

SUGGESTED
Terms of Reference
[all meetings will be held over MS Teams]

Board Purpose	<ol style="list-style-type: none"> 1. To oversee the implementation of the improvement plan that meets the requirements of the non-statutory ministerial improvement notice for Herefordshire Council. 2. To ensure resources are secured to facilitate the required improvements in a timely and sustainable manner 3. To ensure that services to children, young people and families in Herefordshire deliver consistently good outcomes. 4. To provide assurances to the Chief Executive, Leader of the Council, elected members, partners and service users that progress is achieved and maintained.
Board Members	<p>DFE Advisor - Gladys Rhodes White OBE Chief Executive -- Paul Walker Leader to the Council – Cllr D Hitchiner ? Improvement Board Lead – Name tbc Interim Director of Children Services - Cath Knowles Solicitor to the Council - Claire Ward Cabinet Member for Children & Families - Cllr F Norman Chair of Childrens Scrutiny/Opposition Member Cllr C Gandy - TBC Local Government Association - Claire Burgess Safeguarding Partnership Chair (Independent Scrutineer) - Liz Murphy Clinical Commissioning Group - Lisa Levy and Ellen Footman West Mercia Police - Edd Williams Principal social worker – Joe Davenport Primary school representative - TBC Secondary school representative – TBC Minute taker - Caroline Marshall</p>
Other attendees will be invited to meetings when required for specific agenda items.	<p>Head of HR Tracey Sampson Interim Head of Legal Services Kate Charlton S151 Officer Andrew Lovegrove Other elected members ? Vice chair of scrutiny ? Assistant directors from children and families directorate Other partners?</p>
Detailed Objectives	<ol style="list-style-type: none"> 1. To ensure there is clear evidence of progression: <ol style="list-style-type: none"> a. the content of the improvement plan and a record of progress against is up to date; b. to oversee implementation of the improvement plan and receive reports on progress against the objectives in the plan, to a timetable agreed with the Department.

	<p>c. commission updates from partners as required to monitor progress of objectives in the improvement plan.</p> <p>d. analyse and receive assurance that there is evidence of the impact of improvements on the quality of practice and experience of children and families;</p> <p>e. highlight those objectives which are slow to progress and highlight where contributions need to be strengthened; and</p> <p>f. ensure that the views of frontline staff and of children and young people will be taken into consideration in the development of practice and standards.</p>
Accountabilities and Governance	<p>The Board will be jointly accountable to the Minister and Cabinet and will provide progress report on the implementation of the Plan highlighting areas of risk. The Chair is the ultimate decision maker on the Board.</p> <p>Progress will be reviewed by children and young person's scrutiny and the Herefordshire children's safeguarding partnership</p> <p>Update reports will be provided to full Council</p>
Frequency of Meetings	Monthly
Standard Agenda Items	<ul style="list-style-type: none"> • Update on progress of the plan • Priority actions • Risk log • Input from partners • Staff reference group – feedback • Safeguarding partnership • DfE update • Communications • AOB
Administration	<p>Papers will be circulated at least 3 working days in advance of meeting. 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 will agree the minutes before circulation. Board papers will be shared as agreed by the Board depending on the documents at each meeting.</p>
Type of meeting	Virtual meeting and will be an internal meeting.
Access to information	TBC [webpage for improvement board]