Children's Services

Frontline Managers' Forum

Terms of Reference

1. Purpose

The purpose of the forum is to promote the wellbeing, effectiveness and development of frontline managers by:

- Improving the cascade of information from the leadership team to Managers on the frontline
- Providing an open forum for members of the children's leadership team (CSLT) and the extended senior leadership team (xCSLT) to engage with frontline managers, and to hear first-hand about the strengths and challenges
- Providing Management Development sessions

2. Membership and attendance

2.1 Any employee who manages non-managerial employees is a frontline manager. All frontline managers in Children's Services are members of the Forum, whether they manage practitioners or support officers.

2.2 Members of the Forum are asked to prioritise attendance at Forum meetings. Where an emergency or absence from work prevents a manager from attending, they should nominate another member of their team to attend, and they should send their apologies and reason for absence to the meeting organiser.

3. Frequency and venue

3.1 Meetings will take place on a bi-monthly basis. Dates for the calendar year will be agreed at the first meeting of the Forum, and thereafter at the November meeting each year for the following year.

3.2 Forum meetings will have a hybrid format. Whilst members are encouraged to attend in person in order to develop networks with their colleagues, we recognise that time and travel requirements may mean that some members can only attend virtually.

4. Scope

Forum meetings will include information, discussion and development items. It is anticipated that the meetings will develop proposals for CSLT or xCSLT to consider, though the Forum itself is a non-executive group.

5. Chair

Meetings of the Forum will be chaired by a member of CSLT (Executive Director or one of the Corporate Directors) and will only be quorate when the Chair is in attendance.

Corporate Directors may delegate the chairing of the meeting to a suitable appointee.

6. Agenda

6.1 Frontline managers are encouraged to propose agenda items for discussion. Proposed items should be sent to the Change Management Lead at least two weeks before the date of the Forum meeting. The meeting Chair will determine the final agenda; where the Chair does not include a proposed item, they will share their reasons with the proposer before the final agenda is circulated.

6.2 Standard items on the agenda will include:

    i) Approval of the minutes of the last meeting
    ii) Review of the action tracker
    iii) Decisions required
    iv) Business update

7. Key Actions

7.1 The Change Management Lead will record all meetings and maintain an action tracker.

8. Reporting

Some items may require more in-depth reporting than notes alone can provide. With the meeting's prior approval, the Chair will prepare an additional report on the item and send to xCSLT and CSLT, copied to Forum members.

The Chair will report back the views of CSLT/xCSLT to the next meeting.

9. Review of Terms of Reference

These terms of reference will be reviewed by the Forum 6 months after implementation, and annually thereafter. The Project and Policy Officer, Quality Assurance and Partnerships will remind the Chair as reviews fall due. Any revisions to the Terms of Reference will be presented to Practice Policy and Procedures Group for approval.