



## **North East Lincolnshire Safeguarding Children Executive Board**

### **Terms of Reference**

#### **1 PURPOSE**

The Safeguarding Children Executive Board brings together representatives from the three safeguarding partner organisations; North East Lincolnshire Council (NELC), Humberside Police and NHS North East Lincolnshire Clinical Commissioning Group (NELCCG), with other relevant officers. They oversee, develop and co-ordinate the safeguarding children arrangements and make decisions regarding local implementation across the safeguarding system to keep children, young people and families resilient and safe.

The Safeguarding Children Executive Board will oversee what is done by the safeguarding partner organisations, selected relevant agencies and other organisations and agencies to safeguard and promote the welfare of children and young people and to fulfil their responsibilities as set out in the Safeguarding Children Executive Board Local Arrangements Plan and the Memorandum of Understanding. This includes duties set out In Working Together to Safeguard Children 2018 and Section 11 of the Children Act 2004.

#### **2 ROLE AND FUNCTIONS**

The key role and functions are:-

- Assessment of need
- Strategy development
- Planning and delivery
- Establishing performance targets and monitoring
- Quality and assurance
- Compliance and oversight of Child Safeguarding Practice Reviews.

The Safeguarding Children Executive Board will:

- Develop and review the local arrangements which takes account of national and local priorities
- Develop and review a delivery plan to ensure the intentions outlined in the Local Arrangements Plan are implemented
- Endorse the annual report
- Agree safeguarding partners funding allocations and negotiate with other agencies and organisations to contribute resources (in kind and/or financial)
- Agree any financial recompense associated with any information breach

- Decide on which safeguarding partner should take the lead in the event that an issue arises which requires a clear, single point of leadership
- Sign off Serious Child Safeguarding Practice Reviews and Local Learning Review action plans
- Receive exception reports from underpinning partnership arrangements as appropriate
- Have oversight of performance and data analysis across the safeguarding system and take responsibility for corrective/decisive action as appropriate
- Develop and implement the Scrutiny and Assurance Framework
- Have oversight of underpinning functions (communications, performance and training)
- Be responsible for the Safeguarding Partners Multi Agency Innovation Hub
- Innovate across the partnership to ensure children, young people and families are resilient and safeguarded
- Have oversight of key areas of focus (relating to child exploitation, domestic abuse and neglect) and act as the Chief Officer Group for child exploitation
- Ensure the voice of the child and family is central to the safeguarding arrangements
- Develop definition and circumstances around near miss and serious incident notifications that need reporting to the board

**NB:** The Child Death Review (CDR) function will sit outside of the Safeguarding Children Executive Board arrangements; the NELCCG and NELC are responsible for ensuring this function is undertaken effectively. The CDR process will be closely aligned to the Safeguarding Review Practice Review Process where there are cases potentially meeting the Safeguarding Review criteria. Lessons from the CDR will feed into the Innovation Hub, who report to the Safeguarding Children Executive Board in informing practice.

The Northern Lincolnshire CDOP (North and North East Lincolnshire) will undertake additional learning events with CDOPs across the Yorkshire and Humber in order to enable broader learning and to meet the wider footprint requirements.

### **3 CHAIR**

The board will be chaired on a rolling basis by the three statutory safeguarding leads with the Chief Superintendent for Humberside Police chairing initially and the Director of Quality and Nursing for the NELCCG acting as vice chair. The board meetings will be facilitated by the safeguarding partners' multi-agency innovation hub lead officer.

### **4 MEMBERSHIP**

#### **Core members**

The core membership of the Safeguarding Children Executive Board is representative of the three safeguarding partners, as follows:

- Director of Children and Family Services, North East Lincolnshire Council
- Director of Nursing and Quality, NHS North East Lincolnshire Clinical Commissioning Group
- Chief Superintendent, Humberside Police

#### **BOARD OPERATIONS PART ONE**

The Board will consist of two elements, Part One and Part Two. Part one will consist of the three safeguarding partners.

## BOARD OPERATIONS PART TWO

Representatives from key agencies will be invited to attend including as and when required, for example:

- Director of Public Health
- Named GP for Safeguarding
- Designated Doctor
- Designated Nurse safeguarding
- Designated Nurse for Looked After Children
- Portfolio Holder for Children, Education & Young People, NELC
- Primary and Secondary Heads representatives
- Chair of supporting sub groups

Colleges and other education settings will be represented when required and as necessary by an appropriate senior representative.

Lead officers for the key underpinning partnership groups shall be required to attend to present reports as and when required.

The Independent Scrutiny Officer(s) will also be required to attend to present their findings and make recommendations.

Representatives from the Safeguarding Partners Multi Agency Innovation Hub shall also be in attendance as and when required.

