



Children First Project Group TERMS OF REFERENCE

1. PURPOSE:

To plan, develop and implement an innovative fit for purpose future operating model restructure of the Disabled Children's Social Care service (DCSC), ensuring it is integrated into the wider partnership, in order to improve outcomes for disabled children and young people in Birmingham and empower them to live an independent life, now and in the future.

2. BACKGROUND

The Trust is undertaking this piece of work for the following reasons:

- The DCSC has the capacity to undertake a review of the service offer and benchmark our operational model against other Local Authorities.
- There is an identified need to provide a multi-agency approach to the support provided to children and their families to ensure the right support happens at the right time.
- A city-wide review of the Early Help support is currently being undertaken which will feed into the support provided to children and families by the Trust.
- Legislative and regulatory changes have occurred which the Trust is required to incorporate into its service offer for children and families.

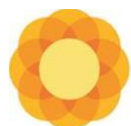
3. PROJECT PRINCIPLES

- Open and honest communication with project team members and service users and their families
- Clear and simple terminology that is easy to understand
- What is best for the child and family is the focus and priority of the project team
- Every child and family should have an outcome which they understand
- A disability does not always equate to a social worker

3. KEY DELIVERABLES:

Provide strategic and operational oversight of the Children First project to ensure the outcomes within the business case are achieved:

- a) A Short Break & Family Support operating model that creates capacity for staff, allowing for more in-depth support of service users, focused on empowering children to live an independent life, now and in the future.
- b) Increase the number of service users that are receiving Early help and Early support before being referred into the Disabled Children Services.
- c) Processes that enable the identification and referral of appropriate disabled children to Early Help and Early Support services
- d) Embedded systems and processes which allow for identifying outcomes and impact
- e) Adherence to appropriate legislation to ensure the service is fulfilling all statutory duties through the service offer.



- f) Evaluate the current criteria/threshold of the service offer ensuring it is appropriate, and appropriate outcomes/signposting exist for all.
- g) Ensure a suitably experienced and qualified workforce is in place that is competent to deliver an outstanding service to children and families.
- h) Create a robust service offer through undertaking an appraisal of the services we commission, including internal services such as residential care, to understand current gaps and all available commissioning services.

4. CHAIR & MEMBERSHIP:

The Chair will invite relevant staff and partners to be part of the Steering Group as required. Membership may change over time as tasks change. Other staff may be involved in more specific task and finish groups.

Name	Project Role
Jenny Turnross	Project Chair
Alison Montgomery	Project Lead
Chris Bush	Project Co-Lead
Claire Differ	Project Manager
Balwinder Dhanoa	Non – Executive Director
Sabiha Aziz	Parent & Carers Forum Chair
Oenca Fontaine	Parent & Carer representative
Sonia Williams	Trust HR
Ishrat Hussain	Trust Finance
Mel Paige	Trust Residential - – Co-Chair
Phillip Bailey	Trust Commissioning
Phillipa Coleman	External – CCG Commissioning Health
Nichola Jones	External – Education

5. REPORTING AND ACCOUNTABILITY:

- The project team is accountable to the Trust Executive, Trust Board and Partnership Board for updates on progress of key deliverables and actions.
- Project Group to provide Position Statement / Reports to Trust Executive, Trust Board and Partnership Board as required.
- All project task & finish groups will report to the Project Group.
- The Project Group will be accountable for the delivery of the Children First project, including ensuring the project is on track
- Highlighting and responding to risks and issues that arise in the delivery of the project
- As the Trust's Commissioner, the project group will provide updates and assurances to Birmingham City Council
- The project team will provide updates and assurances to all service users and their families and will ensure communication channels exist to collect feedback on project progress as well as request volunteers to sit on Task & Finish groups.
- The project group will consult and feedback with young people representatives / groups and other agencies.



6. MEETING FREQUENCY AND FACILITATION:

- Fortnightly starting 9th October 2020 and then move to Monthly depending on progress. Further dates to be confirmed.
- Agenda and Papers will be distributed before the meeting.
- Project Plan will be updated within seven days of the meeting and circulated to all attendees.

Approved by Project Board on 28th October 2020