

**London Information Exchange Group (LIEG)**

**Terms of Reference**

**Purpose**

The LIEG provides a working group for pan-London Authorities (LAs) to share their experiences, learning and intelligence to inform the themes of children’s services, particularly around children’s social care. The aim is to enable LAs to discuss data sets and sources, data quality and any performance aspects of statutory returns and inspection frameworks. The LIEG can also act as a forum to discuss management information, performance and inspection issues for pan London. The LIEG also has an important role to support the work of the ALDCS Regional Improvement & Innovation Alliance. It is also important that London has a regional voice and where there are issues that affect the national agenda, London is not left out from discussions. Therefore the LIEG, along with other regional groups, will be able to feed in and offer support and views to the Children’s Services National Performance and Information Management Group (CS-NPIMG) and Regional Data Networks, where necessary, which has been set up to provide expert advice and assistance to the ADCS Standards, Performance and Inspection (SPI) Committee on areas such as management information, performance and inspection policy.

**1 Scope**

1.1 Where there are issues requiring a London discussion and/or response, members will be able to bring to the group themes from children’s social care, safeguarding children’s boards as well as aspects from children’s services.

1.2 Themes include (but not restricted to) issues involving management information, performance, statutory return collections or inspection.

1.3 Where there are issues that affect the national agenda, the LIEG can act as a regional voice for London to offer feedback and a consensus view, with other regional groups, to the ADCS Standards, Performance and Inspection (SPI) Committee in order to seek and influence national policy surrounding issues of management information, performance or inspection.

1.4 In addition, where appropriate, the LIEG will raise issues at London level, with relevant organisations including (but not restricted to) ALDCS, DfE, Ofsted, Starchamber, Metropolitan Police, London Councils and the Office of the Children’s Commissioner.

2 **Membership**

2.1 Each London LA member to provide a minimum of one representative, with a maximum of two attending at any one time.

2.2 Membership to the LIEG is voluntary. Only member LAs will be guaranteed to receive minutes, presentations and documents from the meetings.

2.3 Where member LAs persistently do not attend for three consecutive sessions, minutes, presentations and documents may be withheld.

2.4 Deputising is encouraged either where members are unable to attend or where an agenda item indicates that an alternative or additional individual would provide valuable input to the discussion.

2.5 Ofsted will participate and assist with the LIEG by sending representatives to meetings as and when required.

2.6 The lead DCS for the ALDCS London Regional Improvement & Innovation Alliance (RIIA), London RIIA Project Manager and SLI Intelligence Analyst will be invited to be members of LIEG and attend the meetings to provide a link between LIEG and the ALDCS, particularly around the Sector-led Improvement work.

2.7 Guests from partner organisations may be invited to attend for specific meetings or on a regular basis depending on the nature of the relationship between LIEG and the partner organisations and the relevance of the subject matter of the meeting.

**3 LIEG Steering Group**

3.1 A LIEG steering group comprising of at least the Co-chairs but including other London LAs by invitation, will meet up to discuss and plan all future LIEG meetings. This will include agenda items for discussion, venue and chair for each meeting. Other stakeholders (ALDCS, London RIIA team, Ofsted) will also feed into the LIEG agenda if necessary.

**4 Frequency of Meetings and venue**

4.1 Meetings will be held 4 times per year, as appropriate.

4.2 Future meetings will be hosted by member London authorities or other organisations who are willing to offer their facilities to the group.

**5 Chair & Governance**

5.1 A LIEG steering group member will volunteer to chair each meeting if required unless the main group decides otherwise.

5.2 A member of the steering group will volunteer to take the minutes. The minutes will be approved by the steering group before circulation.

5.3 The steering group will be responsible for formally expressing the views of the LIEG to groups and organisations by formal communication methods.

**6 Reporting, Monitoring and Reviewing Arrangements**

6.1 The Co-chairs of LIEG will represent LIEG at meetings of the Children’s Services National Performance and Information Management Group (CS-NPIMG) in order to express the opinions from London to help assist and inform national management information, performance and inspection policy. The LIEG will also interface, if required, with other bodies such as ALDCS, the DfE, LGA and London Councils.

6.2 The Group will annually review its role and terms of reference to ensure they are fit for purpose.

6.3 Where members of the LIEG express a view or would like to debate an issue that may affect the running, structure or purpose of the entire group, the member will table the motion with members of the steering group first before it is discussed with the wider group. Agreement will only be made once it is tabled and a vote enacted with all the LIEG members present. Changes will only be made to the LIEG if a majority decision has been reached by all members of the group present.