



Our Kids Network Collective Impact Planning Committee (CIPC) Terms of Reference

1. Vision

All Children Thrive

2. Mission

Healthy development, security and safety of all children, youth and families through collective action.

3. Purpose

Our Kids Network as a collective works towards the common vision and the Halton 7. Our Kids Network also provides backbone support to ensure that the collective efforts of the Network are meaningfully and adequately supported.

4. Values

- Working Together
- Building Evidence
- Holistic Approach
- Positive Child and Youth Development
- Continuous Improvement
- Engagement

5. Results

- Children are Healthy
- Children are Learning
- Children are Positively Connected
- Children are Safe
- Families are Strong and Stable
- Schools are Connected to the Community
- Neighbourhoods are Where We Live, Work and Play

Final – Approved January 29, 2011
Revised and Approved: February 22, 2013
Revised: July 2015 Approved: September 2015
Review: September 2016 Approved: October 2016
Date of Next Review: September 2018



6. Scope

Our Kids Network focuses on prenatal to 18 years.

Through networking, partnerships and the use of research the Collective Impact Planning Committee (CIPC) will:

- implement the Vision, Mission and Strategic Directions of the Our Kids Network as approved by the Senior Executive Group
- oversee the provision of backbone support to the Network and community stakeholders.

7. Role

As an OKN Champion, advance the spirit of “*All Children Thrive*” in Halton and the importance of intentional collective impact through Our Kids Network.

Role and responsibilities include:

- Ensuring various stakeholders across all levels within your organisation have a shared understanding of the vision and mission of OKN.
- Ensuring your organisation makes use of OKN data and information/resources.
- Ensuring members of your organisation play an active role in aligning the work of OKN and your organisation.
- Promoting Our Kids Network message within your organisation /within your broader network.
- Actively contribute to building your organisations capacity to contribute and use OKN data in a shared measurement system.

within Collective Action

- Create a cross-organisational team to support your organisations understanding of and alignment with OKN.
- Identify which of the Halton 7 outcomes your organisation will champion.
- Customise OKN messages based on your organisation’s audience.
- Work with organisational partners and key stakeholders to engage organisational members at the grassroots level.
- Coordinate and champion stakeholder participation in OKN events and activities.
- Monitor the implementation processes involved in your organisations contribution to our collective impact in Halton.



8. Activities/Deliverables

CIPC shall:

- Develop and implement the strategic plan
- Provide operational direction for the network
- Complete yearly/annual reviews of the structure/process of planning committees, workgroups and backbone support function of OKN and aligns the work of all standing committees and
- Formalize linkage between Planning committees, Alignment and Coordination Committees and backbone support
- Prepare and monitor annual budget and recommend to the Senior Executive Committee annual budgetary priorities
- Develop an OKN workplan based on strategic directions, core principles and values
- Identify and establish additional standing and ad hoc committees as required
- Oversee the Directors' role with Secretariat as outlined in the Protocol Agreement
- Ensure stakeholder engagement; this could include but not limited to youth and parents.

9. Membership

9.1 Membership will include:

- A senior staff member representing each of the protocol partners who will ensure that members of SEG are kept informed and engaged with OKN activities and priorities. They will also represent SEG activities and priorities at the CIPC table
- The chair or designate from each of the 4 planning committees; Early Years, School Years, Children's Mental Health and Developmental Services and Partners for Children with Special Needs. Planning Committee members represent the work and focus of their committee at the CIPC table. Members representing Planning Committees will ensure that their committees are kept informed and engaged with OKN activities and priorities. They will also represent Planning Committee activities and priorities at the CIPC table.
- Chair or delegate from each of the 3 backbone committees; Research and Evaluation Committee, the Communications Advisory Committee and Knowledge



Mobilization Committee. Backbone Committee members represent the work and focus of their committee at the CIPC table. Members representing Backbone Committees will ensure that their committees are kept informed and engaged with OKN activities and priorities. They will also represent Backbone Committee activities and priorities at the CIPC table.

- Director

9.2 Committee members are expected to demonstrate commitment through:

- attending and participating in meetings as outlined in Group Guidelines
- serving on working groups/task forces as required

9.3 In the event that a member can no longer fulfill his/her commitment, CIPC will revisit representation and with the relevant protocol partner or standing committee will recruit an appropriate replacement.

9.4 Members' terms will be 2 years. Initially, ½ of the Committee members will have a 3 year term and ½ of Committee members will have a 2 year term to ensure continuity as only 50% of members will transition out at any given year. Terms may be renewed.

10. Designation and Role of the Co-Chairs

Co-Chairs will be selected by the members on an annual basis and will be the voice for OKN.

The roles and responsibilities of the Co-Chairs shall include:

- Set and oversee Backbone functions of OKN
- Liaise and work with the chairs of other committees
- Establish agenda and schedule meetings
- Facilitate meetings in a focused, encouraging, inclusive and timely manner
- Establish work group/sub committees as required
- Support working groups - ensure workgroup updates on agenda and their work plans are aligned and on track
- Provide leadership in development of a work plan that aligns with OKN vision and mission



- Ensure that decisions of committee are carried out and recommendations are communicated to SEG as well as respective OKN committees
- Follow-up with members who have missed 2/3 consecutive meetings to discuss ongoing participation

11. Meetings

CIPC will meet a minimum of 8 times a year. Additional meetings will be called as necessary by the Co-Chairs. An annual meeting schedule will be established.

12. Decision-Making Procedures

- i. The Committee will, whenever possible, make decisions by consensus
- ii. Where consensus cannot be reached (i.e. the decision cannot be supported by all members), a formal vote will occur and be documented in minutes as “approved” or “defeated
- iii. A quorum is 51% of Committee members
- iv. It shall be noted in the minutes that a quorum was met or not met.

13. Declaration of Pecuniary Interest

CIPC members have an obligation to disclose all pecuniary interests, direct or indirect, real or perceived, in any matter at the meeting under consideration. Members who declare a conflict may not discuss or vote on the matter.

14. Accountability

CIPC reports to the SEG and provides recommendations around strategic direction, policy and sustainability. Minutes of CIPC meetings will be provided to SEG and minutes of SEG will be provided to CIPC for information and to ensure alignment.



15. Official Representation

Approval by CIPC membership is required for individual members to represent OKN on community committees. Director will manage all requests for representation at the community level. While on the Committee, the Council representative

- Should reinforce OKN Vision, Mission and Results
- Report back to IPC at regular intervals

Membership on these committees will be reviewed annually

Terms of Reference will be reviewed and approved annually.

Attachments

1. Core Principles and Values
2. Strategic Directions
3. Organizational Chart
4. Membership List
5. Group Guidelines
6. Diversity Statement
7. Integration Index