



## Terms of Reference

### Aims/Purposes

- To ensure that children and young people have a say in how health and social care services are delivered in Northumberland, specifically services most used by people under 25 years old.
- To allow children and young people from across Northumberland to identify priorities for change.
- To work with Healthwatch Northumberland to build effective partnerships with those who provide, plan and buy services (i.e. providers and commissioners) in order to improve local health and social care services for children and young people.
- To provide those planning and providing services access to children and young people's feedback to facilitate two-way dialogue.

### Remit

- To actively seek children and young people's views and experiences of local NHS health and social care services in addition to views about existing and emerging local strategies and national policies.
- To share and receive information (including positive and negative feedback about current and prospective services) with providers, commissioners and service users.
- To take responsibility for providing feedback about the work of the group to others in the community.
- To support the development of appropriate methods of engagement with children and young people.
- To monitor and review the impact of Children and Young People's involvement.
- To act as a direct link to the Healthwatch Northumberland board through a group member attending board meetings, who will be supported by the Children and Young People's Development Worker/Advocate for Healthwatch Northumberland.
- To work with service providers and commissioners to encourage them to recognise the 'Department of Health's Quality Criteria for Young People Friendly Health Services' (You're Welcome).
- To work in a transparent, inclusive and timely manner.
- To consider equality and diversity issues in relation to the matters under consideration.

### Membership

- The Children and Young People Reference Group will be supported by Healthwatch Northumberland's Children and Young People's Development Worker/Advocate.
- Membership is open to Healthwatch Northumberland Young Supporters (under the age of 25) who are passionate about improving local health and social care services for Children and Young People. Group members will be committed to the values of Healthwatch and the aims of the reference group.
- Membership will include representatives from a range of voluntary, community and statutory youth groups and youth projects from across Northumberland, and students from local schools and colleges.

### Meetings and activities

- The Reference Group will meet a minimum of 4 times a year.
- Reference Group members will receive an agenda one week prior to meetings, which will be informed by issues identified by Children and Young People.
- Meetings will be facilitated and administered by Healthwatch Northumberland. Minutes will be distributed shortly after each meeting and will be publically available on the Healthwatch Northumberland website.
- Healthwatch staff, particularly the Children and Young People's Development Worker/Advocate, will support children and young people to participate effectively in the work of the group; members will be offered appropriate training and personal development opportunities.
- Between meetings, reference group members will be encouraged to support the work of Healthwatch Northumberland in a range of ways (e.g. mystery shopping). Interest groups may be formed to work on specific issues where appropriate.
- The involvement of Children and Young People will be age appropriate.
- Digital methods of contact will be explored in line with children and young people's feedback (e.g. social networking, video calls).