

Plymouth Children's Social Care Improvement Board – Terms of Reference Version 3



PURPOSE

The Plymouth Children's Services Improvement Board will ensure effective leadership and oversight of the Children's Service's Improvement Plan for its Early Help and Social Care systems and the current SEND Partnership Improvement Plan. This will ensure the delivery of all requirements outlined in the Ofsted Focus Visit letter (30th January 2023).

The Board will provide system leadership for working together and provide challenge and rigour to the process and have a collective responsibility to ensuring collaboration to achieve and sustain continuous improvement with a focus on core standards, performance, quality, impact and effectiveness of improvement activity.

Board Member's Roles and Responsibilities, are to:

1. Endorse the Children's Services Social Care and Early Help Improvement Plan which would provide the focus for the Board's work.
2. Any formal decisions from the Board would follow Plymouth City Council's governance processes.
3. Oversee the progress of the current SEND Partnership Improvement Plan, as agreed in November 22, and its successor SEND Local Area Partnership Plan which would link with the SEND strategy 2023-26.
4. Ensure that the requirements of the Ofsted Focused Visit letter and the matters arising from any subject Ofsted inspections or other associated regulatory bodies are adequately addressed within the improvement plan. To ensure that at all times the improvement programme retains a strong focus on children's lived experience, and evidence impact upon and improves outcomes for children and young people of Plymouth.
5. Ensure that all actions within the improvement plan are completed and revised dates highlighted and agreed.
6. Whilst not a decision-making Board, the Board will receive proposals for addressing the key performance issues identified within the focused visit letter and monitor progress, including receiving relevant performance management information.
7. Receive feedback on the improvement programme by sharing the work of Plymouth Safeguarding Children's partnership (PSCP) and its sub-groups, thereby ensuring that there are strong links with the wider business as usual work of the partnership.
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. Provide support, influence and challenge to senior officers, Members 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. Promote an open culture of learning and listening and ensuring the council and its partners create the conditions for good social work to flourish.
11. Receive assurance from the Quality Assurance Framework's findings that 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 of the Council 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 improvement plan'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.

Role of Attendees:

Senior Officers of the Local Authority or wider stakeholder representatives e.g. Health organisations or Education bodies will be invited to attend the meeting so that they can provide an update of the progress being made. This will help ensure that the Board Members have access to views and issues across the wider system in Plymouth.

MEMBERSHIP

Name	Role	Agency and position
Board members		
Theresa Leavy	Independent Chair	Dorset Council (SLIP Lead)
Cllr Tudor Evans OBE	Board member	Leader of Plymouth City Council
Cllr Jemima Laing	Board member	Deputy Leader, and Cabinet Member for Children's Social Care
Cllr Andy Luggier	Board member	Leader of the Opposition
Cllr Zoe Reilly	Board member	Chair of Education and Children's Social Care Overview and Scrutiny Committee
John Clements	Board member	Independent Chair of Plymouth Safeguarding Children Partnership (PSCP)

Tracey Lee	Board member	Chief Executive Plymouth City Council
Sharon Muldoon	Board member	Director, Children's Services
David Northey	Board member	Section 151 Officer
Liam Ennis	Board member	DfE Support Officer
Matt Longman	Board member	Chief Superintendent, Devon and Cornwall Police
Anna Coles	Board member	Strategic Director for People, Plymouth City Council
Jane Milligan	Board member	CEO, ICS
ATTENDEES		
Darryn Allcorn	Attendee	Chief Nursing Officer
Stuart Tulloch-Thomas	Attendee	Schools' representative – Primary Sector PEB representative
Rob Haring	Attendee	Secondary School SEG /PEB representative
Annie Gammon	Attendee	Service Director Education, Participation and Skills
Jane Anstis	Attendee	Service Director Children Young People and Families
Sheila Durr	Attendee	Children's Improvement Service Lead
Claire Oatway	Attendee	Children's Service Performance and Planning Lead
Kim Brown	Attendee for HR reporting requirements	Service Director for HROD
Eleanor Firth	Attendee	Head of Public and Partner Relations, PCC
Frank O'Friel	Attendee	University Hospitals Plymouth
Samantha Rafferty	Attendee	Deputy rep for University Hospitals Plymouth

Tracy Clasby	Attendee	Livewell SouthWest
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*roles to be appointed to and also may be by invitation so not always there?

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.

GOVERNANCE 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 Education and Children’s Social Care Overview and Scrutiny Committee through the Chief Executive.

The Independent Chair of the improvement Board will report progress to the DfE – *as per DfE agreement*.

BOARD ADMINISTRATION

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

Plymouth City 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.

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.

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.

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 one week after the Board meeting.

An action log and a forward plan will be developed to provide structure and pace to the improvement activities and accountability

MEETING FREQUENCY

The Board will meet monthly, and a schedule of meetings will be agreed. This will be reviewed after 6 months.

VENUE

The Board meetings will typically take place at Plymouth Council House and Virtual attendance will be enabled.

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.

REVIEW

The Board's terms of reference will be reviewed six monthly. Any changes to the terms shall be agreed by the Board and approved by the Chair.

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.