

## **Safety Valve Steering Group Terms of Reference**

### **1. Purpose**

The purpose of the Safety Valve Steering Group is to provide oversight, guidance and financial scrutiny to ensure effective delivery of Haringey's Safety Valve Programme. The membership of the group is reflective of the key officers involved in the delivery, assurance and confirmation of the Safety Valve Programmes Benefits.

### **2. Aims and Objectives:**

The Group will receive progress reports from the three Safety Valve Workstreams. These will be delivered by the Project leaders who will be tasked with providing updates on progress on the delivery of the individual projects within the Safety Valve Programme.

The Group will be provided with highlight reports which will detail the progress of each individual project within the Programme and the associated financial savings. The Group will also review the benefits that have been identified and that are being delivered in the Safety Valve Programme.

The Steering Group may also identify further areas for Project Development. These may include identifying other activities or projects that improve outcomes for children and support the delivery of savings in line with agreed spending profile on the High Needs Block as set out in the Safety Valve submission to the Department for Education (DFE).

### **3. Responsibilities**

The Safety Valve Programme Steering Group acts as an oversight group of senior leaders that will endorse reports to be provided to the Council's Leadership Team (CLT/ SLT) on progress to deliver the Safety Valve Programme to the Department for Education (DFE).

The Safety Valve Programme Steering Group will approve / endorse documentation and reporting to be provided to other constituted boards and other steering groups as required.

Reports will be tabled to Cabinet on a six-monthly basis as part of overall finance reporting and will highlight the outcomes of activities contributing to the savings and outcomes put forward as part of the Safety Valve submission to the Department for Education.

The Steering Group will be requested to consider and endorse reports to be provided to the DFE as part of agreed reporting arrangements agreed by the Government as part of an approved Safety Valve submission.

Reports and activities in relation to deliver of the Safety Valve Programme will be reported to the SEND Executive on a quarterly basis.

Reports will be cascaded as appropriate to other correlated Programmes, formal and informal meetings as directed by the co-chairs of the Safety Valve Steering Group.

#### 4. Core Membership

Position	Person	Role <sup>1</sup>
Director of Children's Services (DCS)	Ann Graham	Chair
Assistant Director of Early Help, Prevention and SEND	Jackie Difolco	Deputy Chair
Cabinet Member for Children, Schools and Families	Cllr Brabazon	Member
Cabinet Member for Finance and Local Investment	Cllr Carlin	Member
Assistant Director for Schools and Learning	Jane Edwards	Member
Assistant Director of Programmes and Commissioning	Caroline Brain	Member
Assistant Director Commissioning - Children's Commissioning Vulnerable Adults & Children (Health, NCL ICB)	Tim Miller	Member
AD Finance & Dept Section 151 Officer	Josephine Lyseight	Member
Head of SEND	Mary Jarrett	Member
Head of Children's Programmes	Stuart Barratt	Member
Head of Finance (People)	Neil Sinclair	Member
Safety Valve Strategic Lead	Amer Akbar	Member
Safety Valve Analyst (Finance)	Rachel Boston	Member
Chair of Schools Forum	Will Wawn	Member
Parent Carers Forum (SEND Power Chair)	Amanda Bernard	Member
Governor Representative	Nofer Fari	Member
Riverside Headteacher and Chair of High Needs Block Sub-Group	Martin Doyle	Member
Project Support Officer	Fifi Bankole	Minute taker

<sup>1</sup> See Appendix 1 for Board Member role definitions

## **5. Quorum**

The quorum required for a Board meeting to go ahead is: 9

The Steering Group must have representation from Finance and Children's Services as part of an agreed structure to provide appropriate oversight and support to Safety Valve activities and projects in delivery.

## **6. Meeting Format**

The Steering Group will meet for 2 hours every month to consider progress being made on the delivery of the Safety Valve Programme.

Papers will be circulated to Board members 3 working days before the Steering Group.

Minutes of the meeting will be circulated to board members no later than 10 days following the steering group meeting.

Actions will be included within the minutes for ease of reference for Steering Group members.

## **7. Review of Terms of Reference**

The membership, purpose, terms of reference and frequency of the Safety Valve Steering Group and associated workstreams are to be reviewed every six months.

## **APPENDIX 1 – Glossary Of Board Role Description**

**Chair:** Leads the group, schedules meetings, and ensures objectives are met.

**Deputy Chair:** If the Chair is unavailable, the Deputy Chair takes on their responsibilities.

**Minute taker:** Takes minutes/actions, coordinates communication, and takes the lead in the preparation of documents.