**Workforce Development Board**

Terms of Reference

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| **Project Description** | The Workforce Development Board is tasked with;  “Creating a stable social care workforce that is sufficient, suitably qualified and accredited to deliver high quality services to children and their families”  This project focuses on building and retaining a quality and stable workforce in Children’s Services to ensure continuity for children and young people and caseload levels which enable good practice.  As a key pillar of the Children’s Improvement Plan, the project aims to respond to the following areas of improvement outlined by Ofsted during the ILACs inspection in January 2020;   * The stability of the workforce and the number of changes in social workers that children experience * Social workers’ caseloads, which are too high in some teams. |
| **Measures of Success** | 1. Delivery of key project/workstream milestones 2. Reduction in the agency workforce;  * Convert or replace 24 agency social workers with permanent social workers by September 2020 – an agency ratio of 22% * Convert or replace a further 13 agency social workers by February 2021 - an agency ratio of 15% * Convert or replace a further 10 agency social workers by February 2022 - an agency ratio of 9%  1. Establishment of a Social Work Academy 2. Reduction in leaver numbers and turnover rates |
| **Board Responsibilities**   1. Recruit, retain and develop social work staff across children’s social care teams in Luton. 2. Reduce the reliance on the agency workforce within the Children, Families and Education directorate in Luton. 3. Be accountable to the Children’s Improvement Board for delivery of the Workforce Pillar of the Children’s Improvement Plan 2020. | |
| **Membership**  Corporate Director; Customer and Commercial (Nicola Monk)  Service Director; HR & Monitoring Officer (Angela Claridge)  Service Director; Children’s Services (Allison Parkinson)  Principal Social Worker; Children’s Services (Alison Foreman)  Service Director; Public Protection (Sarah Hall)  Transformation Project Manager (Georgia Jeycock) | |
| **Specific Responsibilities**  **Project Sponsor - Nicola Monk**   * Accountable for the successful delivery of the project * Primary chair for WDB meetings, unless sponsor chooses to delegate * Responsible for project-level decision-making   **Senior Children’s Services Representative – Allison Parkinson**   * Responsible for ensuring the business/service-level interests of the project are represented * Responsible for ensuring that the strategic direction, requirements and the objectives are clearly communicated and the benefits are delivered post-project   **Senior Expert – Angela Claridge**   * Responsible for ensuring the technical aspects of the project are represented at project-level; * Responsible for providing technical skill, expertise, resource and decision-making to set the strategic direction of the development and delivery of the project   **Children’s Workforce Development Lead – Alison Foreman**   * Responsible for developing and delivering the Social Work Academy as part of the Children’s Services workforce development strategy   **Independent Corporate Challenge – Sarah Hall**   * Responsible for providing support and challenge at a corporate level against progress and planned activities * Responsible for sharing good practice and learning from across the organisation and ‘Tiger Team’   **Project Manager – Georgia Jeycock**   * Responsible for management of the project, at a high level * Responsible for facilitating WDB meetings * Responsible for, where necessary, nominating a minute/ action taker * Responsible for providing project documentation | |
| **Specialist Attendees as and when required**   * Lesley McNeill * Zoe Bulmer * Helen Davey * Andrew Williams * Denise Morgan * Children’s Services Representatives as relevant | |
| **Standard Agenda items**   * Action Log * Risks and Issues * Highlight Report for Children’s Improvement Board * Workforce Data Dashboard/Reporting | |
| **Frequency of Meetings**  Monthly | |
| **Governance**   * Workforce Development Board will report to the Children’s Improvement Board * Financial decisions will progress to Executive (where appropriate for agreement) | |