

Children's Services Improvement Board

Agenda Item 2

Terms of Reference for the Improvement Board

5 September 2017

PURPOSE	For partners to review and agree the terms of reference for the Children's Services Improvement Board (CSIB), which have been developed in consultation with the CSIB's Independent Chair, Edwina Grant.
IMPACT FOR CHILDREN	N/A
SRO (lead)	Jo Negrini
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WORKSTREAM/S	All

TERMS OF REFERENCE FOR THE IMPROVEMENT BOARD

Background and context (including current challenges)

The terms of reference set out the purpose and context of the Children's Services Improvement Board.

Impact for children and young people

The board will oversee Croydon's Children's Services Improvement Plan, which will drive better outcomes for children and young people.

Recommendations and board action (if applicable)

For the board to agree and adopt the terms of reference for the CSIB.

Implications and considerations for partners

N/A

Main body (e.g. summary of progress or proposal)

N/A

Risks and issues (including barriers to delivery)

N/A

Financial implications

There will be financial implications relating to the delivery of the new Children's Services Improvement Plan. These will be discussed and agreed at future board meetings.

Next steps & timescales

N/A

CROYDON CHILDREN'S SERVICES IMPROVEMENT BOARD

TERMS OF REFERENCE

1. PURPOSE

The Croydon Children's Services Improvement Board (CSIB) will ensure effective oversight of the Children's Service's Improvement Plan and programme in order to ensure delivery of all requirements outlined in the Ofsted inspection report.

2. BACKGROUND

Ofsted's inspection of Croydon's children's services and Local Safeguarding Board took place in June and July 2017. The final Ofsted reports published on 4 September 2017 identified a number of areas of Improvement.

In response to the formal recommendations and improvement areas highlighted by Ofsted, it was agreed with the leader of the council and the chief executive to establish a children's services improvement board with an independent chair.

3. STATUS OF THE BOARD AND REPORTING ARRANGEMENTS

The board will report to the leader and cabinet of the council through the chief executive.

The board will also report progress to the Scrutiny and Overview and Children and Young People's Scrutiny Committee through the chief executive.

The independent chair of the improvement board will report progress in the form of a written report after every three meetings of the improvement board or, with agreement, the timing will vary to take account of other published reports (for example, Ofsted monitoring visits). The report will include specific commentary against the progress of the council and its partners in addressing the targets set out in the improvement plan. The report will not be public and will be made available to the leader, the chief executive, lead member for children, and the statutory director of children's services. The reason that this written report will not be public is so that the independent chair of the improvement board can exert challenge and support to the council in a direct way without considering the impact of any press speculation. The authorship of the report will be her own, although comment will be invited when the report is in draft form.

4. ROLES AND RESPONSIBILITIES

The board will:

1. Approve the Children's Services Improvement Plan which will provide the focus for the board's work.
2. Ensure that the requirements of the Ofsted inspection report and the matters arising from any subject Ofsted monitoring visits or other associated regulatory bodies are adequately addressed within the improvement plan.

3. Ensure that all actions within the transitional action plan – post Ofsted SIF Inspection are completed by the end date, or carried forward into the improvement plan as agreed.
4. Ensure the improvement programme retains a strong focus on children’s lived experience, and impacts upon and improves outcomes for children and young people.
5. Receive proposals for addressing the key performance issues identified within the inspection report and monitor progress, including receiving relevant performance management information.
6. Oversee, monitor and challenge progress on the implementation of the improvement programme, including Croydon Safeguarding Children Board (CSCB) improvement.
7. Develop and maintain strong links with the CSCB.
8. Advise on the implementation of the improvement plan, addressing issues that arise which may have an impact on the progress of the plan (e.g. resourcing issues).
9. Challenge senior officers from the council and other partners to mobilise and co-ordinate support and resources to ensure that all partners and constituent departments are working together to support the improvement of children’s services.
10. Develop an open culture of learning and listening, and ensuring the council and its partners creates the conditions for good social work to flourish.
11. Receive assurance that front-line practitioners and partners are being appropriately engaged in addressing the key performance issues identified within the improvement plan.
12. Agree the future work plan of the board.
13. Support the chief executive in agreeing the key issues to be formally reported to cabinet as part of the reporting requirements, including monitoring visits by Ofsted.
14. Ensure effective communication of the programme’s progress to other relevant council departments, Partnership Boards and individual partner organisations.
15. Maintain an appropriate risk log and ensure that other relevant boards maintain appropriate risk logs.

