

# **Children's Services Organisation (CSO) Project Steering Group**

## **Terms of Reference**

### **Role of the Group**

1. To provide high level strategic oversight, co-ordination and a critical steer to achieve compliance with the Secretary of State's Direction and enable:

Effective and timely transition of children's social care functions to a new organisation whilst ensuring that this does not negatively impact on the pace of improvement to children's services

### **Responsibilities**

2. To discuss and agree high level strategic and policy issues, and identify any decisions which require the SoS and/ or the Council's Cabinet agreement
3. To receive updates on progress on transition and improvement and respond to any issues of dispute or difficulty referred from the Transition Programme Board
4. To ensure, that for coordination of the transition and improvement agendas there is:
  - i shared understanding of the issues and agenda
  - ii. co-ordination of timelines and activities
  - iii. effective communications and engagement between all parties, partners and stakeholders

### **Steering Group Members**

6. Appointed Commissioner: Eleanor Brazil

7. SBC:

Ruth Bagley, Chief Executive  
Roger Parkin, Strategic Director CCS  
Jane Wood, Strategic Director Wellbeing  
Amardip Healy, Head of Legal Services

8. DfE:

Ian Valvona, Head of Interventions Unit

(DfE Professional Partner and their Legal Team will offer expert advice and support as and when required)

9. 'Trust' Chair and Chief Executive once appointed

## **Governance**

10. The steering group will meet every six weeks or as may be necessary to coincide with the programme of work.
11. The Chair will be shared between the Council and the DfE most senior representative.
12. From time to time individuals may be invited to attend to provide specific advice and expertise as required
13. No member of the Steering Group may participate in a discussion where such participation would give rise to a potential conflict of interest.
14. The steering group will ensure that all matters can be discussed in an open and constructive way. Unless expressly requested by steering group members, the chair will assume that the business of the steering group will not be conducted on a confidential basis.
15. Steering group members should avoid delegating attendance at meetings unless it is absolutely unavoidable. Where deputies attend, they will be expected to have authority to make decisions on behalf of their organisation.
16. An agenda for steering group meetings will include:
  - key objectives for the meeting
  - declarations of interest
  - review of progress
  - decisions needed
  - Any other business