

## Job Description

**Department:** People and Communities

**Division/Section:** Children's Social Care

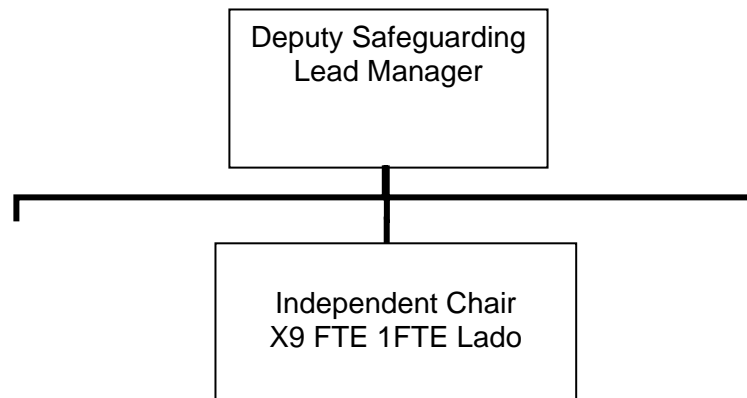
**Job Title:** Independent Chair

**Grade:** 14

**Reports to:** Deputy Safeguarding Lead Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



Does the post  
involve working in  
regulated or  
controlled activity  
with children or  
vulnerable adults?

Regulated ☒ Controlled ☐ Neither ☐

CRB Check  
applicable?

Standard ☐ Enhanced ☒ None ☐

Is post exempt  
under the  
Rehabilitation of  
Offenders Act 1974  
in respect of  
declaration of  
spent convictions

Yes

**Line Managements  
responsibility for:**

**No. of direct reports: 0**

**Size of budget:**

**None**

The role includes accountability for business areas that are of very high financial risk to the Council. This can be broken down into two principal areas:

**Placement costs:** Children and Young People in Care; These officers have a role in ensuring that plans for children in care progress, and that placements are appropriate and meet individual needs. The chairs therefore hold some responsibility for monitoring whether or not Local Authority budgets are used effectively.

**Liabilities:** Large Scale Investigations; The Independent Chairs are accountable for ensuring that any large scale investigations into safeguarding concerns relating to providers of care to vulnerable adults are conducted effectively and proportionately. Investigations that are mishandled risk damaging the reputation of large providers with potentially very serious financial consequences, opening the Council to risk of significant claims, or risk missing or underestimating the impact of legitimate safeguarding concerns on vulnerable service users, exposing the Council to severe reputation damage should vulnerable adults be harmed as a result.

**Job Purpose:**

To chair Child Protection conferences and statutory reviews for looked after children in accordance with the Children Act 1989, Independent Reviewing Officer Guidance, requirements of the Children and Adoption Act 2002, Care Planning Regulation & Independent Reviewing Officer Handbook 2010, Children Leaving Care Act 2000, Children Act 2004, Working Together 2010, and develop outcome focused plans. To chair large scale investigations relating to providers of adult care services.

To provide consultation to the wider service and partner agencies on practice issues within the teams areas of expertise including child protection procedures, safeguarding adults and children looked after.

**Main Duties and Responsibilities:**

1. To assist in the implementation of Peterborough's Quality Assurance Framework using performance indicators and management targets to ensure the best outcomes are achieved for adults and children.
2. To manage the child protection conference decision making process and in the absence of a majority decision take the decision regarding the need for children and young people to be made the subject of child protection plans
3. To implement the guidance from the IRO Handbook statutory guidance for independent reviewing officer and local authorities in relation to case management and review for looked after children.
4. To undertake a quality assurance role in relation to adults, children in need, children in need of protection, and looked after children, by actively monitoring practice standards, systems and processes and identifying any practice deficits in order to improve service delivery for children, young people and their families.
5. To ensure that the quality of casework presented to the service is monitored and that managers at all levels within children and Adults are made aware of any cases that do not meet professional standards.
6. To actively engage in discussion with Senior and Operational Managers identifying areas of good practice and challenging poor practice where necessary.
7. To ensure that practice is person centred, and to ensure that children and adults views and wishes are sought and appropriately represented within all decision- making meetings.
8. To contribute as required to the work of the Local Safeguarding Board.

9. To be actively involved in working groups and panels where required. To monitor thresholds in relation to the safeguarding of adults and children.
10. To maintain effective administrative systems within timescales and to ensure that the minutes of meetings are of a high standard and accurately reflect the discussion and decision making at those meetings.
11. To ensure that the minutes and plans arising from all meetings are produced and distributed within statutory timescales.
12. To identify any shortfalls in practice standards, corporate parent responsibilities or in the provision of resources for children in care, according with the requirements of the Adoption Act 2002.
13. To robustly monitor the effectiveness of multi-agency arrangements to implement safeguarding arrangements.
14. To ensure that all adults' children/young people are enabled to make a meaningful contribution to their meetings.
15. To audit cases on themes identified locally to ensure safety of practice.
16. Undertake presentations of the outcomes of audits or individual Management Reviews to a variety of audiences.
17. To be an active member of the Quality Assurance and Safeguarding unit and to contribute to strategic policy and procedural developments.
18. To deputise for the team manager as and when required.
19. To carry out peer supervision.
20. To represent the local authority at Multi Agency Public Protection (MAPPA) meetings as required and any other meetings identified.

<b>Generic Responsibilities:</b>	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health and Safety at work requirements as laid down by the employer.
	The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:** 07.01.16      **COMPLETED BY:** Alison Bennett