

Appendix 4: Commissioning Subgroup Terms of Reference

Brighton & Hove Children and Young People's Trust Youth and Connexions Service Board Commissioning Subgroup Terms of Reference

1. Objectives

- 1.1. Following the strategic review of Youth and Connexions Services in Brighton & Hove, the Children and Young People's Trust Board endorsed the recommendation to form a Youth and Connexions Service Board to replace the former Connexions LMC. This Board is to have a number of subgroups including a Commissioning Subgroup.
- 1.2. The Youth and Connexions Service Board has responsibility for planning, delivering and monitoring the quality and performance of the Youth and Connexions Service, on behalf of the Children and Young People's Trust. (See Board Terms of Reference)
- 1.3. The Commissioning Subgroup has delegated responsibility to oversee and scrutinise the commissioning process of the Youth and Connexions Service Board and to advise the Commissioning Manager for the Youth and Connexions Service.
- 1.4. The Youth and Connexions Service through the Commissioning Subgroup will have responsibility for overseeing the following funding streams:
 - a. the main Connexions grant administered via the LAA
 - b. the core Youth Service budget from the CYPT
 - c. Positive Activities for Young People (PAYP)
 - d. Youth Opportunities Fund (YOF) / Youth Capital Fund (YCF)
 - e. Teenage Pregnancy funding
 - f. Substance Misuse funding
- 1.5. Whilst not explicitly responsible for other sources of funding for youth provision within Brighton & Hove, the Commissioning Subgroup will seek ways of working towards the priorities shared with other funding streams and add value to these, via co-ordination and/or joint commissioning. Examples of other funding streams that need to be considered during the commissioning process include:
 - Youth crime prevention funding from YOT, Children's Fund and Challenge and Support
 - Aligned funds that support the 14-19 Partnership Board's strategy to enhance the curricular offer and reduce levels of young people Not in Education Employment or Training (NEET)
 - LSC core and discretionary funding
 - City Council corporate grants and
 - Area-based funding initiatives.

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2. Function

- 2.1. To oversee and agree the service specifications for provider contracts for the funding streams outlined in 1.4 above.
- 2.2. To allocate and oversee the monitoring process for contracts to providers for the funding streams outlined in 1.4 above.
- 2.3. To oversee and agree the specifications for grants to the voluntary and community sector (if applicable).
- 2.4. To allocate and oversee the monitoring process for grants to the voluntary and community sector (if applicable).
- 2.5. To ensure that stakeholder feedback is reflected appropriately in any commissioning decisions.
- 2.6. To make robust commissioning and decommissioning decisions which are affordable whilst taking into account the impact on other agencies, on-going commitments, changes in costs, demands on service and availability of funds.
- 2.7. To ensure the Youth and Connexions Service collaborates effectively with others to coordinate delivery of services to young people in accordance with the Children and Young People's Plan and other key strategic plans within the city.
- 2.8. To advise the Youth and Connexions Service Board on key priorities, budgets, contracts, performance and quality assurance issues.
- 2.9. It is proposed that the initial membership/representatives of the Youth and Connexions Service Board Commissioning Subgroup will be:
 - a) Commissioning Manager Youth and Connexions Service
 - b) Commissioning managers or operational managers from each area team
 - c) Community and Voluntary sector representatives (via the CVS Forum)
 - d) Housing Services representative
 - e) Learning and Skills Council representative
 - f) Learning Disability Services representative
 - g) Learning Partnership representative
 - h) Performance team representative
 - i) Representatives from Voluntary Sector and External Funding Unit, Community Safety Team, YOT and Teenage pregnancy/DAAT.
 - j) Youth and Connexions Manager

3. Members' Responsibilities

- 3.1. To represent the views and interests of other funding or stakeholder groups of which they are members.
- 3.2. To bring to the subgroup information which may inform the commissioning process for the Youth and Connexions service
- 3.3. To disseminate information as appropriate to other funding or stakeholder groups in order to meet joint priorities and ensure equality of access to funding across the city.
- 3.4. To invite representatives of other organisations to attend meetings as and when specific agenda items arise e.g. finance, public health.

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4. Meeting Protocols

- 4.1. The Commissioning Subgroup should meet quarterly, prior to meetings of the Youth and Connexions Service Board
- 4.2. The Commissioning Subgroup will be chaired by Commissioning Manager, Youth and Connexions Service
- 4.3. Items requiring policy approval and action will be clearly highlighted
- 4.4. Papers will be provided at least 5 days in advance with recommendations wherever feasible. It is recognised that on occasions specific items might need to be tabled
- 4.5. Any interests will be declared and recorded at every meeting, for each item separately.

5. Review

- 5.1. The Youth and Connexions Service Board Commissioning Subgroup will review its Terms of Reference, membership and the effectiveness of its operation after one year.

