DAB Chair Job Description

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Independent Chair for the District Advisory Board Job Description

The Statutory Requirement for an Independent Chair
SureStart statutory guidance highlights the requirements for there to be an independent chair for the Children’s Centres Advisory Board. The statutory guidance highlights the following points:

- The District Advisory Board must have an independent chair
- The chair should have the casting vote in the unlikely event that an issue arises on which the board is unable to make a decision - although best practice would deem that further discussion is needed before enacting this vote
- The chair will also need to ensure that there are good links between the Children’s Centre Delivery Manager, the local authority and other agencies providing services at the Children’s Centres.

Role of the Chair:
- To ensure that:
  - Meetings run effectively, making sure that they start and finish on time
  - Agenda items are properly introduced
  - People are encouraged to contribute
  - Decisions are taken when necessary and recorded
  - Districts performance targets are routinely monitored and partners are encouraged to contribute towards achieving set targets
  - The District Advisory Board implement and work towards the performance management cycle
  - The District Advisory Board and District Children’s Centre’s are represented at appropriate meetings
  - The District Advisory Board provides high quality challenge and scrutiny of the self-evaluation and performance management process
  - Relevant issues are raised with the Director for Early Help and Preventative Services and /or the Head of Service with a strategic lead for 0-5 within KCC.
  - Contribution to setting challenging targets through annual conversation process is in place
  - A lead role is taken in Children’s Centre Ofsted inspections including preparation and follow up
  - The District Advisory Board work with the District Early Help Manager and Children’s Centre Delivery Manager to lead and deliver changes required for improvement
- To help the advisory board work as a team by:
  - Recognising and using peoples strengths
  - Delegating effectively and clarifying objectives
  - Defining a clear understanding of the role of the chair
  - Highlighting where partners and Children’s Centres can work jointly on projects
  - Ensuring successes of the centres are celebrated and at the same time provide challenge where there is not rapid improvement towards targets
  - Supporting the identification of a Vice Chair
  - Ensuring the services on offer meet the local needs and contribute to improving children’s outcomes, particularly those in need.
  - Supporting the development of integrated working
  - Ensuring families contribute to the Centre’s performance and delivery.