

Social Care Governance Board – Terms of Reference

Purpose

The Social Care Governance Board is the key mechanism to co-ordinate and quality assure the Social Care interface between Devon County Council and Devon's Integrated Children's Services.

Main Functions

- To role model, promote and actively support high quality partnership working
- To champion a culture of empowered and appropriate decision making
- To offer support and guidance in the resolution of disputes
- To jointly commission support services necessary to improve and / or ensure a high quality social care interface where this is identified as necessary
- To ensure that any issues arising through the social care interface between DCC and ICS are resolved and that there are effective arrangements in place to ensure that there are clear, up to date, accessible protocols.
- To ensure that arrangements are in place to develop new protocols where a clear need for this arises
- To act as decision maker on social care interface arrangements and report any appropriate issues to the Safe Transfer Programme Board
- Where appropriate, to ensure that lessons from the social care interface are shared with Strategic Leads to inform future strategic developments
- To ensure there is a proactive mechanism in place to manage the joint working protocols and to ensure that all are reviewed and signed off by the SCGB by the required review date. See [Governance of Joint working protocols](#) below.

Membership

Members of the Board should be in a position to speak with authority for the services they represent, and be in a position to influence policies for their organisation. The following individuals will be board members:

- Senior Manager – Retained Services
- Head of Child and Adult Protection, Devon County Council
- Head of Integrated Children's Services, ICS
- Assistant Director of Integrated Children's Services, ICS
- Principal child and family social worker, Devon County Council
- Professional Lead for Children with Disabilities (Commissioning)
- SCI Project Manager (on invitation)
- Social Care Operational Managers (on invitation)

Meeting Structure

Meetings will be held on a monthly basis

- The chair of the board will be the Head of Child and Adult Protection, Devon County Council. Consideration will be given to rolling this out to appropriate members on a six month rotational basis
- The Chair of the Board will be responsible for ensuring that effective and appropriate administration arrangements are in place
- Agendas and Papers will be circulated at least 3 working days prior to the board meeting
- A note taker will be allocated by the chair and will ensure notes clearly capture responsibilities and timescales for any tasks. Notes will be distributed within 3 working days of the meeting.
- Substitution of members may be permitted at the discretion of the Chair

Governance of Joint Working Protocols

Between June 2013 and the time of the transfer of Social work staff to Virgin Care Ltd, joint working protocols will be trialled whilst care management staff continue to be employed by the Local Authority. This arrangement best protects existing models of integrated working and decision-making and minimises disruption and change to existing processes, while ensuring clear and legally compliant oversight and accountability for Social Care functions. The protocols will be tested on the basis of how both parties envisage arrangements to be following the full transfer of services.

Devon County Council (DCC) Children's Services has a suite of policies and procedures which are accessible on a public webpage (Tri-X online). These are available to Social Care staff working for ICS. The joint working protocols will sit alongside these policies and procedures and be available to both staff from mainstream Social Care and ICS.

Maintenance of Protocols

During the trial period, staff are invited to offer practice-based amendments on the protocols using the following process:

Social Care staff should consult with colleagues and their line Managers where they feel there is a need for a protocol to be amended. If it is agreed that an amendment is needed, an email must be sent to marie.tucker@cicadaservices.co.uk detailing the following:

1. The precise protocol requiring amendment
2. The reasons why an amendment is necessary (identified risks)
3. Suggestions of alternative wording / amendments
4. Whether or not an immediate / urgent amendment is required

Marie Tucker, Project Manager, will bring this to the attention of the Social Care Governance Board (SCGB). This Board meets on a monthly basis. Where there is a request for an immediate alteration to a protocol, this will be brought to the immediate attention of the SCGB for consideration before the next formal meeting.

Where there is a need for a Joint Working Protocol to be updated, SCGB will approve the proposed amendments as necessary, or the board may advise that alternative action is taken. The SCGB will ensure that a named individual is responsible for updating the protocol as instructed and for ensuring this is accessible on Tri-X within a required timescale

Where it is identified that a DCC mainstream social care document on Tri-X needs to be updated to reflect new legislation and/ or changes in local arrangements, then consideration will be given to either (a) ensuring that the document remains relevant to both DCC and ICS, or (b) revising or introducing a relevant Joint Working protocol to reflect any necessary changes in working practice.

SCGB will maintain an index of all Joint Working Protocols and ensure that each one is reviewed and quality checked before the full transfer later in 2013. Thereafter SCGB will ensure that all joint working protocols are reviewed at least once annually.

These Terms of Reference will be reviewed and amended as necessary on an annual basis