



BACKGROUND

1. Birmingham Children and Young People's Partnership has overseen the design of a five-year plan to improve outcomes for babies, children, and young people. The ambitious strategic framework of the plan has been adopted by Birmingham City Council and local partners in April 2023. With this plan, members of the partnership are committed to act together to achieve our ambition: to make Birmingham a great place to grow up, for all babies, children, and young people, so that they achieve the following outcomes:
 - **Healthy** and nurtured throughout our life-course.
 - **Safe** at home and in places outside of our families and homes.
 - **Connected** to meaningful opportunities and prepared for adulthood.
 - **Confident** to connect with help we can trust, right time, right place.
 - **Included:** we can get the best from home, education, and our communities.
 - **Happy and respected:** our voices and lived experiences matter.

VALUES, PRINCIPLES, AND COMMITMENTS

2. Partners agreed that our values lay the foundation for everything we do together: openness, integrity, boldness, collaboration, and learning.
3. The following principles will guide all the work of the partnership:
 - Children and young people are at the heart of everything we do.
 - We are ambitious for every child and young person in Birmingham.
 - We are one partnership, with one set of priorities.
4. Partners have also made the following commitments:
 - Provide bold, collective, system leadership.
 - Create a collaborative and integrated service system.
 - Hold each other to account with support, oversight, and challenge.
 - Base our offer to children and young people in the best available evidence.
 - Know the difference we are making.

COLLECTIVE STRATEGIC ACTIONS

5. By using insight from outcomes and performance, and listening to the voices of children, young people and families, partners have agreed a framework of collective strategic actions to achieve our ambition and to improve outcomes.

Joining up our offer in local places so children, young people and their families connect with help and support they trust throughout the life-course.

- Offering help and support to families to improve outcomes for babies, children, and young people, from preconception, through early years, childhood, and adolescence, and into young adulthood.
- Designing integrated service systems, so professionals from different services can work together effectively, and families can connect with help and support they trust when and where they need it.
- Improving our digital offer, so that children, young people, and families can connect with digital information, advice, and support.

Building safety with children, young people, and families at home, and in places outside of home.

- Taking place-based and life-course approaches to building safety with children, young people, families in physical and virtual spaces.
- Helping children and young people to connect with support, safeguarding and protection from harm, wherever and whenever harm happens.
- Designing structures across our partnership so that children, young people, and families can build enduring relationships that help to keep them safe.

Creating an inclusive city where all our children and young people can connect with meaningful opportunities and thrive.

- Connecting our babies, children, and young people with meaningful things to do, and safe, welcoming, and inclusive places to learn and grow.
- Responding effectively to babies, children, and young people with SEND and to those with additional needs.
- Creating inclusive cultures in all our organisations, settings, and services, and supporting our workforce to use relationship-based approaches in their work with babies, children, young people, and their families.
- Supporting children and young people to develop a strong voice, get involved, influence decision-making, setting them up as confident adults.

A cross-cutting theme across all three of our collective actions is: **Acting together as partners to break down barriers of poverty and inequality faced by Birmingham's children, young people, families, and communities.**

6. The approach of the partnership is to forge collaboration across the boundaries of organisation, sector, and professional discipline. Partners will seek, through delivery of the plan, to understand the issues, interconnections and relationships that affect babies, children, young people, and families across the city, and will act together to achieve our ambition and to improve outcomes.
7. To enable delivery of the collective strategic actions, the partnership has agreed to develop and deliver the following priority workstreams:
 - Partnership strategic governance, and accountability
 - Co-creation of an Inclusion Charter,
 - Data, insight, and evaluation,
 - Voice, participation, and coproduction,
 - Practice, quality, and professional development, and
 - Joined up offer and integrated working in local places.

CREATING AN INCLUSIVE CITY STEERING GROUP

8. Birmingham Children and Young People's Partnership Inclusive City Steering Group includes senior representation from Birmingham City Council, Birmingham Children's Trust, Birmingham and Solihull Integrated Care Board, West Midlands Police and Crime Commissioner, West Midlands Police Force, and Birmingham Voluntary Services Council.
9. The Inclusive City Steering Group has been set up in July 2023, and **aims** to:
 - Maintain oversight of delivery of our SEND and Inclusion Strategies 2023-2028, driving strategic programmes of work, and contributing to our overarching ambition to make Birmingham a great place to grow up, improving outcomes for all our babies, children, and young people,
 - Seek to use data analysis, insight, lived experience and evaluation to understand the issues, interconnections and relationships that affect babies, children, young people, and families across the city, and prevention them from connection to meaningful opportunities and thriving,
 - Forge collaborative working across the partnership, providing challenge, quality assurance, and problem solving in relation to collective action plans and enabler workstreams, including the UNICEF Child Friendly City Action Plan, and with a sharp focus on the implementation of the Inclusion Strategy,
 - Maintain overview of system-wide priorities, such as anti-racism, tackling poverty and inequalities faced by babies, children, young people and families, and act to identify and reduce gaps, and build on strengths across the partnership,
 - Ensure the strategic programme of work for the SEND and Inclusion Strategies meets the development requirements across sectors in the local system, and enables production of

support, provision and resources aligned with local and national evidence and best practice, and

- Oversee the development of multi-agency frameworks, such as partnership-wide approach to implementing relationship-based and inclusive practice.