5. MEMBERSHIP

- Edwina Grant OBE, Independent Chair
- Jo Negrini, Chief Executive
- Cllr Alisa Flemming, Cabinet Member, Children, Young people and Learning
- Cllr Simon Hall, Cabinet Member, Finance & Treasury
- Cllr Maria Gatland, Shadow Cabinet Member, Children, Young People and Learning
- Barbara Peacock, Executive Director People
- Richard Simpson, Executive Director Resources
- Shifa Mustafa, Executive Director Place

- Julian Ellerby, Director, Strategy and Partnerships
- Jacqueline Harris-Baker, Director of Law and Monitoring Officer
- Sue Moorman, Director of HR
- Philip Segurola, Director of Early Help and Children's Social Care
- Andrew Eyres, Chief Operating Officer, Croydon CCG
- Jeff Boothe, Chief Superintendent Croydon Police,
- Di Smith, Interim CSCB Chair
- Eleanor Brazil, DfE Commissioner
- Kathy Bundred, LGA representative
- Ian Dodds, Achieving for Children representative
- John Bostock, DFE, Case Officer
- Representative from Staff Reference Group (tbc)

Any changes to membership shall be agreed by the board. The board may agree, by consensus, any replacement member or additional member who it believes will be useful in achieving its aims and purpose.

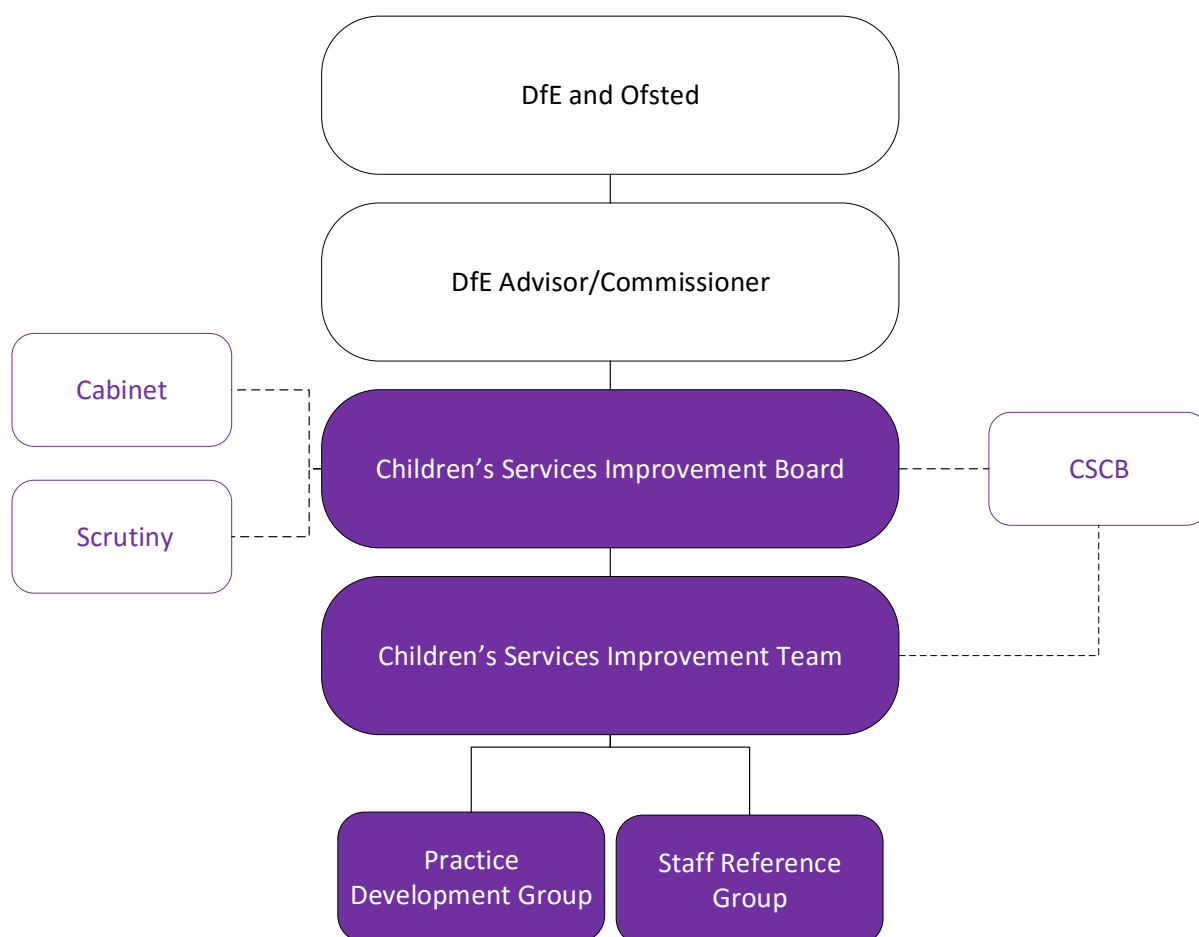
The board may agree by consensus to invite anyone who it believes will be useful in achieving its aims and purpose to attend any board meeting.

