

Appendix 4

Adoption South East

Executive Board Terms of Reference

Membership

The Executive Board shall consist of a DCS or equivalent from each member agency. Members will have decision making capacity.

Executive Board and Project Board will be linked through Chair / Vice Chair of Project Board.

ESCC: Stuart Gallimore, DCS

Substitute: Liz Rugg, AD

WSCC: John Readman, DC&FS

Substitute: Jackie Wood, Head of Social Care placements

Surrey: Tina Benjamin, AD

Substitute: Carole Douch, Head of Countywide Services

BHCC: Pinaki Ghoshal, DCS

Substitute: Deb Austin, AD

Chair

Chair of the Executive Board will be Stuart Gallimore.

Vice Chair will be Pinaki Ghoshal.

Suzanne Chambers will represent the Project Board on the Executive Board.

Quorum

The quorum is representation from each member agency.

All members should provide confirmation of attendance or substitute prior to the meeting to ensure quoracy can be reached.

Meetings

Meetings will take place quarterly or as required for critical decisions.

Purpose

The Executive Board is responsible for the success of the creation and sustainability of Adoption South East RAA.

It will:

- develop the project mandate and set clear strategic direction for the Project Board

- set direction and agree resources for development of the RAA
- ensure all legal, ethical and functional responsibilities are being met
- regularly review progress of the Project Board
- respond to escalations and risks identified by the Project Board
- respond to reports outlining significant changes to previously approved plans/projects
- make key strategic decisions regarding the development of RAA.
- agree key messages to be communicated to staff following each meeting

Regional Adoption Leadership Board

ASE is represented by Pinaki Ghoshal and Suzanne Chambers

Reviewed April 2018

Appendix 5

Adopt South East

Project Board Terms of Reference

Membership

The Project Board shall consist of a representative from each member agency with authority to direct the project within the remit set out by the Governance Board.

BHCC: Michael Wilson, Adoption Team Manager & Agency Advisor

Surrey: Suzanne Chambers, Team Manager, Adoption Service (Project Lead)

ESCC: Carole Sykes, Operation Manager Adoption & Permanence (Vice Chair)

WSSC: Wendy Wood, Group Manager, Adoption & Permanence

The Project Board will be supported by a Project Officer. Each authority should be responsible for arranging an operational substitute.

Specialist advisers and Chairs from the Operational and Technical workstreams will attend and contribute to meetings when required.

Quorum

Each member agency must be represented to achieve quoracy.

Meetings / Working arrangements

Face to face meetings will be held monthly or as required for critical decisions. Additional Conference calls can be added in for business as usual.

The project manager will distribute an Agenda at least 3 working days before meetings.

The project manager will ensure minutes of the meeting are sent out within 3 working days and will chase actions.

Purpose

The Project Board will consider all options and make recommendations to the Governance Board regarding the establishment of Adopt South East RAA. It will define clear project outcomes and ensure all projects and processes remain viable and sustainable and continue to deliver better outcomes for children. It will ensure that the objectives of each programme supports the strategic direction set by the Governance Board.

The Project Board will:

- establish the project plan and milestones
- commit resources and monitor projects against outcomes
- approve all plans and project briefs and authorise the start of any new projects

- report regularly to the Governance Board
- identify data required to inform the development of the RAA
- enable representation of key stakeholders views
- take account of local and national developments and their implications to inform current planning and to inform the Governance Board

(Approved and adopted at a meeting of the Project Board held on 21.6.18)