

Core Business and Chairs Group Terms of Reference

Introduction:

The Core Business and Chairs Group (CBC) reports directly to the Strategic Board and is responsible for ensuring that partners are meeting the statutory requirements as set out in Working Together 2015. The CBC will do this by directing and overseeing progression of work undertaken by the LSCB sub groups in delivering the Board's key strategies and plans:

- Business Plan and Strategic Priorities
- Learning and Improvement Framework
- Training and Learning Development Strategy
- Participation and Engagement Strategy
- Synergy between work with the Improvement Board
- Feedback loop from frontline practice to children and families.
- Communication Strategy

The key objectives and tasks of the Chairs Group are:

- a) To provide reports to the LSCB regarding the implementing of its Business Plan so that the identified outcomes are achieved in a timely manner and are implemented operationally;
- b) To support and drive the Board's business plan;
- c) To overseeing the functions of the LSCB sub groups (reference and task and finish groups), providing advice, guidance and scrutiny, and quality assure work against the business plan;
- d) To ensure performance is effectively monitored and that the Strategic Board has the intelligence, data and the story behind the data it needs to provide effective challenge and improvement;
- e) Identify and commission items for development, exception reporting and decision making;
- f) The CBC to listen to and act upon the views of children and young people and their families who use our services. Involve them wherever possible in setting priorities, planning, developing and improving policy and training;
- g) To ensure effective communication between the LSCB and frontline practitioners across the children's workforce;
- h) To ensure a robust understanding of frontline practice notwithstanding that practitioner views are sort consistently, understood and inform the development of safeguarding practice.
- i) Retain oversight and decision making of the LSCB budget;
- j) To support the production and publication of the Annual Report;
- k) To identify, assess and manage the operational risks to effective multi-agency safeguarding in Leicester as identified in the LSCB risk log;
- l) To escalate risks where identified regarding safeguarding practice to the LSCB arising from quality assurance processes and work of the groups;

- m) To ensure that before items are taken to the Board clear solutions and/or proposals have been formulated;
- n) Promote consistency by all organisations in their response to and management of safeguarding concerns by recommending policies and procedures to the LSCB for approval;
- o) Finalise the development of policies and procedures and guidance relating to safeguarding children and young people in Leicester, and commission pieces of work in this area. The CBC to support their implementation and embedment in practice;
- p) Each Chair of the LSCB sub groups will be required to provide the CBC with a report on its activity at each of its meetings as per the schedule. The report will conform to a template and standard set by the CBC;
- q) To share examples of good practice between partner agencies and across Leicester.

Governance and accountability:

The chair of the CBC in conjunction with the LSCB Business Manager will provide overview reports of the work of the group to each LSCB Strategic Board.

Minutes of the CBC meetings are to be produced within two weeks of the meeting and are to be sent to all members.

Membership:

The membership of the Core Business and Chairs Group comprise of statutory and non-statutory partners that chair the sub-groups across the LSCB sub-structure and/or, are key stakeholders who hold a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. As part of this role, the member has authority to commit their organisation on policy and practice matters and can hold their organisation to account.

The Core Business and Chairs Group will be chaired by Jenny Myers LSCB Independent Chair. The Chair will be supported by a Vice chair of appropriate seniority and accountability who is agreed by the strategic board. The LSCB Chair will be a member of the Serious Incident Review Group.

Jenny Myers	LSCB Independent Chair	Chair – Strategic Board
Adrian Spanswick	Consultant Nurse, LLR CCG Hosted Safeguarding Team	Chair – Serious Incident Review Group (SIRG)
Caroline Tote	Director (Children’s Social Care & Early Help), LCC	Chair – Performance Analysis & Assurance Group (PAAG)
Jon Webb	Deputy Head of Service – Nottinghamshire and Leicestershire, DLNR CRC	
Kenny Henry	DCI, Leicestershire Police	
Michael Hopkinson	Head of Strategy, Safeguarding Assurance	
Teodora Bott	HoS, Safeguarding Unit, Leicester City Council	Joint Chair – LLR Procedures & Development Group

The following sub-group chairs will report through the LLR Joint Executive Group and will be co-opted into the Core Business and Chairs Group as required:

Chris Nerini	Head of Strategy, Safeguarding Assurance, Leicestershire CC	Joint Chair – LLR Procedures & Development Group
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Rob Howard	Consultant in Public Health	Chair – LLR Child Death Overview Panel (CDOP)
Willma King	NSPCC	Chair – LLR Multi-Agency Training Group

The following will be co-opted according to relevant agenda items:

Julia Conlon	HoS, Early Help, Leicester City Council	Chair – Participation & Engagement Task and Finish Group
Kate Wells	Principal Social Worker, Leicester City Council	Chair – Multi-agency Frontline Practitioners Development Task and Finish Group

Frequency of meetings:

The group meets up to six times per year, in-between LSCB Strategic meetings.

Role and Commitment of the Chair:

- Chair meetings and produce agendas and minutes in conjunction with the LSCB Business Manager.
- Liaise with CBC members and LSCB Business Manager to produce reports for Strategic Board meetings.
- Maintain momentum and implement the work plan of the group as determined by the Board and the identified priorities within the Business Plan.

Role and Commitment of the Vice Chair

- To deputise all of the above responsibilities in the absence of the Chair.
- Support the Chair to carry out responsibilities.

Role and commitment of the LSCB Business Manager

- Attend all meetings
- Contribute to the agenda
- Support group member to implement the Business Plan for the group
- Ensure effective communication between all groups of the LSCB
- Seek out information as required.

Role of the Group Members

- Attend all meetings, consistent attendance
- Contribute to the Agenda
- Implement the Business Plan
- Represent their own agency, undertake delegated tasks and feedback to their own agency staff on the outcomes of audits for learning and practice development.
- Activity between meetings to progress the work plan by way of individual activity or as a member of a time limited task group
- Feedback within own agency/group on the work of the group and the outcomes for learning and practice development
 - If unable to attend a meeting ensure a representative is sent with relevant information or provide written to the LSCB Business Manager before the meeting.
- Produce highlight reports

Quoracy

The Subgroup will be quorate with representatives from at least three organisations in attendance at a meeting. This will include at least one local authority and two partner agencies.

Attendance will be monitored. If the meeting is inquorate then any urgent business may be conducted by the Chair of the group in consultation with the Independent Chair of the LSCB.