



Delivering Better Value (DBV) Operational Steering Group Terms of Reference, Membership and Standing Agenda – Draft v1



Delivering Better Value Project (DBV) Operational Steering Board : Draft Terms of Reference v1

How we will conduct our business

Open and honest discussions

Encourage everyone to have their say

Keep to time

Constructive challenge

Non-judgemental – its ok to hold different views

Commitment to the project , identified deputies

Collaborative partnership, continuous improvement, problem solving approach to try to achieve the projects objectives, and shape the future shape and sustainability of offer for Children, young people and families.

Any changes, risks, issues, exceptions will be raised with the Operational Steering Board each half term or urgently if required.

Board role to deliver outcomes/outputs: June 2023 – July 2025

1. Oversee and make recommendations in line with the approved bid for the project grant spend (1 million)
2. Check progress and input into DBV plan and development of the Inclusion, Data/finance and Engagement workstreams
3. Contributing to and agreeing to the quarterly performance reports for the DfE
4. Making sure activity is aligned with what we said we are going to do

How the DBV Operational Steering Board will be run

The Board will meet once each half term. The chair of the Group is xx , or their appointee. The Chair will make final decisions on any actions agreed by the Operational Steering Board for any decisions needed by the Assistant Director, Sally Jack or Childrens Leadership Team.

Actions from each meeting will be recorded by NELC project manager Anita Havercroft, and circulated within 1 week.

The agenda and any/items for discussion reports will be sent by NELC project manager 3 working days before meetings – everyone to contribute items if they choose and send items in advance.

Membership by invitation – to be cleared with Chair. Members should try to send subs if they can't attend

Members may be asked to make inputs e.g. presentations, questions, discussions

Members may be asked to action outputs – to be

How we can each contribute

Bring the group you're representing views and expertise to use for the benefit of all

Input your views on any actions or decisions required to enable the Project to get the steer and decisions required for successful delivery.

Help people not in the group you represent to understand challenges, opportunities

Spot notable good practice elsewhere and share

Help others, both in and outside of the group, to understand progress of the project –feedback to who you represent and feedback in to the Operational Steering Board Role to input into the development and evaluation of the project.

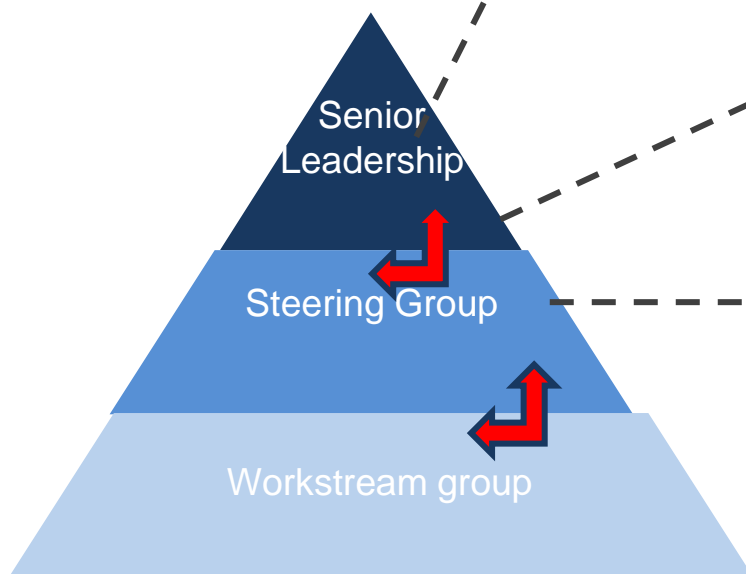
Committing your time to the Project

Performance Board

Goals	Attendees	Frequency
<ul style="list-style-type: none"> - Review workstream updates - Timeline review - Review financial progress 	<ul style="list-style-type: none"> - Chair – Director of Children's Services - Steering Group Representative 	Monthly

SEND Executive Board

Goals	Attendees	Frequency
<ul style="list-style-type: none"> - Review workstream updates - Timeline review - Review financial progress 	<ul style="list-style-type: none"> - Chair – Assistant Director of iEducation - Key multi agency decision makers , Health, Social care, Education - Parent/Carer representative Group Representative 	Bi-monthly



DBV Operational Steering Group

Goals	Attendees	Frequency
<ul style="list-style-type: none"> - Risks and mitigations review - Interdependencies review - Key workstream decision making 	<ul style="list-style-type: none"> - Assistant Director Education - Head of Service – SEND and Inclusion - SEND Engagement and Improvement Officer - Parent/carers/CYP reps - Academy Heads/Trusts representatives - Multi agency reps - Workstream leaders 	1 x half term

Workstream task groups

Goals	Attendees	Frequency
<ul style="list-style-type: none"> - Workstream weekly planning - Preparation of updates for steering group and leadership board 	<ul style="list-style-type: none"> - Workstream leads - Workstream members TBC for each workstream 	Bi Weekly or as required

DBV Operational Steering Board Membership

Member Name	Role/Organisation	Member	Role /Organisation
Sally Jack	Project Sponsor, Assistant Director Education & Inclusion - NELC	Claire Bennellick	Parent/carer
Rebecca Taylor	DBV lead, Head of SEND and Inclusion - NELC	Being confirmed	NELPCF representatives
Anita Havercroft Sub: Helen Norris	DBV Project Manager/meeting notes/meeting manager –NELC Specialist Projects Lead –NELC	Jayne Parrish	North East Lincolnshire SENDIASS Manager
Linda Manley	Data/finance workstream lead-NELC	Sarah Harding Sub: Lauren King	Designated Clinical Officer, Families and Children –CCG Commissioning Lead (Families Mental Health Disabilities)
Clare Linfitt -Lauren Thompson	Engagement/communications workstream lead-NELC SEND local offer engagement officer-NELC	Jack Coll	Primary Schools Rep - Assistant Principal, Humberston Cloverfields Academy
Being Recruited – Rebecca Taylor/Helen Norris covering	Inclusion workstream lead-NELC	Kate Cowdroy	SENCO/Staff Governor Littlecoates Primary Academy
Liz Brummer	Strategic Finance Lead –NELC	Helen Hammond	SENCo ,The Academy Grimsby
Wendy Jackson	Head of Standards and Effectiveness – NELC	TBC	Secondary Schools Rep
Jennifer Steel	Head of Pupil Support (Wellbeing and Safety) –NELC	Janet Burrows Gill Jefford	Head of Public Health Nursing Childrens Health Specialist Lead
Karen Linton	Strategic lead Skills and Employability – NELC	Tracy Slattery	Delivery Manager Healthwatch NEL

First Meeting Agenda and Regular Agenda items

Agenda Item	Who	Paper/verbal
Welcome and Introductions	Rebecca Taylor /All	Verbal
Delivering Better Value programme aims, workstreams, outcomes and outputs presentation – reason for the Board	Rebecca Taylor	Paper
Board Terms of Reference <ul style="list-style-type: none"> ➤ Discussion/agreement ➤ How do we want to meet – face to face, virtual, hybrid? ➤ Teams channel for sharing documents /notes /message 	Helen /All	Paper/discuss
Regular Agenda Items :		
Workstream updates	Workstream leads	
DBV engagement workstream	Clare Linfitt	Paper/discuss
DBV data/finance workstream	Linda Manley	Paper/discuss
DBV inclusion workstream	Rebecca Taylor	Paper/discuss
Grant Spend	Rebecca Taylor/Liz Brummer	Paper/discuss
Progress risks/issues and progress reports; other ideas/opportunities	Anita Havercroft	Paper/discuss
Any other business		