

Children and Young People Network Terms of Reference

1. Background

This is a network coordinated by the London Association of Directors for Public Health (ADPH London).

2. Purpose

The purpose of this network is to:

- Provide a CPD development for borough level CYP Commissioners and CYP leads, OHID London Start Well team, GLA Health Team CYP lead and London Councils CYP lead
- Share best practice and evidence base from across London
- Allow opportunity/space for collaboration and be a vehicle for disseminating key intelligence to CYP leads pan London to support the health improvement agenda and addressing health inequalities

3. Aims and Objectives

3. Membership

The network's membership includes representatives from a range of public health organisations, (including but not limited to):

- London Directors of Public Health and Public Health Consultants from the 32 London Local Authorities + City of London, CYP commissioners, public health CYP leads,
- Office for Health Improvement and Disparities (OHID), London Region
- Greater London Authority (GLA)
- and [others TBC].

4. Network Leadership

- Kirsten Watters, DPH Camden – ADPH London Network Sponsor
- Abigail Knight, CPH Camden – Network Chair & ADPH London Lead
- Joleene King, Public Health Strategist, ADPH London – Network Co-ordinator

5. Roles and Responsibilities

Chair

- To lead the network and provides leadership.

- Be the link between CYP leads/commissioners locally and DsPH
- Set the themes/ identify priorities for network agenda

Secretariat

- Coordinate an agenda to meet the needs of the group based on liaising with the chair.
- Follow up on any delegated action arising from the meeting and feedback to the team as and when appropriate.
- Maintain membership list with support from the ADPH London office
- Monitor and evaluate the network on whether it remains fit for purpose and evolves with the CYP landscape

Members

- Be willing and forthcoming with ideas and experiences of benefit to the wider network.
- Readiness to share with colleague's intelligence (experiences, learning etc.) via email, verbally or formally presenting.
- Participate in task and finishing groups as and when appropriate.
- It is expected that senior member of the group, support via deputising for the chair and/or contribute to setting the agenda as and when appropriate.

6. Meetings

- Meetings will be held quarterly on MS Teams with one meeting a year in person
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members

Knowledge Hub

From September 2025, the ADPH London [KHub](#) site will be used to share information and resources relating to the networks. It is the members responsibility to sign up to [KHub](#) and request access to the relevant ADPH London networks.

7. Data Protection

Email distribution list

- By joining this network, members consent to their email address(es) being held by ADPH London.
- ADPH London ask that members who join this network contact ADPH London if their email address(es) require updating (i.e., be added to the list, change email address or be removed from the list).

- ADPH London will use the distribution list for meeting invites, to share information/intelligence relating to the role/purpose of the network through the ADPH London office mailbox, and on behalf of members and external partners.
- The distribution list will not be shared with third parties

Use of Artificial Intelligence (AI)

- To protect confidentiality and maintain a safe space for open discussion, AI bots and assistants are not permitted at ADPH London meetings.
- ADPH London manages its own recording and transcription processes and will always inform attendees at the start of a meeting. The use of external AI tools may compromise this control and is therefore prohibited.
- If you use an AI assistant for accessibility reasons, please contact us in advance of any meeting, to agree how we can assist you.

8. Review and amendments

The terms of reference is effective from April 2025 and will be ongoing until terminated by agreement between its members.

Next review: November 2026