

# **BARNARDOS SERVICES COMMITTEE**

## Terms of Reference – updated January 2019

The Services Committee is established by the Barnardos Board. Its function is to keep under review the services management of Barnardos.

### **1. Membership**

The Committee should consist of at least 3 members who have practice, service design or evaluation expertise.

Appointment to the Committee must be via the Nominations Committee.

The CEO and Director of Children's Services are fixed attendees. Other members of Management and staff may attend as deemed appropriate by the Chairperson. The meeting should be chaired by a member of the Board

Tenure for members of Barnardos Board and Sub-Committees is a period of three years (first term). Members may be re-appointed for one more three year term.

### **2. Meetings**

To be held 3 times a year in advance of Board meetings and at whatever times the Committee deems appropriate. A quorum is 2 members of the Services Committee. The agenda will be approved by the Chairperson of the Committee in advance of the meeting.

The Director of Children's Services circulates reviewed minutes to the Chairperson of the Committee for his/ her approval. A final version is then circulated to all Services Committee members. The Services Committee will be a sub-committee of the Barnardos Board and will be chaired by a Board member. It will report directly to the Board 3 times per year.

### **3. The duties of the Services Committee**

#### STRATEGIC -

- To advise on the implementation of Barnardos' strategic plan as it applies to services to children, young people and their families drawing on best international practice and research knowledge.
- To advise on planned evaluation strategies and methodologies to be used to demonstrate the impact of our new services.

#### OPERATIONAL -

- To advise on maximising positive impacts, and minimising risk, for children.
- To advise on the implementation of quality services to children and families.
- To advise on issues of monitoring fidelity in the ongoing implementation of services.

### **4. External/Specialist Advice**

The Committee may seek any legal or other independent advice, with prior permission from the Chairperson of Barnardos, or in his/her absence, from the Company Secretary, which it considers necessary to discharge its obligations. If it is felt that such advice is required it will be sourced in conjunction with the Company Secretary function within Barnardos.

## **5. General**

The existence of the Services Committee does not in any way diminish the overall responsibility of the Board for the services activities of the Organisation. However, the Committee provide the Board with a significant level of assurance that the important issues in each key area have been rigorously examined.

All items on the Agenda for the Services Committee meeting shall be reviewed by relevant members of the Senior Management Team in advance of each meeting. Management are responsible for providing the Committee with resources to carry out their functions.

## **6. Conflict of Interest**

Members are expected to declare any potential conflicts of interest and in this context, if appropriate, absent themselves from decision making.

## **7. Confidentiality**

The discussions and deliberations of the Services Committee are confidential to the Committee and Barnardos.