

CHILDREN AND YOUNG PEOPLE'S ACCES TO MENTAL HEALTH SERVICES TASK AND FINISH GROUP TERMS OF REFERENCE

At their meeting on the 27th September 2022 the Children and Young People's Scrutiny Committee agreed to form a task and finish group to review the level of Access Children and Young People in Trafford have to Mental Health Support. This task and finish group was suggested to the Committee by the Health Scrutiny Committee and as such Health Scrutiny Committee Members have also been offered the opportunity to be involved in the group.

1. Purpose

- a. To identify any gaps in access to mental health services and make recommendations to address those gaps.
- b. To gather information to understand the provision offered by Trafford and their partners, including current performance data and any plans to change the offer.
- c. To gather information to understand the level of need for Children and Young People's Mental Health Services within Trafford.
- d. To engage with key stakeholders to understand experience of services from user and provider perspectives.
- e. To utilise the information gathered to consider the sufficiency of the offer for Children and Young people.
- f. To look at examples of best practice from other areas to identify possible methods of improvement.
- g. To present any views/ideas for improvement to key stakeholders to gather their views.
- h. To present the groups findings including any recommendations for improvement to the Executive.

2. Aim

To create a report that:

- Provides an accurate picture of access to mental health services for Children and Young People.
- Informs the Executive of the views of key stakeholder's views of the service.
- Identifies areas of good practice and/or excellence within Trafford's services.
- Identifies any gaps or areas for improvement within Trafford's services.
- Provides deliverable recommendations with timing for follow up.

3. Methodology

The task and finish group will look to gather information from a range of sources to as part of the review. This will involve information gathering from a range of stakeholders as identified below.

Key stakeholders are identified as;

- Children and Young People
- Parents
- Parents Groups/forums
- Teachers/School Staff/College Staff
- Council/ NHS Staff/Public Health/Youth outreach team
- Volunteers
- 42nd Street
- Kooth
- Community Groups e.g. Gorse Hill Studio's,
- Schools
- Commissioned Services
- Volunteer Organisations/Charities

The Task and Finish group will look to engage with these groups utilising the following methods.

- Meetings – in person and/virtual
- Survey's
- Performance reports
- Data sets with relevant comparisons
- Responses to calls for evidence via email, letter, or telephone.
- Case Studies

In addition, the group will use national guidance, national statistics, and research to inform them of expected standards and examples of good/best practice.

A draft report setting out the proposals for consideration by the Scrutiny Committee at its meeting on the 7th of March. The agreed final report will then be submitted to the first meeting of the Executive in the 2023/24 municipal year.

It is critical to ensure that the review is thorough and robust, therefore extension of the deadline for completion will need to be approved by the Children and Young People's Scrutiny Committee.

4. Accountable

The Task and Finish Group will report to the Children and Young People's Scrutiny Committee on the outcomes of the Review. The Scrutiny Committee shall present a report to the Executive on the findings of the Review, with any recommendations being sent to Council.

As the task and finish group was originally proposed by the Health Scrutiny Committee regular updates will be provided at meetings until the Task and Finish Group is concluded.

5. Membership and Membership operation

The membership of the Scrutiny Review Panel shall comprise of the following:

Elected Members

- Councillor D. Western
- Councillor Whetton
- Councillor Hartley
- Councillor Haughey
- Councillor Maitland

Co-opted Members

The group can agree to appoint Co-opted Members for the duration of the review. Co-Opted Members will be awarded the same status as full Members of the Group.

Officers

- Alexander Murray – Governance Officer

The Task and Finish Group may invite other members or third parties to its meetings as it considers appropriate and necessary to undertake the review.

6. Chair

Councillor D. Western was appointed as Chair of the Task and Finish Group at the first meeting of the group.

The Chair will ensure:

- Meetings are conducted in a fair and transparent business-like fashion.
- Decisions are clear and organisations are accountable.
- Any actions required have a clearly identified lead person to take forward the action, and identify a timescale for these actions.

If the Chair or Vice-Chair are not in attendance then a Chair will be appointed from the floor of those Members present.

7. Vice-Chair

Councillor Whetton was appointed as Vice-Chair of the Task and Finish Group at the first meeting of the group.

8. Voting

Proposals will be taken where possible on a collaborative basis, but each Member of the panel will have one vote. The Chair at their discretion can choose to withhold their vote, but in the event of a split decision will have the casting vote.

9. Decision Making

The Scrutiny Task and Finish Group is not a decision-making body but will submit proposals in accordance with these Terms of Reference to the Scrutiny Committee.

10. Quorum

Although the Task and Finish Group is not a formal meeting, for the Group to make a recommendation the quorum shall be any three members of the Task and Finish Group.

Where a meeting is inquorate those Members in attendance may meet but any recommendations shall require appropriate ratification at the next quorate meeting of the Task and Finish Group.

11. Meetings of the Task and Finish Group

The Task and Finish Group is not a constitutional meeting of the Council or a sub-committee the Scrutiny Committee and as such is not subject to the Access to Information Rules.

Meetings of the Task and Finish Group will be held in private, virtually, hybrid, or in person and shall be held on a minimum of once a month (with exceptions) Starting in October 2022.

Meetings will be held at 6 p.m. unless agreed otherwise by the Group

12. Co-ordination and Servicing of Task and Finish Group meetings

The Governance Officer, shall provide advice and administrative support to the Task and Finish Group, and will:

- Produce a schedule of meetings for the Task and Finish Group.
- Administer and maintain the Task and Finish Group Actions/Task log.
- Prepare the agenda, collate reports/evidence and produce minutes of each meeting.
- Undertake any follow up action arising from meetings (unless a Group Member is named against an action).
- Offer the Chair and Members constitutional, procedural and general governance advice as and when required.