

**Hastings and Prince Edward
Children's Services Network**

Terms of Reference

Regional Planning Overview

The Ministry of Children and Youth Services and the Ministry of Community and Social Services are committed to Community Capacity Building in the South East Region.

Vision

The South East Region service providers offer services to children, youth and their families that meet needs in a timely, collaborative and appropriate fashion.

Preamble

Hastings and Prince Edward Counties is one of the four planning zones established by the Ministry of Social Services in 1997. The purposes of the Zone Planning Tables are to identify and reflect areas of strength and areas that need improvement (building capacity).

The Regional Planning Table will have representation from each of the Zone Planning Tables and be able to function as an advisory body to the Ministry's Regional Office.

The Hastings and Prince Edward Children's Services Network is part of the South East Regional Children's Services Planning Table.

Children's Services Network Overview

The Hastings and Prince Edward Children's Services Network is comprised of members of not-for-profit agencies or organizations that serve children, youth and their families in Hastings and Prince Edward Counties.

Vision

A community where there is a children's services system that is effective, integrated and responsive in order to advance the well-being of children, youth and families and where children/youth are valued.

Mandate

To ensure the needs and priorities of our community guide the planning and delivery of services for children, youth and families in Hastings and Prince Edward Counties.

Structure

The Network is comprised of a Core Integration Team and individual Integration Teams based on priority areas identified. Currently six teams have been recommended but the number of Integration Teams can be reduced or expanded based on need. Sub-committees may be formed to work on specific tasks related to the Integration Team.

Hastings and Prince Edward Children's Services Network

Terms of Reference

The six individual Integration Teams are:

- Access to Residential and Respite Integration Team;
 - Child Welfare Transformation Integration Team;
 - Family Issues Integration Team
 - Integration with Education Integration Team;
 - Prenatal to 6 Integration Team; and
 - Youth Integration Team
1. The Core and Integration Teams members are comprised of representatives from not-for profit organizations or agencies.
 2. The Core Integration Team is made up of the Chair and Vice-Chair of each Integration Team, an elected Chair and Vice-Chair from the Children's Services Network, two (2) members at large and a representative from the Ministry of Children and Youth Services, South East Region.
 3. There must be at least one representative who provides service in each geographic zone and two Prince Edward County service providers on the Core Integration Team.
 4. The Core Integration Team oversees and endorses the work of six individual Integration Teams all working collaboratively to identify and prioritize programs and services for children, youth and their families.
 5. The six individual Integration Teams are accountable to the Core Integration Team.
 6. The Core Integration Team is accountable to funders, all other team members and the community at large.
 7. The Chair (or designate) and one other appointed member from the Core Integration Team sits on the South East Regional Children's Services Planning Table.

Purposes of Core Integration Team:

The Hastings and Prince Edward Counties Core Integration Team considers the following purposes to be within its mandate:

1. To develop a common vision, values and set of goals for the design and delivery of services for children, youth and families;
2. To identify and address strengths, barriers and gaps related to the provision of services to children, youth and families;
3. To enhance service integration and coordination across demographics and service sectors;
4. To share and disseminate information regarding service needs and priorities in our local communities;
5. To oversee and endorse the work of the six integration teams to ensure work plans are moving towards achieving the common vision, to avoid duplication of service and be a common link for all plans.
6. To provide a link to the Case Resolution Committee;

Hastings and Prince Edward Children's Services Network

Terms of Reference

7. To consult, plan and work in collaboration with our funding and community partners;
8. To make recommendations in a timely manner to the Ministry of Children and Youth Services regarding funding based on information and priorities identified by the Integration Teams; and
9. To measure, assess and evaluate the progress and milestones of the Children's Services Network.

Criteria for Membership of the Core Integration Team:

The members of the Core Integration Team must reflect both urban and rural child, youth and family services throughout the geographic zones of Hastings and Prince Edward Counties¹.

These zones are:

- a) North Hastings;
- b) Centre Hastings;
- c) Quinte West;
- d) South East Hastings; and
- e) Prince Edward County

Membership should include cross representation from sectors such as:

- a) Aboriginal;
- b) Child Welfare;
- c) Developmental Services;
- d) Education;
- e) Francophone;
- f) Health;
- g) Mental Health;
- h) Prenatal to 6;
- i) Special Needs; and
- j) Youth

1. All members and member organizations are those who are funded to provide 'core services' to children, youth and/or families in Hastings and Prince Edward Counties.
2. Members of the Core and Integration Teams must be representatives from not-for-profit organizations or agencies.
3. Members will work within the parameters of their organization mandates and to the level of resources available.
4. Members must be an Executive Director or a senior level staff that is empowered to make decisions.
5. No agency may have more than one member on the Core Integration Team.
6. Members must be willing to serve a three year term.

