

## Job Description

<b>Job Title</b>	Independent Chair Merseyside and Isle of Man Child Death Overview Panel
<b>Directorate</b>	Children & Young Peoples Services
<b>Service Area</b>	Commissioning & Safeguarding
<b>Grade</b>	Sessional
<b>Competency Level</b>	N/A
<b>Salary</b>	£550 per 8-hour session.
<b>Job Type</b>	Hybrid
<b>Location</b>	Liverpool and Merseyside
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	N/A

## Job Purpose

- To effectively chair the Merseyside and Isle of Man Child Death Overview Panel (CDOP), working in close partnership with the Child Death Review Partners, ensuring all ICB and Public health statutory requirements are met.
- To lead the Merseyside and Isle of Man CDOP Panel ensuring all child death cases are reviewed in a timely way with a focus on identifying

learning to inform single and multi-agency preventative working and initiatives.

- To take responsibility for panel agendas, action plans, and the production of any reports as requested in conjunction with the CDOP team.
- To assist with evaluating patterns and trends in relation to child deaths across the Merseyside and Isle of Man area and ensure these are captured and translated into improved outcomes for the local population.
- Implement public health and health prevention initiatives and programmes, in line with improved outcomes as described within the Long-Term Plan and the Merseyside and Isle of Man Five Year Forward Plan as agreed with the Child Death Review Partners.
- To contribute in conjunction with the CDOP team to produce an annual report summarising the activities of CDOP.
- To chair and support the Merseyside and Isle of Man CDOP Strategic Partnerships and lead 'themed reviews' as appropriate in order to maximise and share learning.
- To ensure accurate, timely governance and reporting within the Cheshire and Merseyside Integrated Care System including Safeguarding, Health and Wellbeing and relevant other boards of CDOP activity and findings.

### **Directly Responsible For:**

- The postholder will be supported in this role by a CDOP team in line with the national guidance.

### **Directly Responsible To:**

- The NHS Cheshire and Merseyside Integrated Care Board Director of Nursing and Care or Directors of Public Health on behalf of the CDR partners.

## Main Areas of Responsibility:

- To effectively chair the Merseyside and Isle of Man CDOP, working in close partnership with the Child Death Review Partners, ensuring all ICB and Public health statutory requirements are met.
- To lead the CDOP Panel, ensuring all child death cases are reviewed in a timely way with a focus on identifying learning to inform single and multi-agency preventative working and initiatives.
- To take responsibility for panel agendas, action plans, and the production of any reports as requested in conjunction with the CDOP team.
- To assist with evaluating patterns and trends in relation to child deaths across the Merseyside and Isle of Man area and ensure these are captured and translated into improved outcomes for the local population.
- Implement public health and health prevention initiatives and programmes, in line with improved outcomes as described within the Long-Term Plan and the Merseyside Five Year forward Plan as agreed with the Child Death Review Partners.
- To contribute in conjunction with the CDOP team to produce an annual report summarising the activities of CDOP.
- To chair and support the Merseyside and Isle of Man CDOP Strategic Partnership and lead 'themed reviews' as appropriate in order to maximise and share learning.
- To ensure accurate, timely governance and reporting within the Cheshire and Merseyside Integrated Care System including Safeguarding, Health and Wellbeing and relevant other boards of CDOP activity and findings.

### Leadership and advice

- Accountability for the performance of the CDOP to the Child Death Review (CDR) Partners including NHS Cheshire and Merseyside, St Helens

Borough Council, Liverpool City Council, Wirral Council, Knowsley Council, Sefton Council, Isle of Man Public Health and Isle of Man NHS services.

