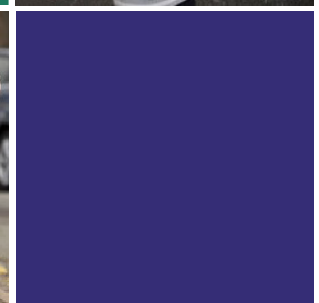
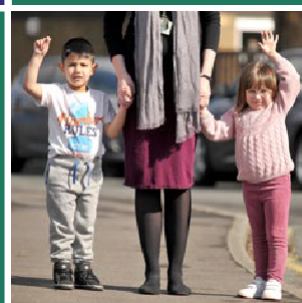
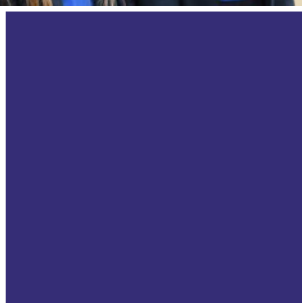
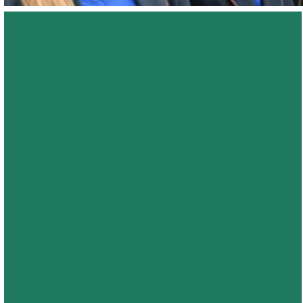
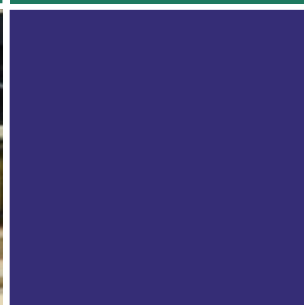


Terms of Reference

Achieving Excellence Board

Version 1.2 – July 2022



ACHIEVING EXCELLENCE BOARD

TERMS OF REFERENCE

Background

Blackburn with Darwen Borough Council to establish an Achieving Excellence Board led by an independent chair. This proposal was in response to a range of challenges identified across Children's Services following an ILACS inspection in February 2022.

An Improvement Plan has been developed by Children's Services, in partnership with others as appropriate, incorporating key inspection findings. The Improvement Plan will be signed off by the Achieving Excellence Board and will provide the context for the Board's work.

Purpose

This ambitious multi-agency Board is committed to delivering outstanding services for children, young people and their families and this is driven with practitioners alongside strategic leads. The Board will advise on and challenge the content of, delivery, progress and outcomes of the Improvement Plan and monitor compliance to achieve sustainable progress

Chair

- The Board will be chaired by an independent Chair – to be appointed
- If the Chair is unable to attend any meeting then he/she shall appoint an appropriate person from the existing Board membership to deputise in his/her absence

Board Membership

- Independent Chair – to be appointed
- Interim Chair of the Board, Council Leader – BwD Borough Council
- Executive Member for Children, Young People & Education – BwD Borough Council
- Shadow Executive Member for Children, Young People & Education – BwD Borough Council
- Chair of the People Overview & Scrutiny Committee – BwD Borough Council
- Chief Executive – BwD Borough Council
- Strategic Director of Children's Services & Education (DCS) – BwD Borough Council
- Deputy Director (Education) – BwD Borough Council
- Interim Deputy Director (Children's Social Care) – BwD Borough Council

- Principal Social Worker, Children's Services – BwD Borough Council
- Linda Clegg – Children's Improvement Advisor – Local Government Association
- Stephen Ashley – Independent Scrutineer – Children's Safeguarding Assurance Partnership
- Nicholas Connaughton– Chief Superintendent – (East Division) – Lancashire Constabulary
- Neil Drummond - Detective Superintendent (Public Protection Unit) – Lancashire Constabulary
- Debbie Ross – Head of Safeguarding/Designated Nurse (Children) – NHS Lancashire and South Cumbria Integrated Care Board
- Sue Clarke – Head of Safeguarding/Designated Nurse (Children) – NHS Lancashire and South Cumbria Integrated Care Board
- Julie Firth – Assistant Director of Children's Services, North Tyneside Council
- ICS Head of Children's Safeguarding - TBC once post recruited to
- ICS Head of Children's Commissioning- TBC once post recruited to
- Team Manager representatives

Frequency

The Board will meet on a bi-monthly basis and a schedule of meetings will be agreed for 2022-2023 in the first instance. Meeting requirements for 2023-24 will be considered by the Board in the autumn of 2023.

Quorum

The Achieving Excellence Board has no specified 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.

Roles & Responsibilities

The Board will:

1. Consider, comment upon and agree the detail of an Improvement Plan (to be prepared and agreed formally by the Executive Board of the council) which will provide a focus for the Board's work;
2. Ensure the requirements of the recent ILACS inspection, are adequately and appropriately addressed within the Council's Improvement Plan;
3. Receive proposals for addressing the key performance issues identified within the inspection report and monitor progress including the receipt of relevant performance management information;

4. Advise on the implementation of the Improvement Plan, assessing risk and considering issues that arise that may be impeding on the delivery of the plan e.g. constraints such as IT, financial or staffing issues;
5. Assure itself that front-line practitioners, service users and partners are all being appropriately engaged by the Council in addressing the key performance issues identified within the Improvement Plan;
6. Assure itself that the Council has appropriate governance arrangements and practices which are sustainable in the longer term, in order to maintain a high standard of performance across Children's Services;
7. Agree the forward plan for the Board;
8. Support the Chair in agreeing the key issues to be formally reported to the Executive Board of the Council, and;
9. Consider reports from the Council and its partners, as may be required, on the wider improvement agenda in Children's Services.

Dissolution of the Board

The Board will be dissolved by the Executive Board of the council following a recommendation from the Board that all of the key requirements in the Ofsted inspection report have been sufficiently met and are sustainable.

Any change in the Board membership will need to be agreed with the Strategic Director of Children's Services & Education (DCS), the Chief Executive of the Council and the Independent Chair.

Administration

Blackburn with Darwen Borough 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 ten working days in advance of the meeting. Blackburn with Darwen Borough Council 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 should agree minutes before circulation.

Document Control Form

Document Title	Terms of Reference – Achieving Excellence Board
Version Number	Version 1.2
Author of Document	Jo Siddle, Deputy Director (Education)
Authorising Authority	Achieving Excellence Board
Document Review Date	April 2023 or earlier

Modification Register

Modified by	Date	Modification Details	Version
Jo Siddle	21/04/2022	Terms of Reference composed	1
Justine Westwell	13/05/2022	Purpose changed to incorporate a focus on 'sustainable progress' and membership of the Board updated	1.1