6. BOARD SUPPORT

- Sarah Warman, Head of Commissioning & Improvement
- Sue Brunton-Reed, Improvement support

7. GOVERNANCE

The diagram below outlines the governance structure for the Children's Services Improvement Board:



GROUP	PURPOSE
Children's Services Improvement Board	Ensure effective oversight of the Children's Service's Improvement Plan and programme in order to ensure delivery of all requirements outlined in the Ofsted inspection report.
Children's Services Improvement Team	Ensure the effective implementation of the children's service's improvement plan and programme.
Practice development group	Ensure the council delivers genuinely high quality social work which improves outcomes for children and young people.
Staff reference group	A group of front line and other delivery staff will be engaged to support the board, in order to ensure it can understand and consider their views and to gauge progress of improvements to frontline practice. These staff will be service ambassadors helping to drive the improvement programme forward.

8. MEETING FREQUENCY

The board will meet on a monthly basis and a schedule of meetings will be agreed.

9. VENUE

The board meetings will typically take place at either the Town Hall or Bernard Weatherill House. However, other venues can be agreed by the board.

10. QUORUM

The improvement board has no quorum. It will be a matter for the chair to determine whether there are sufficient members either present or able to attend to undertake the necessary business of the board.

11. ADMINISTRATION

Croydon Council will be responsible for the administration and organisation of the board meetings. A dedicated administrator will support the board.

11.1 Agendas and Papers

Croydon Council will be responsible for the preparation of the agenda and papers for the meetings of the board, in consultation with the independent chair. Papers will be distributed to board members at least 5 working days in advance of any meeting.

11.2 Notice

Notice of board meetings will be sent by Croydon Council to the board members and any attendees 5 working days in advance of any meeting, along with the agenda and papers. Where changes to a planned meeting becomes necessary, any changes of the date, time or venue will be sent with this said notice or as soon as practicable.

11.3 Substitutes

Each member of the board shall nominate one named substitute to attend on their behalf when they are unable to attend a board meeting. Details of the nominated substitute should be sent to the administrator. Where a member cannot attend a board meeting, they shall respond to the notice and inform the administrator, at least 2 working days before the scheduled meeting, whether their nominated substitute will attend in their absence.

11.4 Minutes

Minutes of the board meetings will be taken and distributed by the administrator. The minutes will be agreed by the chair before being distributed to the members only one week after the board meeting.

12. REVIEW

The board's terms of reference will be reviewed quarterly. Any changes to the terms shall be agreed by the board and approved by the chair.

13. DISSOLUTION

The board may be dissolved by a joint-decision of the leader and cabinet of the Council following a recommendation from the board once it has agreed that all of the key requirements of the Ofsted improvement reports have been substantially met.