

## **Monitoring & Evaluation Group**

### **Terms of Reference**

#### **Aim**

The group delivers monitoring and evaluation activity to ensure that the Southampton Local Safeguarding Children Board (LSCB) fulfils its statutory function to ensure the effectiveness of Board members and local service providers to safeguard and promote the welfare of children and young people.

#### **Functions of the Group**

The group will work to the South East LSCB Quality Assurance (QA) Framework adopted by Southampton LSCB. The group will deliver the functions below to meet its aims and deliver the QA framework:

1. To receive and scrutinise single agency reports and action plans for improvements into the effectiveness of services in safeguarding and promoting the welfare of children and young people to an agreed schedule, as follows;
  - a. 6 monthly from: Childrens Social Care, Police, Education & Health
  - b. 12 monthly from: Youth Offending Service, Probation, Early Years and Housing.
2. To receive presentations of Section 11 (Children Act 2004) reviews from those agencies prescribed within Working Together 2015, to scrutinise findings from reviews and action plans for improvement.
3. To monitor and evaluate the delivery of actions for improvement as identified in single agency reports and Section 11 reviews, ensuring a focus on outcomes for children and young people and to gain assurance that improvement actions are embedded in routine practice.
4. To link information identified in single agency reports, Section 11 reviews and data to form a comprehensive multi agency picture and to feed this back to the LSCB and other QA work.
5. To highlight good practice, and any areas of concern arising from audits and data to the Board.
6. To have oversight of multi agency data, identify trends and escalate any concerns to the board as necessary.

7. To deliver multi-agency, thematic audits of agreed activities and where necessary commission deep-dive audits.
8. To ensure through further monitoring activities that implementation of actions to address lessons learned from audits and reviews are undertaken.
9. To scrutinise information presented and request further audit or analysis where areas of concern are highlighted.
10. To agree the format of multi agency data to be monitored regularly by the LSCB main board.
11. To provide templates to aid in provision of single agency reports, data and Section 11 reviews.

### **Membership**

The group will include;

- Southampton City Council Housing Services Representative
- Southampton City Council Children and Families Service Quality Assurance Service manager
- Public Protection DI Hampshire Constabulary
- Southampton City Clinical Commissioning Group for the Health economy
- Integrated Commissioning Unit
- National Probation Service
- Hampshire and Isle of Wight Community Rehabilitation Company
- LSCB Business Unit
- LSCB Lay Member
- Other members will be invited to attend as necessary.

### **Chair**

The group will be chaired by Phil Bullingham, Southampton City Council Children and Families Service, Principal Officer

Vice Chair is TBC

### **Reporting and Accountability**

The group will report to the Executive on progress of its aims and functions and against delivery of business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the Executive who will forward to the Board if these cannot be resolved.

### **Frequency of Meetings and Attendance**

The group will meet every eight weeks for three hours.

### **Roles and Responsibilities of Members**

- To ensure that the relevant single agency report, performance information and Section 11 review is presented to the group according to the schedule of reports.
- To contribute resources to ensure the delivery of one multi agency thematic audit or other multi agency quality assurance activity per annum.
- To support the group achieve its objectives and to promote a culture of learning and improvement in terms of safeguarding children and young people.
- To be a point of contact for information about monitoring and evaluation and quality assurance issues for workers in their organisation/service.
- To share and cascade relevant guidance, tools and other resources in relation the work of the group.
- To highlight areas of good practice in their agency and areas for development.
- To carry out work that supports the aim and functions of the group
- To ensure issues relevant to their organisation are fed up to the responsible senior manager / Board lead / decision makers for safeguarding within their organisation.
- To positively contribute to meetings and to the work of the group.

**To be reviewed July 2017.**

