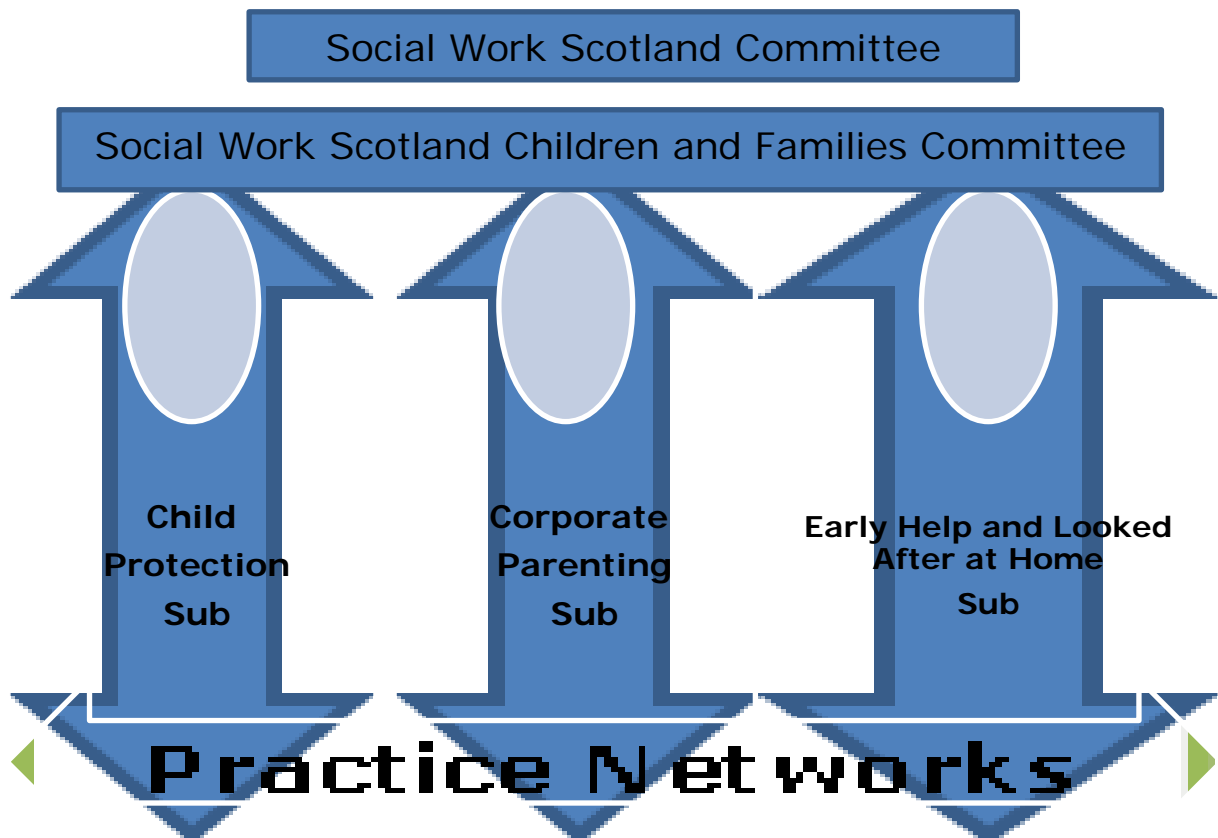


Social Work Scotland Children and Families Committee

Terms of Reference for the Children and Families Committee Sub Groups

Structure:



Terms of Reference for the Sub Group

1. Purpose

- a) To provide a forum for the Children and Families Committee to exert, share and develop specialist Sub group knowledge and understanding of practice, legislation and policy.
- b) To deliver a Sub group which has skilled strategic leadership in place and which progress matters of strategic and operational importance to social work with children, young people and their families.
- c) To provide a forum for progressing activity, for responding to draft policy and communications, e.g. media responses, position statements, for progressing enquires relating to significant events which affect social work services across Scotland.
- d) To organise, co-ordinate and deliver a Practice Network on behalf of the Children and Families Committee.

2. Outcomes (within the scope of the Sub Group)

- a) Conduct a forum through which opportunities to discuss, progress and respond to challenges and opportunities related to the Sub Group's area of expertise are developed.
- b) Implement an annual plan of activities (eg Practice Network or other engagement activity) which provides support to the overall priorities of the Children and Families Committee
- c) Publish a mid and end of year report for the Children and Families Committee relating to the work of the Sub Group.
- d) Recommend, share and promote approaches and responses to enable practice development and improvement in the Sub Group's area of expertise.
- e) Develop, manage and co-ordinate an associated Practice Network.
- f) Develop and manage an action plan based on the Children and Families Committee strategic plan and priorities.

3. Membership

- a) The Sub Group will be led by a Chair and Vice Chair (of whom at least one must be a Standing Committee member).
- b) Group members will be drawn from the wider Social Work Scotland membership.

4. Frequency

- a) Meetings will take place for 2 hours on approximately a bi-monthly basis.
- b) Additional meetings may be arranged if required.

5. Reporting

- a) Sub group meeting actions will be recorded at meetings
- b) Sub group members will be responsible for following up any actions allocated to them and will provide an update at the following meeting.
- c) Any matters discussed that require consideration by the Children and Families Committee will be raised by the Chair or Vice Chair of the Sub Group.

6. Other Matters

- a) Agenda items will be agreed between the Chair and Vice Chair and members of the group.
- b) Agenda and papers will usually be distributed 5 working days before meetings.
- c) Secretariat will be agreed/shared between members of the group.
- d) A note of the Sub Group actions will usually be distributed within 1 week of the meeting.

7. Review

- a) These terms of reference will be reviewed after the group has been operational for 12 months.