

# Terms of Reference (ToR) | [Children's Improvement Board]

These reporting and working arrangements will be reviewed every three months to ensure that they are fulfilling their purpose. If the Exec Review Board (ERB) decides that these need to be updated, then these Terms of Reference will be updated.

<b>Frequency:</b>	<b>Chair:</b>	<b>Overall purpose:</b>
<p><b>Monthly for 1.5 hours</b> <i>Ideally on the same day and time each week</i></p>	<p><b>Andy Begley, Chief Executive</b></p>	<p>Manage the delivery of a plan of Improvement for Childrens Services – ensuring a cycle of continuous improvement and outcomes for children, delivering on the Shropshire Plan for Children.</p>
<b>Role and remit:</b>		<b>Core attendees:</b>
<ul style="list-style-type: none"> <li>• Overall purpose is to seek assurance about progress in identified areas and ensure interdependent projects are progressing through the transformation programme.</li> <li>• Ensure the delivery of the Children's Improvement Plan is progressing in line with the agreed scope and delivery timelines</li> <li>• Scrutinise areas of practice and monitor delivery against targets</li> <li>• Provide effective oversight and challenge of reports evidencing progress</li> <li>• Ensure Children's Services are in a position to demonstrate substantial change by the Ofsted Annual Conversation in June 2024 through effective decision making across the Council</li> <li>• Ensure evidence of impact of leaders in achieving excellent outcomes for children</li> <li>• Act as a decision making forum on key actions required to impact change</li> <li>• Mitigate key risks</li> <li>• The Board will make recommendations in relation to resources, it is <b>not</b> a decision making forum for resources.</li> <li>• Provide challenge and direction to the Improvement Plan</li> <li>• Consider all papers</li> <li>• Attendance is mandatory.</li> <li>• Links to other governance arrangements that have oversight and scrutiny of Childrens Social Care. Eg Corporate Parenting Board, People's Overview Committee.</li> </ul>		<ul style="list-style-type: none"> <li>• CEO Andy Begley - chair</li> <li>• Claire Burgess LGA - Independent Person to provide critical challenge</li> <li>• Kirstie Hurst-Knight - Portfolio Holder</li> <li>• Cllr Ruth Houghton - Councillor</li> <li>• Cllr David Minnery - Councillor</li> <li>• Cllr Duncan Kerr -Councillor</li> <li>• Cllr Tony Parsons - Councillor</li> <li>• James Walton – Executive director resources</li> <li>• Tanya Miles – ED People</li> <li>• Sonya Miller – AD Childrens</li> <li>• Billy Webster – AD Transformation</li> <li>• <b>OCE Member to Lead on the Board – to confirm</b></li> <li>• PWC will support where required.</li> </ul>
<b>Inputs:</b>	<b>Outputs:</b>	<b>Standing agenda items:</b>
<ul style="list-style-type: none"> <li>• Improvement Plan</li> <li>• Highlight reports</li> <li>• Project Highlight Reports</li> <li>• Performance Power BI report</li> <li>• Agenda – <i>to be circulated at the latest 24 hours in advance of the meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>• Key notes from meetings</li> <li>• Evidence of deliverables and impact on outcomes for children to be clearly evidenced.</li> <li>• Updated RAID Log (Risks, Issues, Actions and Decisions)</li> <li>• Highlight Report – RAG updates, forthcoming milestones, escalations from ERB discussion/decision</li> <li>• Key messages/communications</li> </ul>	<ol style="list-style-type: none"> <li>1. Improvement Plan Review and Updates on activity</li> <li>2. Scrutinise Performance Reports including Caseload data, QA monthly reports, Exiting Service,</li> <li>3. Transformation project Updates as required</li> <li>4. Any Other Business</li> </ol>

# Terms of Reference (ToR) | Governance | Decision making hierarchy

