



Terms of Reference

Planning and Communications Sub-Committee

Introduction

The Planning and Communications sub-committee is a sub-committee of the Jersey Child Protection Committee (JCPC). It leads on the production and monitoring of the work programmes of the JCPC and its sub-committees; overall budget monitoring and estimate preparation; the effective communication of the activities of the JCPC to all audiences.

Purpose

- Ensure the co-ordination of planning the overall work programme of the JCPC and the integration of the activities of all sub-committees in the delivery of this.
- Oversee the budget control and management and construct the annual estimate for the work of JCPC, making a case for any additional budget.
- Devise a communications strategy for the JCPC which covers branding, profile and both proactive and reactive media engagement.
- Ensure the capacity of the JCPC and its sub-committees to communicate effectively to professional, political and wider public audiences.

Membership

- The sub-committee will be chaired by the Independent Chair of the JCPC and have two designated vice-chairs.
- The Chairs of the JCPC Sub-committees

Terms of Reference

- The **Planning & Communications Sub-Committee** shall ensure that the following values are reflected in all aspects of its work:
 - The paramount welfare of the child;
 - Multi-agency working;
 - Inter-agency partnership;
 - Partnership with parents;
 - Anti-discriminatory practice
 - Confidentiality of all verbal and written material about clients and professionals involved.

- **Accountability**
 - The Sub-Committee will refer matters as required to the JCPC and will report to each JCPC meeting

- **Roles and Responsibilities**
 - Initiate and oversee the planning process for the JCPC and its Sub-committees
 - Confirm the content and presentation of the JCPC Annual Report
 - Review the performance against the work programmes of the JCPC and its Sub-committees and co-ordinate as required
 - Through quarterly reporting oversee the expenditure against budget and advise the JCPC Chair in reporting on this
 - Assist in the construction of the annual estimate and the allocation of budget for the JCPC and its Sub-committees; including defining and costing any additional budget requirements
 - Ensure consistent branding and quality of presentation of JCPC publications and media material
 - Arrange proactive and reactive media briefings and identify lead spokespeople for this

Administration

- Support to the Sub-committee and its chair/vice chair will be provided through the JCPC office. The Professional Officer will assist in providing relevant materials and advice to the Sub-committee. Support on communications will be provided by relevant officers from the Chief Ministers Department and the Health and Social Services Dept. Budget monitoring materials will be provided by the Administrative Officer with support as required from the Finance Dept in Health and Social Services.
- Administration will include production of agenda and minutes for confirmation by the Chair of the Sub-committee.