

EXECUTIVE TERMS OF OFFICE

Portfolio – Children’s Services (with all statutory children’s responsibilities)

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Children and Families portfolio, including acting as Lead Member for Children’s Services in accordance with the Children Act 2004 and associated statutory guidance. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive’s lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing in conjunction with the relevant Corporate Director or Director, Transformation Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council’s views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder’s terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive’s key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility:

- Statutory Lead Member for Children's Services in accordance with the Children Act 2004 and associated statutory guidance
- Development of the All Age Integrated Health and Social Care Service
- Day to day operation of the All Age Integrated Health and Social Care Service
- Youth Services
- the functions of the Council with regard to its responsibilities for the safeguarding of children and young people, including:
 - receiving and responding to referrals where there is concern about the welfare and safety of individual children and young people;
 - investigating referrals for child protection and children-in-need and taking appropriate action to safeguard children and young people's safety and welfare;
 - maintaining an up-to-date Child Protection Register.

Key Roles and Responsibilities of the Children and Families portfolio:

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers, the responsibilities of the Lead Member for Children's Services and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Children's Services is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular

1. Political accountability for the effectiveness, availability and value for money of all children's services;
2. Leadership to engage and encourage local communities in order to improve services and outcomes for children and young people both within the local authority and externally with partner organisations;
3. Safeguarding and promoting welfare of children across all agencies;
4. The commissioning of public health services for children and young people as mandated in the Health and Social Care Act 2012;
5. The functions, powers and duties of the Council as a Children's Services Authority, including specific areas such as:
 - Child protection
 - Children and families – social care
 - Looked after children
 - Foster care and adoption services
 - Provision of preventative services such as outreach services, family support services

- Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;
6. The functions, powers and duties of the Council's social care services for children including:
- Child protection
 - Provision of a social work service to children, young people, families and carers in the community
 - Provision of specialist fieldwork social services to children with disabilities, their families and carers, and arranging respite facilities;
 - Looked after children
 - Foster care and adoption services
 - Provision of a range of preventative services through family aides, family support workers, outreach services etc.
 - Provision of a field social work service to children looked after on a medium and long-term basis and placed for adoption;
 - a range of preventative services field social work service to children looked after on a medium and long-term basis and placed for adoption;
 - Supporting care leavers
 - Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;
6. The provision and commissioning of interventions and services for young people aged 11-19/25 (25 for young people with additional needs) including 'one-stop-shops'; street-based work; school-based work and partnerships with the voluntary sector;
7. The functions, powers and duties of the Council with regard to the Youth Offending Service including:
- working with and reporting to the Crime and Disorder Reduction Partnership;
 - preventing children and young people being involved in offending or anti-social behaviour, and re-offending;
 - supporting those young people who have offended through assessment; court reports; and non-custodial sentences such as final warnings, restorative justice, involvement of victims and referral orders; and education; and
 - supporting young people serving custodial sentences and on release from custody;
8. Oversight and monitoring of all statutory functions related to the delivery and commissioning of services for children and young people, including the continued integration of children and adults social care and health services as embodied in the current section 75 agreement, as detailed in The Children Act 2004, Working Together to Safeguard Children 2013, The Children and Families Act 2014 and other relevant and appropriate policy, guidance and legislation.

9. The functions, powers and duties of the Council as a local education authority, including specific areas within the Councils core duties such as:
 - Special educational needs provision
 - Education welfare service
 - Educational Psychology Service
 - Early years sufficiency
 - School admissions
 - School attendance and provision for pupils not in school
 - Asset management planning
 - Funding of schools
 - Sufficiency of school places
 - To receive schools OFSTED reports and subsequent Action Plans
 - To ensure an effective response to the OFSTED inspection of the LEA on SEND
10. The functions, powers and duties of the Council with regard to the availability of advice and information for 13 to 19 year olds.
11. Matters concerning Youth Services.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

Lead Member with special responsibility for Education

Terms of Reference

GENERAL

The Member with Special Responsibility for Education is responsible for supporting the Executive Portfolio Holder for Children's Services in all matters relating to the Council's affairs in respect of Education. In particular this will involve:-

1. Liaising with members of the Executive, particularly where education matters could impact upon other aspects of Council business or the Borough generally.
2. Advising the Executive Portfolio Holder for Children's Services in the development and implementation of key safeguarding policy.
3. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny in all matters relating to the Council's affairs in respect of Education.
4. Representing and acting as an ambassador for the Council.
5. Working with other Members of the Executive on matters, as directed by the Leader or the Executive Portfolio Holder for Children's Services.
6. Ensuring effective partnership working in respect of matters within these terms of reference.
7. Overseeing the timely progress of reviews or inspections within the remit of these terms of reference.
8. Exercising a monitoring role regarding performance and ensuring progress toward meeting the Executive's key objectives in these areas.
9. Ensuring appropriate consultation with partners and the community on matters within the terms of reference.

Working with the Executive Member for Children's Services

In accordance with the statutory guidance on the role and responsibilities of Lead Members for Children's Services the Executive Member for Children's Services, who acts as the authority's statutory Lead Member for Children's Services, is supported by the Member with Special Responsibility for Education "to assist in the exercise of his/her (the Executive Member for Children's Services) functions and duties". The Executive Member for Children's Services, however, will need to maintain "effective overview and overall political accountability for the full range of local authority children's services".

This will be achieved by the Member with Special Responsibility for Education:

- having delegated responsibilities for aspects of the Lead Member for Children's Services role; and
- reporting on a regular basis to the Executive Member for Children's Services on how these delegated responsibilities are being exercised.

The Member with Special Responsibility for Education is responsible for championing all aspects of education across the council. They will provide advice and support to the Portfolio Holder for Children's Services in fulfilling their responsibilities in relation to Education and undertake certain activities on their behalf.

Specific roles and responsibilities will be:-

The functions, powers and duties of the Council as a local education authority, including specific areas within the Council's core duties such as:

- Special educational needs provision
- Education welfare service
- Educational Psychology Service
- Early years sufficiency
- School admissions
- School attendance and provision for pupils not in school
- Asset management planning
- Funding of schools
- Sufficiency of school places
- To receive schools OFSTED reports and subsequent Action Plans
- To ensure an effective response to the OFSTED inspection of the LEA on SEND

The functions, powers and duties of the Council with regard to the availability of advice and information for 13 to 19 year olds.