10. To achieve these aims, the Steering Group has the following core **objectives**:

- Use international, national, and regional evidence about the impact of support and interventions, analyse local data regarding babies, children, and young people,
- Provide leadership, scrutiny, and guidance around the following activities:
 - ✓ Scope, timeline, and milestones for the partnership strategic programme of work for the SEND and Inclusion Strategies to improve outcomes for babies, children, and young people,
 - ✓ Strengths and requirements of local system for support, challenge, training, and commissioning to improve outcomes for babies, children, and young people,
 - ✓ Tools, resources, pathways, protocols, and commissioning plans produced by partner organisations, intended for application across the partnership, and especially in schools and settings, across the education family,
 - ✓ Recommend, scrutinise, and agree updates to SEND and inclusion policy; effective information for children and families; advice and guidance for partner organisations; workforce development plans; training materials, etc,
 - ✓ Partnership plans for communication, stakeholder engagement, coproduction, community involvement, children and young people’s voice and participation, etc.
 - ✓ Research into local, regional, and national relationship-based and inclusive practice methods and the development of standards that will support the programme to achieves its aims,
 - ✓ Risks, issues, dependencies, assumptions, including cross-cutting themes, from multi-agency perspectives.
 - ✓ Best practice across the local partnership to contribute to the evidence base, and to inform future programmes, service design, commissioning, and delivery.

11. The Group will meet six times per year, coordinated by the BCYPP project team, to drive and deliver the strategic programme of work for Inclusion and SEND strategies,

12. The Group reports to the Birmingham Children and Young People’s Partnership Strategic Implementation Group,

13. The Board will also send reports to Birmingham’s Health and Wellbeing Board, and to the City Council’s Children and Families Leadership Team.

MEMBERSHIP & RESPONSIBILITIES

14. The membership of the Steeting Group will be:

Chair: Helen Ellis, Director of SEND and Inclusion, Birmingham City Council

Responsibilities:

- Provide leadership to the Inclusive City Steering Group including in holding the project team to account for the design and delivery of the strategic programme of work to achieve our ambition, improve outcomes,
- Approve Inclusive City Steering Group agenda and advise on issues and emerging themes.
- Maintain a clear link to City, regional and national strategies, policies, and programmes.
- Ensure Inclusive City Steering Group meetings are focused on oversight and scrutiny that improves quality and effectiveness of strategic programme delivery and results in improved outcomes for children and young people.
- Promote an understanding of the strengths and needs of all children and young people in Birmingham and provide strategic insight and influence around how best to work according to the principles and commitments of our partnership.

Strategic Lead:

Responsibilities:

- Oversee the maintenance of up-to-date records pertaining to the production of programme outputs and submit draft reports according to the schedule agreed by the Inclusive City Steering Group, reporting to the Strategic Implementation Group.
- Ensure that existing strategic plans, policies, resources are up-to-date, re-written and edited, as required by Chair and Inclusive City Steering Group members.
- Ensure reports and resources are produced and meet quality standards.
- Ensure that content and presentation of programme materials are in accordance with the government guidance and local requirements, including analysis of local data.
- Be responsible for coordinating input of partners and collating information necessary for successful and timely delivery between Inclusive City Steering Group meetings.
- Report any variation in the scope of work to the Chair.

Inclusive City Steering Group Members: senior officers with delegated responsibility and representing each member of the partnership.

Responsibilities:

- Attend meetings and represent partner organisations and sectors on key issues pertaining to the needs and outcomes of children and young people in Birmingham.

- Review and scrutinise programme strategy and delivery material in advance of meetings, ready and open to provide challenge, support and advice on design and delivery as set out in the aims above.
- Contribute and actively engage in the strategic programme of work for Inclusion and SEND and support development of actions, enabler work, and development plans.

Other officers may also be invited to attend and present at Inclusive City Steering Group as required, and with the agreement of the Chair.

MEETINGS

15. 50% of members will make 'quorum' for the meeting.
16. Meetings will be held every other month, starting July 2023. The Chair and members may convene a meeting earlier than the established cycle in accordance with priorities.
17. The Chair and members may initiate task groups between meetings to develop priority areas of work and ensure these are delivered.
18. Meetings will usually be 1.5 hours in duration, depending on items to be discussed.
19. Meetings will be chaired by the Chair or their nominated deputy.
20. Agendas will be set by the Chair. Agenda may involve standing items agreed by the Chair.

PROTOCOL & COMMUNICATIONS

21. The agenda and papers will be circulated at least three working days before the meeting.
22. Apologies should be notified to the Chair or Strategic Lead before agenda and papers are circulated, if possible.
23. Agreed action notes will be taken at each meeting and sent round within five working days of the meeting.
24. Members of the group should come to each meeting ready and prepared to discuss the items on the agenda.
25. Members should disseminate information back to their respective settings, projects, or areas of work as appropriate, and feedback to the group as needed.
26. Discussions may take place that are of a sensitive nature. All members should ensure that confidential and sensitive information is not shared unless appropriate and agreed.

REVIEW

27. These terms of reference have been drafted in July 2023 for review by members of the Inclusive City Steering Group, and Partnership Strategic Implementation Group and following comments and amendments, will be circulated to the Board to be agreed.
28. These Terms of Reference will be reviewed after six months at December 2023.