- Communicate effectively and work in close partnership with the CDR Partners, CDOP Manager, Designated Doctors for child deaths and CDOP members to ensure the CDOPs operates effectively and within statutory guidance.
- Working closely with the CDOP Manager and Designated Doctors for Child Deaths, to take responsibility for co-ordinating meeting dates, panel agendas, the CDOP action plan and the production of all reports, as required.
- Working closely with Public Health and health analysts, to provide the CDOP with information about epidemiological and health surveillance data.
- Assist with evaluating patterns and trends in relation to Child Deaths and in implementing Public Health prevention initiatives and programmes.
- Tracking progress against the CDOP actions and recommendations log, ensuring that actions arising from CDOP meetings and the CDOP annual reports are delivered against.
- Leading agency discussions to translate learning points into single and multi-agency actions, liaising with agency heads of service where appropriate.
- Ensuring each CDOP member represents their sector lead both within CDOP discussions but also in the progression of CDOP business outside of Panel meetings.
- Supporting the CDOP Lay Members to ensure they are equipped to fulfil their role on the CDOP being independent of all services and provide additional expertise and insight to the CDOP.

- Develop, promote and maintain positive working relationships with all relevant agencies and organisations as required. Facilitate resolution of agency disputes where necessary.
- Promptly raise issues identified about a CDOP members performance, and / or single agency practice with that agency.
- Ensuring adequate time is given to proper preparation for and administration of meetings and actions arising for the Chair. This includes the reading of documents and the scrutinising of draft minutes within agreed timescales.
- Respect the confidentiality of sensitive information provided by the CDOP Partner Agencies in accordance with CDOP Policies and Practice.
- Ensure that new panel members, members invited to CDOP, and observers sign a Confidentiality Agreement.
- Inform the CDR Partners should the CDOP Panel not operate effectively.
- Attend meetings as requested of the Merseyside Safeguarding Partnerships and Health and Wellbeing Boards and provide written reports on the learning arising from CDOP activity.
- Maintaining knowledge of the current broad national and local children's agenda and related issues that may influence it.
- Accountable for independently chairing the Merseyside and Isle of Man CDOP Panels and leading themed reviews across the geography
- Chair and lead additional CDOP panels by exception
- Working closely and liaising with the CDOP team to coordinate meeting dates, identify and develop the themed agenda, and to feed back.

## Management

- This post will be independent of all Child Death Review partner agencies. To ensure compliance with statutory guidance the CDOP should be chaired by

someone independent of the key providers (NHS, social services, and police) in the area.

- Sessions planned and worked will be recorded and reviewed by the NHS C&M ICB Director of Nursing and Care or Directors of Public Health on behalf of the CDR partners six monthly. Any additional hours and work will be agreed by the CDR Partners; it is expected that the independent chair will ensure availability for any additional hours required at reasonable notice.
- The requirements and responsibilities of the post will be reviewed each year by the CDR Partners.
- Some travel to Regional and occasional National Events may be required, but notice will be given.
- The postholder will be required to comply with Liverpool City Council and partners' policies and practices relating to secure document storage and will be provided with a secure email to conduct CDOP business.

## **Supervision and Management Responsibility:**

- No supervisor or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- The postholder will be required to provide their own office base, information technology equipment and phone.
- The postholder will be required to travel and attend CDOP and other related meetings in the Merseyside geography however it is also expected that electronic means of communication will be utilised to aid efficient and effective working as required.

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Evidence of contemporary knowledge of child death overview processes and CDOP or other complex processes (A/I).

## Experience

### Essential

- Evidence of successful oversight of Child Death Review Processes or other complex processes (A/I).
- Evidence knowledge of Child Death Processes (A/I).
- A clear understanding of the multi-agency approach to the CDOP panel and processes (A/I).
- An understanding of NHS or Public Health functions in local authority organisations (A/I).
- An understanding of risk management and quality standards (A/I)

### Desirable

- Competent at working at regional or national level in field.

## Skills/Abilities

### Essential

- Excellent interpersonal skills with the ability to inspire and motivate others (A/I).
- Able to use communication skills to influence and negotiate with a wide range of staff at all levels within the NHS and partner organisations (A/I).
- Able to present to multi-agency settings (A/I).
- Ability to absorb and interpret new information quickly as well as interpret data in a variety of formats (A/I).
- Excellent communication and presentation skills - both written and verbal (A/I).

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Skills in research, audit and evaluation (A/I).
- Ability to meet the travel requirements of the post (A/I).
- Ability to work in a flexible manner (A/I).
- Skills in using IT applications including: Word, Excel, Outlook (A/I).
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.