

Terms of Reference for Kilkenny Children and Young People's Services Committee

1. Purpose

The purpose of **County Kilkenny Children and Young People's Services Committee** will be to provide strategic direction and leadership to ensure effective interagency co-ordination and collaboration in order to achieve the best outcomes for all children and young people in County Carlow.

2. Term

These Terms of Reference are effective from April 2016 and continue until further notice and will be reviewed on an annual basis

3. Membership

Name	Position / Organisation
Anne-Marie Stafford, <i>Chairperson</i>	Area Manager, Carlow, Kilkenny and South Tipperary, Tusla Child and Family Agency
Mary Mulholland, <i>Vice Chairperson</i>	Directors of Services, Kilkenny County Council
Alison McGrath	Community Section, Kilkenny County Council
Sarah Barron	Kilkenny Carlow Education and Training Board
Fiona Fay	National Education Welfare Board
	Carlow Kilkenny HSE Community Services
Colin Keating	Carlow Kilkenny HSE Substance Misuse Team
Sandra Collins	PFFS Manager, Tusla Carlow, Kilkenny and South Tipperary
Insp Liam Connolly/ Sgt Brigid Goode	An Garda Siochana, Protective Service Unit
Mary Mescal	Ossory Youth
Wendy Taylor/Karin Todd	Fr McGrath, FRC, PPN Family Support Sector
	PPN Family Support Sector
Martin Rafter	County Kilkenny Leader Partnership
Mary O'Neill	St John's Junior School, Irish Primary Principals Network (IPPN)
Cathnia O'Muircheartaigh	Coláiste Pobal Osraí– National Association of Principals and Deputy Principals (NAPD)
Claire McNamara	Tusla Commissioning Manager, Waterford / Wexford

Mairéad Maddock, Co-ordinator of the County Kilkenny Children and Young People's Services Committee

- Membership will be reviewed every 3 years
- New members may be nominated at any time, with the agreement of the CKCYPSC and in accordance with the guidelines of the *Blueprint for the Development of Children and Young People's Services Committees, DCYA, June 2015*
- Members representing a network of organisations may deputise a substitute rep. from another organisation in the network to attend a meeting in his/her place, where necessary
- Members representing a network of organisations will be required to ensure that the work of the CYPSC is communicated to all organisations in the network and that they also bring communications from all the network bodies to the CYPSC

4. Roles and Responsibilities

- Chairperson: Area manager, Tusla Child & Family Agency, will provide leadership and direction; will ensure effectiveness of CYPSC and in the delivery of the CYPSP; ensure active participation of all members and ensure appropriate interaction between CYPSC and external stakeholders
- Vice-Chairperson: County Council representative: will support the chairperson; will chair the CYPSC in the absence of the Chairperson; ensure a balance between Tusla and other member organisations
- Members will:
 - be of sufficient seniority to represent their agency and to exercise decision-making powers
 - be expressly mandated by their parent organisation to communicate CYPSC work across their organisation
 - provide regular updates on
 - participate on working subgroups of CYPSC from time to time, as appropriate

5. Meetings

- All meetings will be chaired by the Tusla Area Manager or by the County Council representative
- A meeting quorum consist of ½ of the total membership of the CYPSC + 1
- Decisions will be made by majority agreement
- Meeting agendas and minutes will be provided by the Co-ordinator, in consultation with the Chairperson. This includes:
 - » preparing agendas and supporting papers;
 - » preparing minutes/meeting notes and information
- There will be a minimum of 5 meetings per year and the CYPSC will meet in the County Hall or other venues, as agreed from time to time
- Duration of meetings will 2 hours and take place on a day agreed by the membership
- If required, sub-group meetings will be arranged outside of these times at a time convenient to sub-group members
- A schedule of meetings will be agreed at the beginning of each calendar year

6. Amendment, Modification or Variation

The Terms of Reference may be amended, modified or varied in writing after consultation and agreement by members of County Kilkenny CYPSC