## **5 RESPONSIBILITIES OF MEMBERS**

The three statutory safeguarding partners will lead in the following areas

### **Humberside Police**

- Analysis and intelligence
- Data and performance
- Finance and resources

This work will include bringing together all current performance data and examining how it helps to achieve our outcomes. It will also look at sources of funding, including external funding bids.

### **North East Lincolnshire Council**

- Workforce development and Learning
- Voice and Influence
- Child Death Reviews

This work will help to create a coherent plan to utilise learning from experience across all partner workforces.

### **Clinical Commissioning Group**

- Quality Assurance and Scrutiny
- Partnerships
- Governance

This work will establish a clear and robust line of sight on practice. A variety of methods will be used to provide informed challenge.

The Safeguarding Children Executive Board members will be responsible for:

- Speaking with authority for the safeguarding partner they represent
- Taking decisions on behalf of their organisation or agency and commit them on policy, resourcing and practice matters
- Holding their own organisation or agency to account on how effectively they participate and implement the local arrangements

## 6 QUORUM

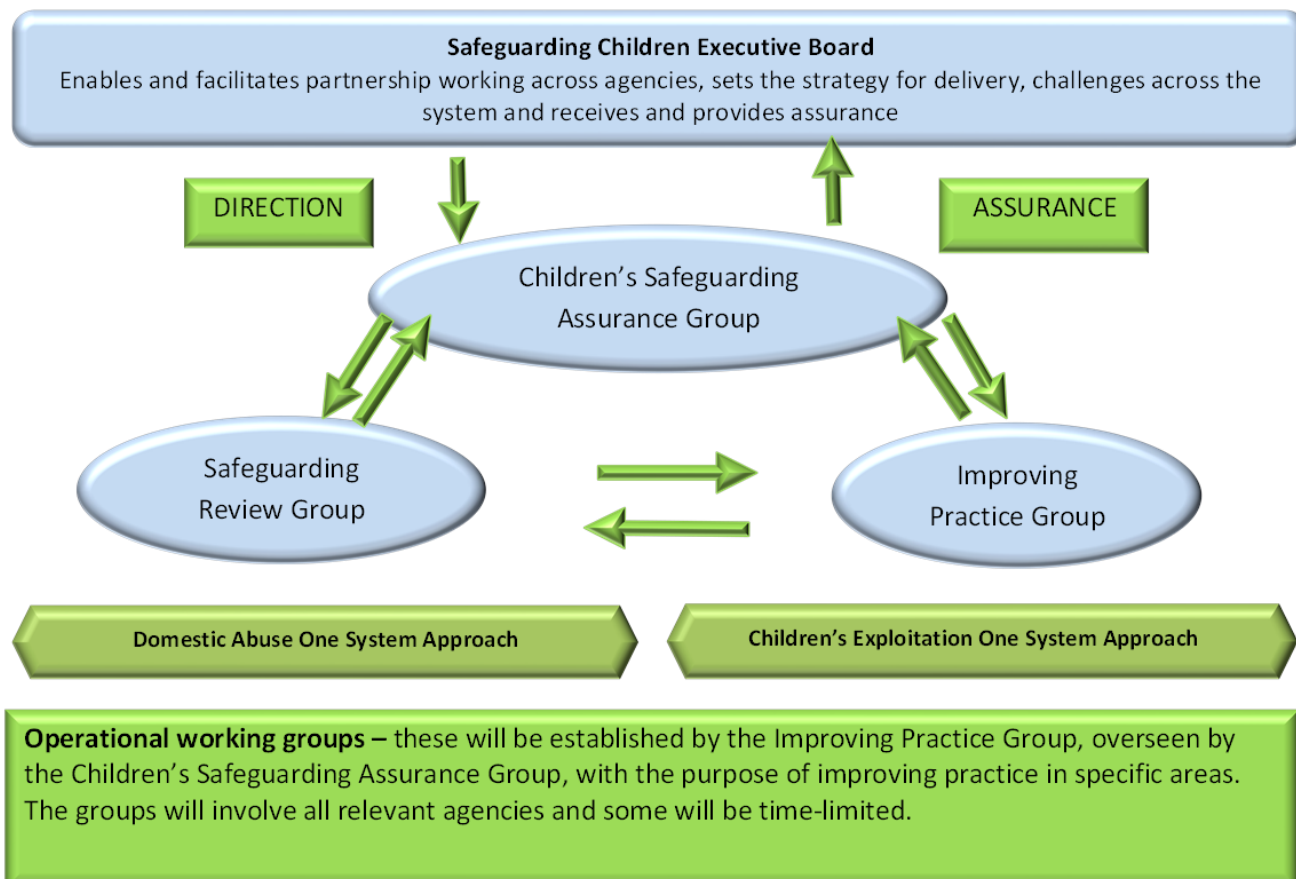
All three core members (safeguarding partners) should attend each Safeguarding Children Executive Board. In exceptional circumstances, a delegate may attend to ensure all three safeguarding partners are represented.

