

Portsmouth Voluntary & Community Sector Children & Young People's Alliance (CYPA)

TERMS OF REFERENCE

Aim:

As a sub-group of Portsmouth Voluntary Community Network (PCN), the aim of the Portsmouth Voluntary and Community Sector Children and Young People's Alliance (referred to as Portsmouth Alliance or Alliance) is to provide clear and effective representation for the voluntary and community sector in Portsmouth by influencing, informing and sharing information about issues affecting children and young people and their families.

Objectives:

- To be children and young people focussed and promote positive inclusion and outcomes for them in all aspects of policy, planning and services that affect their lives
- To support links between voluntary and community organisations and provide networking opportunities to encourage partnership working and sharing of resources and expertise
- To represent the interests and issues of concern to the voluntary and community sector in strategic and multi-agency partnerships
- To link in with representative structures for children and young people
- To disseminate information both back to the organisations and communities being represented and out to partner organisations, and ensure good practice is shared
- To provide input to joint commissioning and procurement, strategic planning and development of services
- To link with other relevant bodies at local, regional or national level
- To promote equality of opportunity and celebrate diversity within our city, aiming to achieve cohesive communities where everyone feels they belong
- To advocate full voluntary and community sector involvement and influence the strategy plans affecting children and young people in Portsmouth

Membership:

Open to all voluntary and community groups supporting the above aims with an interest or involvement in working with children and young people and their families in Portsmouth. Membership is by opt-in.

Structure:

Portsmouth Alliance is a sub-group of Portsmouth Voluntary Community Network and is accountable to the Steering Group of PCN.

The Alliance will hold at least **4 briefing sessions** a year avoiding the school holidays. These will be aimed at a wider network of colleagues from across all sectors.

The Alliance will provide **regular (nominally monthly) email newsletters** to all its membership

The Alliance will **support VCS involvement in ad hoc events.**

The Alliance will be serviced by a steering group whose principal responsibilities are:

- Coordinating briefing sessions
- Overseeing representation on partnership boards and working groups
- Supporting the Alliance in achieving its aims and objectives

Steering Group:

The Steering Group will meet regularly, no less than 6 times a year. The membership and the terms of reference will be reviewed annually.

To ensure that the Alliance reflects a true representation of the broad range of children and young people, the core Steering Group will comprise:

- Children and Young Peoples Strategic Partnership representatives:
 - Executive – up to 4 members
 - Joint Commissioning Group – 3 members
- Early Years (0-8 years) – 2 members
- Children (8-14 years) – 2 members
- Youth (14-25 years) – 2 members
- Specialist groups – 2 members

The Steering Group can co-opt other relevant members as and when appropriate.

The Chair and Vice Chair will be elected via the Steering Group.

Representation:

All members acting on behalf of the Alliance will be required to sign and comply with the Terms of Reference for Representation.

Support and training for the representation role will be provided.

Monitoring and evaluation

Minutes of each Steering Group meeting will be made available to the wider membership via PCCS website.

The purpose, aims and objectives of the network will be reviewed annually.

A written report will be produced detailing the achievements and activities of the network annually.

Agreed: by the Chair

Date: November 2007