

# Herefordshire Children's Improvement Board

## Refreshed Terms of Reference (August 2022)

**[all meetings will be held in person, with option of MS Teams]**

<b>Board Purpose</b>	Herefordshire Children's Services Improvement Board will oversee and drive the ongoing improvement of services for children and families, ensuring that the Ofsted recommendations from 2022 continue to be addressed and improvements are consolidated and progress made in areas that still require improvement. The Improvement Board will monitor delivery of the refreshed Improvement Plan to ensure that these objectives are met.
<b>Board Responsibilities</b>	<p>The board will:</p> <ol style="list-style-type: none"> <li>1. Oversee, monitor and challenge progress on the implementation of the refreshed Improvement Plan, identifying issues that arise which may have an impact on progress and ensuring that robust plans are in place to tackle these.</li> <li>2. Scrutinise the performance and quality of services, providing a direct line of sight into operational risks and ensuring there are robust plans in place to mitigate these where necessary.</li> <li>3. Review Ofsted Monitoring Visits outcome letters and consider the need to take any immediate action to address feedback</li> <li>4. Escalate any issue to the Partnership Executive Group (PEG) that cannot be resolved within the senior operational partnership and associated processes</li> <li>5. Engage and challenge senior officers from across the council and from partners to co-ordinate support and resources to ensure that all are working together to sustain the improvement in children's services.</li> <li>6. Operate with an open culture of listening and respectful challenge, to ensure the council and its partners contribute to creating the conditions for good social work to flourish and so secure the best possible outcomes for children and families.</li> <li>7. Receive assurance that front-line practitioners, children and families and partners are being appropriately engaged in progressing the priorities identified in the Improvement Plan.</li> <li>8. Support the development of strong partnership-based leadership for the system of children's services in Herefordshire as an essential step to sustaining the improvement made in the quality of services and outcomes for children, and building upon it</li> </ol>

<b>Board Members</b>	<p>Children's Commissioner and chair of the Board - Eleanor Brazil</p> <p>Department for Education (DfE) Advisor – Deborah McMillan</p> <p>Chief Executive - Paul Walker</p> <p>Leader to the Council - Cllr Jonathan Lester</p> <p>Interim Corporate Director of Children Services – Tina Russell</p> <p>Cabinet Member for Children's Services - Cllr Ivan Powell</p> <p>Local Government Association - Claire Burgess</p> <p>Independent Scrutineer - Kevin Crompton</p> <p>West Mercia Police – Helen Wain</p> <p>Integrated Care Board Director of Delivery and Operations – Jade Brooks</p> <p>Regional Advisor, DfE - John Bostock</p> <p>Primary School representative - Emma Shearer</p> <p>Secondary School representative – Alison Banner</p> <p>Designated Safeguarding Lead- Jan McColl</p> <p>Leeds Relational Practice Director – Sal Tariq</p> <p>Chairperson, Children and Young People's Scrutiny Committee – Cllr Toni Fagan</p> <p>Service Director, Safeguarding and Family Support - Rachel Gillott</p> <p>Service Director, Education, Development and Skills - Liz Farr</p> <p>HoS Quality Assurance and Principal social worker– Dylan Harrison</p>
<b>Other attendees will be invited to meetings when required for specific agenda items.</b>	
<b>Accountabilities and Governance</b>	The Chair of the Board will report to the Minister for children and families on the implementation of the Plan highlighting areas of risk. The Cabinet, Full Council and Corporate Leadership Team will receive regular updates.
<b>Frequency of Meetings</b>	Monthly
<b>Standard Agenda Items</b>	<ul style="list-style-type: none"> <li>• Improvement plan progress report</li> <li>• Improvement plan QA report (KPI/SU feedback and Audit activity)</li> <li>• Quarterly LA Children Services KPI report and analysis</li> <li>• Ofsted Monitoring Visits feedback letters</li> <li>• Risk log (quarterly)</li> <li>• AOB</li> </ul> <p>Each Board there will be an in depth focus on an agreed theme that staff from across the partnership will be invited to attend for this item ensuring board to hear direct from front line staff and managers</p>
<b>Administration</b>	<p>Papers will be circulated at least 3 working days in advance of meeting.</p> <p>Herefordshire Council will be responsible for the project management, administration, clerking and hosting of the board meetings and will ensure the minutes are taken and distributed to Board Members. The Chair and Director will agree the minutes before circulation. Board papers will be shared as agreed by the Board depending on the documents at each meeting.</p>
<b>Type of meeting</b>	In person meeting with the option of virtual.
<b>Access to information</b>	<p>TBC</p> <p>[webpage for improvement board]</p>