## 7 DIVERSITY AND EQUALITY

The Safeguarding Children Executive Board recognises that individuals have their own unique needs, skills, qualities and abilities and believe this diversity must be valued. The Board wants to make sure services meet everyone's needs. It will therefore treat everyone as an individual. It will not unfairly discriminate on any grounds, such as: ability and disability, age, appearance, background, caring responsibilities, criminal convictions, cultural behaviour, religious belief, gender, geographic location, health status, marital status, personality, political affiliation, sexual orientation or socio-economic status.

## 8 PARTNERSHIP ARRANGEMENTS

The Safeguarding Children Executive Board is responsible for the underpinning partnership groups as outlined in the Safeguarding Children Executive Board partnership structure, as shown here:



The agreed Relevant Agencies will be represented on the partnership groups, the safeguarding partners will ensure the relevant agencies are aware of the expectations placed on them within the agreed safeguarding arrangements. The Safeguarding Children Executive Board will ensure the North East Lincolnshire Council Children and Young People Scrutiny Panel have oversight of all activity to enable effective challenge.

The Safeguarding Children Executive Board will also develop robust relationships with the North East Lincolnshire Place Board, the Community Safety Partnership, the Safeguarding Adults Board, Health and Well Being Board and the Corporate Parenting Board.

The Safeguarding Children Executive Board will also provide briefings as and when required to the Portfolio Holder for Children, Young People and Education.

The Safeguarding Children Executive Board also has a relationship with other underpinning/associated partnership forums.

The scope of the partnership structure is subject to ongoing review and as such, it is subject to change.

The Safeguarding Children Executive Board is responsible for overseeing and co-ordinating what is done by safeguarding partner organisations, selected relevant organisations and agencies to safeguard and promote the welfare of children, young people and families. However it is not responsible for their operational work. Each safeguarding partner and other leads from organisations and agencies retain accountability for safeguarding and promoting the welfare of children, young people and families and for fulfilling other statutory duties as set out in associated legislation and guidance.

## **9 CONFLICTS OF INTEREST**

Where there is a potential conflict of interest for individual members, attendees or officers to the board about any specific item under consideration by the Safeguarding Children Executive Board, they should be openly and explicitly declared. At the discretion of the board facilitator, the level of interest expressed could result in the exclusion of the partner from either the discussion or decision making element of the meeting for that particular agenda item. The conflict of interest must be declared before the topic is discussed in the meeting and the board facilitator may be required to seek advice as to how best to progress. If one of the safeguarding partners is unable to contribute to the discussion or decision making due to a conflict of interest, a delegate may be invited to engage in the board on their behalf, either for that agenda item or the whole meeting as required.

## **10 SCRUTINY AND ASSURANCE**

Any independent scrutiny conducted will be presented to the Safeguarding Children Executive Board by the lead reviewer. The Safeguarding Children Executive Board Memorandum of Understanding summarises the scrutiny and assurance arrangements, which are underpinned by the Safeguarding Children Executive Board Scrutiny and Assurance Framework. The Safeguarding Children Executive Board arrangements may also be subject to scrutiny framework of the individual safeguarding partner organisations.

## **11 ARRANGEMENTS**

The Safeguarding Children Executive Board will meet on a quarterly basis. Additional meetings between safeguarding partners can be called between meetings, by mutual consent.

The Safeguarding Partners Multi Agency Innovation Hub will be responsible for co-ordinating the board's business and arranging meetings.

The agenda for meetings will be set by the Safeguarding Partners Multi Agency Innovation Hub.

## **12 FUNDING**

The funding for the Safeguarding Children Executive Board arrangements, including the board's business, is agreed by safeguarding partners and monitored by the Safeguarding Partners Multi Agency Innovation Hub.

## **13 COMPLAINTS**

Any complaints regarding the work of the Partnership or the implementation of the safeguarding arrangements will be processed in accordance with the Multi-Agency Protocol for Complaints that the three main partners have agreed. This will ensure that complaints are dealt with seamlessly, promptly and through a clearly co-ordinated process. One of the partners will lead each complaint investigation

The Safeguarding Children Partnership Memorandum of Understanding provides more clarity regarding the management of complaints.

## **14 REVIEW**

The Safeguarding Children Executive Board Terms of Reference shall be approved on an annual basis or sooner if required.

Date of this document      26/06/2019

Date of review:          to be reviewed at each meeting of the Executive Board