

# **Children and Young People's Health Policy Influencing Group**

## **Terms of Reference**

### **Overview**

The Children and Young People's Health Policy Influencing Group (HPIG) is an independent membership organisation made up of charities, Royal Colleges and professional associations. HPIG's goal is to improve the mental and physical health of babies, children and young people from conception-25 by influencing the policy, legislation, and regulation that affects them.

HPIG is convened by the National Children's Bureau and the Council for Disabled Children (part of NCB). HPIG is a broad consortium and defines its policies by identifying areas of consensus that exist among the wide range of groups represented within it.

### **The role of HPIG**

The role of HPIG is:

- To agree HPIG goals and priorities.
- To gather evidence to inform HPIG's work.
- To agree policy positions.
- To contribute to joint consultation responses; to coordinate responses and share evidence to inform membership consultation responses.
- To influence pieces of legislation;
- To advocate publicly on behalf of agreed HPIG positions;
- To attend meetings with government officials, representatives of arms-length bodies and Parliamentarians to represent the views of HPIG.

Decisions and positions agreed to by HPIG become HPIG policy. Positions will be agreed in meetings or through joint working documents coordinated by the HPIG staff team. Where a decision or position is not unanimous, any member who is not in agreement will have the option of being identified in public document or other communications.

When representing or speaking on behalf of HPIG, members, the staff team, the co-chairs must reflect agreed policy.

### **HPIG Membership**

HPIG membership is open to non-profit making organisations for whom the improving the health of babies, children and/or young people is an organisational priority. Any organisation that fulfils the membership criteria will be eligible to join HPIG.

There is a responsibility on members to provide support for the work of HPIG, as HPIG depends on members contributing their time and effort during and outside meetings. More specifically, there is a responsibility to attend meetings regularly, provide continuity of representation, to contribute to membership of working groups, and to provide expertise to HPIG's work on legislation and policy responses.

Membership of HPIG is organisational, and organisations must nominate a lead representative to attend. HPIG meets a minimum of four times a year.

As appropriate, government officials, representatives of arms-length bodies and Parliamentarians will be invited to attend HPIG meetings on an observational or contributory basis. HPIG's positions are independent of these organisations.

HPIG members will be automatically part of the NHSE's Children and Young People's (CYP) Transformation Programme Stakeholder Council (unless they opt out), and the HPIG Staff team also provides administrative support for the Stakeholder Council. There are separate ToR for the Stakeholder Council.

### **Chairing arrangements**

HPIG is co-chaired by NCB and CDC. The current chairs are Amanda Allard, director of CDC, and Matthew Dodd, Head of Policy and Communications at NCB. This chairing arrangement will be reviewed with HPIG on an annual basis.

### **Agenda and minutes**

The agenda for meetings will be set by the HPIG Staff team in collaboration with members of HPIG as well as external contributing organisations. The agenda will be circulated to members in the week leading up to the meeting.

The HPIG staff team will take minutes and record decisions. Key decisions made in meetings will be shared with the group ahead of the next HPIG meeting.

### **HPIG income, delivery and reporting**

The activity of HPIG is fully funded by member contributions and other income generated for HPIG by NCB.

HPIG members are asked for a voluntary financial contribution towards the running costs of HPIG on an annual basis. However, membership is not dependent on this financial contribution and organisations can pay less than the suggested amount or make no contribution at all.

In addition to annual membership contributions, NCB undertakes to proactively fundraise for HPIG with the support of the NCB Development Team.

At the start of the financial year, NCB will set out the projected income for HPIG, the deliverables for the year ahead, and overall goals of HPIG for the coming year as agreed with HPIG. At the end of the financial year, NCB will provide an annual summary of HPIG activity and impact.

### **Working groups**

HPIG can establish working groups. Working groups are open to members, and can co-opt individuals as appropriate. Working groups will be set up to examine specific policy issues, address specific pieces of legislation, or work on consultation responses. Working groups report back to HPIG.

The HPIG staff team will draw up terms of reference for any working group, including chairing arrangements and decision-making processes. These will be brought to HPIG for approval.

### **The staff team**

The HPIG staff team is based at NCB. The team provides administrative and policy support to HPIG and their time is funded from membership fees and other income generated for HPIG by NCB.

The primary responsibilities of the staff team are:

- Organisation and administration of meetings.
- Sharing information across HPIG.
- Developing policy briefings and reports.
- Developing public communication on behalf of HPIG.
- Coordinating policy responses and work on legislation.
- Coordinating HPIG internal and external communications; and
- Overseeing the HPIG budget.