of the minutes to all members within 21 days of the meeting. The minutes will be made available to all members and to interested parties on request.

### **Decision making**

The Early Years Partnership Board does not have legal power to take decisions on its own behalf but will make recommendations to the organisations that are represented at it and monitor the work and performance of the groups that report to it.

Recommendations will be made by consensus and in the event of a vote on a recommendation being tied, the Chair will have a casting vote. Recommendations will be agreed by each agency's representative at the meeting or, if needed, taken further in the relevant agency's governance structure for ratification.

**Confidentiality**

Any discussions during meetings remain confidential until the minutes are agreed and published.

**Accountability**

Health and Wellbeing Board – minutes to be provided and updates as requested.

**The Role of the Board Representatives**

What the Representative is required to do:

- To share views in Board meetings.
- To keep their organisation/group up to date with what is happening at the Board.

*Before Meetings*

- Read the agenda for the meeting and minutes of the last one in good time to discuss with their organisation/group properly.
- Contact the people or groups they represent where appropriate.
- Find out their views on the items on the agenda when needed.

*At Meetings*

- Put across the views they have collected.
- Make notes for themselves and so that they can pass on relevant information to their agency/organisation.
- Make considered decisions as needed based on the interests of children and their families.

*After Meetings*

- Report back to those they represent.

*In between Meetings*

- Keep in touch with their agency/organisation and the Board.
- Build up links between their agency/organisation and the partnership.
- Be willing to take up matters that their organisation wants to see discussed by the partnership.

**Terms of office**

Membership of the Board will be reviewed on a three yearly basis.