¹ Community Profiles, Indicators for Children & Youth in the South East Region

Hastings and Prince Edward Children's Services Network

Terms of Reference

Purpose of the Integration Teams:

1. To develop a work plan with a common mission and set goals that are focused on the priority area of their Integration Team and help achieve the vision of the Children's Services Network.
2. To identify and address strengths, barriers and gaps related to the provision of services to children, youth and families.
3. To enhance service integration and coordination amongst its members.
4. To be aware of and communicate work plans to other community committees.
5. To communicate with the Core Integration Team regarding their work plans to avoid duplication.
6. To make recommendations and/or proposals to the Core Integration Team.
7. To carry out the work related to their Integration Team's work plan.

Criteria for Members of Integration Teams

1. Members of Integration Teams must represent non-profit organizations whose primary focus is to deliver 'core' services to children, youth and families or services that are directly related to supporting families.
2. New members are welcome and should contact the Integration Team Chair for specific information.

Responsibilities of Chair's and Vice-Chair's

1. Set and distribute an agenda for each meeting, dependant on items submitted by individual Team members.
2. Ensure minutes are taken at each meeting and that they are distributed to members prior to the next meeting.
3. Ensure tasks assigned to members are addressed within specified time frames.
4. Chair meetings in an effective and efficient manner.
5. Review meeting minutes and address changes, omissions or errors.
6. Provide all members with an opportunity to participate and contribute.
7. Be the direct link between the Core Integration Team and their specific Integration Team by bringing information back and forth. The Chair and Vice Chair will sit on the Core Integration Team and give regular updates on the work being done by the Integration Team.

Hastings and Prince Edward Children's Services Network

Terms of Reference

Responsibilities of Members

1. Members will elect a Chair and Vice-Chair to serve a three year term.
2. Members will conduct business in the best interest of children, youth and their families in Hastings and Prince Edward Counties.
3. Members will come prepared for each meeting.
4. Members will submit agenda items to the Chair or Vice-Chair prior to each meeting.
5. Members will work collaboratively.
6. Members will complete assigned tasks according to the timelines established by the committee.
7. Members will work within the parameters of their organizational mandates and to the level of resources available.
8. Members will inform the Chair or Vice-Chair if they cannot attend a meeting.

Decision Making

1. All individual Integration Teams report back to the Core Integration Team.
2. Sub-committees will report back to the Integration Team they are linked to.
3. Decisions will be made by consensus, where possible.
4. If consensual agreement cannot be reached a member can request a vote; in which case the majority decision will be recorded.
5. A member who does not agree with the decision may ask that this be noted in the Minutes and the member organization is not required to participate in related decisions, activities, or advocacy.
6. Votes will be recorded in minutes of the meetings to ensure a written record or in case of a disagreement.
7. Plans and initiatives developed by the six individual Integration Teams must be submitted to the Core Integration Team for endorsement.
8. Attendance by at least one half of members of the Core Integration Team plus one (1) constitutes a quorum.
9. The Core Integration Team is the final decision making body.
10. The Core Integration Team is the body that will consult with the Ministry regarding decisions that need to be made on behalf of the Children's Services Network. This includes funding, summary reports, proposals, recommendations, etc.
11. Decisions regarding funding will be made by the Core Integration Team based on priorities and information provided by the six Integration Teams within their work plans.

Hastings and Prince Edward Children's Services Network

Terms of Reference

Conflict of Interest

The following provision will be applicable to issues regarding possible conflicts of interest by members of Network, the Core Integration Team and its Integration Teams or sub-committees.

1. A conflict of interest arises when a person able to influence a decision, whether by official vote, moral or intellectual persuasion is likely to gain any type of personal advantage from the outcome of the decision in which they are involved.

Meetings

1. All Team Meetings will be held as needed based on the work being done, but will likely will be monthly to bi-monthly.
2. Minutes will be recorded at each meeting and distributed to all members prior to the next meeting.
3. Chair's and Vice Chair's are responsible for meetings, minutes, agenda's and other administrative tasks.

Deliverables

1. An annual evaluation process to assess the effectiveness, progress and milestones of the Children's Services Network;
2. A "communication" highlighting the work of the Children's Services Network will be published annually and be available free of charge to the community and to funders; and
3. A Children's Services Network website that will be updated quarterly.

Support

The Children's Services Network Coordinator reports to the Core Integration Team and supports the work of the Core Integration Team and the six (6) individual Integration Teams.