

Child Poverty Commission Overseeing Torbay's Story Child Poverty Strategy ' A Call for Action '

Terms of Reference

1. Aim

1.1. The aim of the group is to oversee and require all those involved to be accountable and to demonstrate what difference has been made in tackling child poverty and the impact within communities.

1.2. The group will explore the following issues: (this could be expanded by the group/ and or be translated into a mission statement? or outcomes for measurement)

- How we break the cycle and what the barriers are that stop families getting a better income now, as well as how to reduce the chances of children growing up to become the parents of poor children tomorrow.

- What the difficulties are that families on low incomes face and how these might be overcome.

- How local services and communities could work better together to help families and improve people's aspirations and opportunities for employment

Insert new framework ? reporting line to Health Well Being Board
/ link to TSCB

2. Principles

The overarching principles the group will work to are:

2.1. Families and Communities will be included in the whole process

2.2. A partnership approach will be used in engaging the specific hot spots identified in the needs assessment.

- 2.3. Stakeholder groups / experts will be invited to present evidence / be cross-examined as part of the Commission's work.
- 2.4. Identify how we are addressing the drivers and outcomes of child poverty around the 'building blocks framework'
- 2.5. Equality and Diversity – promote a change to the thinking and behaviour to improve the future aspirations of our families by 2020

3. Accountability

- 3.1. The group will be accountable to the Health and Well being Board.
- 3.2. The group will provide an annual report and regular updates to the Health and Well-being Board as requested.

4. Membership

- 4.1. The core membership of the group will include representatives of following bodies:
 - Torbay Council representatives
 - Families and Young People
 - Health
 - Police
 - Safer Communities
 - Education
 - Members
 - TDA
 - Job Centre Plus
 - Voluntary Sector stakeholder organisations
- 4.2. The group will determine roles and responsibilities of membership within appendix 1.
- 4.3. Technical / clinical expertise will be provided as required and agreed by the Chair person.

5. Organisation

- 5.1. The membership of the group will be reviewed annually or as the requirements on the group change in response to need.
- 5.2. The Chair group will be elected annually. ? How will this work
- 5.3. The development of task and finish groups will be agreed at meetings including requests for member participation.

6. Frequency of meetings

- 6.1. It is envisaged the Group will meet twice yearly.?

7. Agenda and Minutes

- 7.1. The agenda will be agreed by the Chair in consultation with ? who

- 7.2. The minutes of the meeting will be circulated to the Group for comment within two weeks of the meeting.
- 7.3. Minutes will be agreed at the following meeting.
- 7.4. An administrator will be provided.

8. Decision Making by Vote

- 8.1. Decision making will be agreed through a consensus and approval rather than voting. **? Will they make decisions or just recommendations**

9. Conflict of interest

- 9.1. Group members will be subject to Torbay Council's code of conduct and procedure for registering outside interests. Group members will declare personal interest in any item under discussion and absent themselves from the whole meeting or part of the meeting while the subject is being discussed.

10. Confidentiality

- 10.1. As the Group's work involves recommending decisions, discussions are confidential to the agencies represented on the Group.
- 10.2. In the case of making recommendations on the outcomes of service activity, decisions made by the group are confidential until the decision has been considered by the Accountable Groups the provider has been informed of the decision. The opinions expressed by individual members of the group remain confidential.

11. Freedom of Information

- 11.1 Some of the agencies that form the strategy group fall under the scope of the Freedom of Information Act 2000 and must comply with the provisions of the legislation. Information provided to the group may be subject to disclosure if an agency that is covered by the Act receives a request for the information.
- 11.2 Any agency receiving a request for information that has been provided by the group should advise the relevant agencies of the information requested, and give them opportunity to raise any objections they may have. However, it should be noted that the final decision to disclose or withhold the information rests with the agency that received the request.

12. The Press

- 12.1 If any member of the group is approached by the press, they should refer the query to the press office of Torbay Council or contact a member of Torbay Council staff on the group, who will refer the query.

