Children & Families Board
Best Start in Life Steering Group
(reporting, for information, to the Scrutiny Committee - Children & Families)
Terms of Reference

Purpose consider: is a meeting necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere?	
• To review performance data • To report to Scrutiny Committee – Children and Families, on strengths, trends and areas of concern • To engage with system leaders to seek intelligence on effectiveness of interactions • To take overview of lessons from Independent Complaints Panel	

Agenda consider: is the item necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere? what is the expected outcome (to help focus discussion and prioritise time)? / how much time is required for different agenda items (including time for discussion & breakout groups)?	
Standing items (at every meeting)	i. Action log update / review of outstanding actions ii. Data Dashboard. Review performance data iii. Independent Complaints Panel iv. Plan for escalation and reporting to Scrutiny Committee – Children and Families v. Communications and relationships vi. Risks and Issues vii. Any Other Business
Other regular items (i.e at regular intervals)	• Review terms of reference (annually)
One-off agenda items (as required)	• As need identified
How will the agenda be compiled and finalised?	•

Recording / Outputs proportionate to the meeting, including type of minutes / notes / plans / logs; format - Word / OneNote / Excel; timescales for sign-off, storage & distribution requirements; communication requirements	
Meeting record (including case recording)	Formal minutes will be taken during the meeting and, where appropriate, published via the Education for Life webpages.
Action plan / log	An action log will be maintained.

Communication from / to other meeting	The Sub Committee will report to the Scrutiny Committee - Children & Families on a quarterly basis and will have the ability to escalate and recommend agenda items for Scrutiny. The quarterly report will also be shared with the Education for Life Board.

Logistics
including frequency & duration / type (virtual / face-to-face / hybrid) / appropriate timescales for notice, preparation and follow-up

Frequency	Monthly
Duration	Up to 2 hours
Type (virtual / face-to-face / hybrid – or combination and what that looks like)	☐Virtual ☐face-to-face ☐Hybrid ☒Combination: prioritising face-to-face, with virtual meetings where this is logistically challenging.
Timescale for invitations (minimum requirements)	To be booked for the following academic year during the summer term.
Timescale for pre-meeting papers: (minimum requirements to allow for preparation)	One week prior to meeting
Timescale for post-meeting papers: (minimum requirements to allow for follow-up)	One week after meeting
Other logistical requirements	The Council will provide the Programme Management, Data Collection and Business Support for these meetings.

Attendees
including regular members, people who attend for specific standing items and cover arrangements

Full members (by job title)	To be appointed by Scrutiny Committee – Children. 3-5 attendees needed and to include rep from Parent Carer Forum.
Ad hoc / contributing members (by job title)	As the need is identified
Cover arrangements e.g. Where a standing attendee cannot make the meeting, a deputy representative should be identified in advance and briefed about area/service issues to be raised.	Quoracy is set at 3 of the attendees. The meeting will not be quorate if there are fewer than 3 people present.

Chairing Arrangements
including vice chair where appropriate and cover arrangements

Draft

Co-Chairs (by job title)	TBC following identification of attendees

Expectation of participants before the meeting / during the meeting / after the meeting	
Pre-meeting (preparation)	• Timely response to meeting organisers • Read agenda papers, look at data dashboard and complete any other pre-meeting tasks before the meeting.
In-meeting (participation)	• Presenters to provide clear information and plan for ratification. • Active engagement in discussions and agree next steps.
Post-meeting (follow-up)	• Follow-up actions you are responsible for. • Panel members will feedback to Scrutiny Committee – Children and Families about specific actions required, ensuring that actions have been completed within set timescales.