

**KENT SAFEGUARDING AND LOOKED AFTER CHILDREN'S  
IMPROVEMENT BOARD**

**DRAFT TERMS OF REFERENCE**

**Purpose**

The Kent Children's Services Improvement Board will ensure effective, cross-partnership oversight of the Safeguarding and Looked After Children Improvement Plan and Programme in order to ensure delivery of all requirements outlined in the Improvement Notice.

**Status of the Board**

The Board will report to the Leader and Cabinet of the County Council. The Chair of the Improvement Board will report progress on a quarterly basis to the Parliamentary Under-Secretary of State at the Department for Education and the Leader of Kent County Council (KCC) including specific commentary against the targets set out in the Improvement Notice.

**Chair**

- The Board will be chaired by an independent chair.
- Liz Railton CBE, Director of National Programmes and SERCO Education and Children's Services, has been jointly appointed by KCC and the DfE to undertake this role.
- If the Chair is unable to attend any meeting then she shall appoint an appropriate person from the existing Board membership to deputise in her absence.

**Board Membership**

- Liz Railton CBE, Independent Chair
- Katherine Kerswell, KCC Group Managing Director
- Jenny Whittle, Cabinet Member for Families & Social Care
- Malcolm Newsam, KCC Interim Managing Director, CFE (DCS)
- Helen Davies, KCC Director of Specialist Children's Services, CFE
- Oena Windibank, Interim KSCB Independent Chair

- Ann Sutton, Joint PCT Chief Executive
- Maria Shepherd, Detective Superintendent, Kent Police

### **Others in Attendance**

- Julian Ward, Department for Education – Observer.
- Senior colleagues from KCC CFE and partner organisations will attend and report to the Board as required.

### **Meeting Frequency**

The Board will meet on a monthly basis and a schedule of meetings will be agreed for 2011 in the first instance.

### **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.

### **Alternates**

Members of the Board will be required to attend in person or send their apologies. Deputies cannot attend in place of Board Members. For others attending the Board to support its work, deputies may attend with the prior agreement of the Chair.

### **Roles and Responsibilities**

The Board will:-

1. Consider, comment upon and agree the detail of the KCC Safeguarding and Looked After Children Improvement Plan which will provide the focus for the Board's work.
2. Ensure that the requirements of the Improvement Notice, as issued by the DfE, are adequately and appropriately addressed within the Council's Improvement Plan.
3. Receive proposals for addressing the key performance issues identified within the Improvement Notice and monitor progress including the receipt of relevant performance management information.
4. Oversee, monitor and challenge progress on the implementation of the Council's Improvement Plan.

5. Advise on the implementation of the Improvement Plan, assessing risk and addressing issues that arise that may have an impact on the progress of the plan e.g. resourcing issues.
6. Assure itself that front-line practitioners and partners are all being appropriately engaged in addressing the key performance issues identified within the Improvement Plan.
7. Agree the future workplan of the Board.
8. Support the Chair in agreeing the key issues to be formally reported to the Leader and Cabinet of KCC and the DfE as part of the formal reporting requirements and in addition, ensure effective communication of the programme's progress to the Kent Children's Trust, Kent Safeguarding Children's Board and staff within individual partner organisations.

### **Dissolution of the Board**

The Board will be dissolved by a joint decision of the Parliamentary Under-Secretary of State for Children and Families and KCC, following a recommendation from the Board that all of the key requirements in the Improvement Notice have been sufficiently met and are sustainable. Any change in the Board membership will need to be agreed with the DfE, KCC and the Independent Chair.

### **Administration**

KCC 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 days in advance of any meeting. KCC will also be responsible for the administration, clerking and hosting of the Board meetings and will ensure that minutes are taken and distributed to Board Members within one week of a Board meeting. The Chair will agree minutes before circulation.