

First Line Managers Forum- Terms of Reference

West Sussex First Line Managers, IRO and CPA Forum - Terms of Reference

Purpose of the Group

This forum will bring together First Line Managers, Independent Reviewing Officers (IRO's) and Child Protection Advisors (CPA's) to share good practice, disseminate practice guidance and learnings from audits, practice reviews to support the improvement of practice in West Sussex to become consistently good. To encourage First Line Managers, IRO's and CPAs to participate in shaping future practice guidance and feedback learning opportunities for the Steering Group and raise concerns in order to reduce any barriers encountered in improving practice. To provide a support network and opportunity to share expertise and develop a peer support network within the First Line Management and IRO and CPA Group. This forum will promote the professional identity, voices and experiences of First Line Managers into the governance and assurance provided by the Policy and Practice Steering Group.

The **governance** of the First Line Managers, IRO and CPA' Forum is held by the **Policy and Practice Steering Group**.

The **purpose of the Policy and Practice Steering Group** is to act as a steering group for the development and governance of policy, procedures, practice guidance and workshop content for West Sussex County Council Children's Services.

Key Tasks

1. To provide the communication from the Policy and Practice Steering Group in order to build good communication through the organisation in the dissemination of practice guidance and learnings from audits, practice reviews, practice week and supporting the First Line Managers in how best as leaders to support their teams and each other in implementing the learning. The knowledge, experience and skills that First Line Managers share with their practitioners, combined with a closer management oversight connection to children and families in practice-offers a crucial link to understanding our work together.
2. To be the conduit for the communication of the First Line Managers' voice, via the chair (Service Development Lead- Quality Assurance: Police, Performance and Practice with the Policy and Practice Steering Group which, in turn, feedbacks back to the Senior Leadership Team (SLT).
3. To report the First Line Managers' understanding of the learning and development opportunities identified from practice to the Policy and Practice Steering Group who then consider what next steps the organisation should take in relation to the feedback received as part of a "learning loop." To include participation in reflective practice sessions considering audit themes or practice review themes to support improving and developing practice.
4. To discuss research learning and correlation with our work with children families and professionals. To identify gaps and disseminate information relating to current and revised policy and practice guidance. A minimum of two pieces of practice guidance will be discussed at each First Line Managers forum and how best this guidance is "landing" in practice or what can be done to achieve this.

5. To promote excellent First Line Management oversight as leaders to motivate, enable support, challenge and develop social work practice through learning from each other. To ensure that First Line Managers influence, and drive Practice Standards forward with clarity in "What does good look like?" To agree on examples of good practice exemplars of practice that will be anonymised and added to the Children's First tile: Learning and Practice area to share throughout Children's Services.
6. To provide a support network for First Line Managers to develop and share each other's leadership/management expertise and each other's knowledge of developments across the services.

Membership

- Service Development Lead – Quality Assurance: Policy, Performance and Practice
- Service Development Lead – Policy and Practice: Quality Assurance Framework
- Practice Managers
- Youth Justice Managers
- Child Protection Advisors
- Independent Reviewing Officers

Meeting arrangements

- The forum will meet **monthly** and meetings will be chaired by Service Development Lead – Quality Assurance: Policy, Performance and Practice

The agenda, practice guidance, thematic audit reports, practice tools to be discussed will be circulated **three working days** before the date on which the meeting is to be held.

First Line Managers will not be able to attend every meeting as we are a large group. Those who do attend will be required to take the information and learning back into operational meetings that they attend. They should ensure they regularly access the forum on a regular basis. If they are not able to attend members should read the minutes and associated documents shared by those who have attended, particularly as themes will change and develop as the forum allows. The Service Development Lead- Quality Assurance: Policy, Performance and Practice is accessible and approachable outside of these forums and welcomes contact. First Line Managers should make contact for further advice or guidance is needed to support dissemination of learnings and implementation into their practice areas. Guests/observers may be invited to attend all or part of a meeting if agreed by the chair, in advance.

Monitoring and Review Process

The First Line Managers Forum's governance is held by the Policy and Practice Steering Group, the Service Development Lead- Quality Assurance, Policy, Performance and Practice is expected to report on the activity of the First Line Managers' Forum and provide feedback to this Steering Group as a standing item on their agenda. The minutes from the First Line Managers Forum are produced by the and are available to the chair of the Steering Group upon request.

Review / Contacts / References	
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