



# Sandwell Safeguarding Children Board - Constitution



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## 1.0 Introduction

### 1.1 Purpose of this document

- This document sets out the Constitution of the Sandwell Safeguarding Children Board which will be referred to throughout this document as SSCB;
- The purpose is to set out how SSCB will meet the Statutory Objectives set out in Section 14 of the Children Act which are to coordinate, and ensure the effectiveness, of what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in Sandwell;
- This document is based on: statutory guidance for Local Safeguarding Children Boards included in Working Together 2015; the Association of Independent LSCB Chairs' (AIRC) facets of effectiveness and information in the Ofsted criteria detailed in the ['Framework and evaluation for the inspections of services for children in need of help and protection, children looked after and care leavers; Reviews of Local Safeguarding Children Boards'](#) published June, 2015. It is also informed by the Ofsted Review of SSCB, published June 2015

### 1.2 Safeguarding children<sup>1</sup> is the action we take to protect them from harm and promote their welfare. Safeguarding and promoting the welfare of children is defined in Working Together 2015<sup>2</sup> as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

### 1.3 Effective safeguarding arrangements are underpinned by two key principles:

**Principle 1 - Safeguarding is everyone's responsibility**

**Principle 2 - A child-centred approach**

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<sup>1</sup> A child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. Throughout this Constitution, 'Children' therefore means 'children and young people'.

<sup>2</sup> Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children. HM Government. Published March 2015.

#### 1.4 **Children have said that they need<sup>3</sup>:**

**Vigilance:** to have adults notice when things are troubling them

**Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon

**Stability:** to be able to develop an on-going stable relationship of trust with those helping them

**Respect:** to be treated with the expectation that they are competent rather than not

**Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans

**Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response

**Support:** to be provided with support in their own right as well as a member of their family

**Advocacy:** to be provided with advocacy to assist them in putting forward their views

#### 1.5 **Legislation and statutory guidance supporting a Child Centred Approach**

- The Children Act 1989 (as amended by section 53 of the Children Act 2004) requires local authorities to give due regard to a child's wishes when determining what services to provide under:
  - (i) section 17 (children in need);
  - (ii) section 47 (reasonable cause to suspect children suffering or likely to suffer significant harm);
  - (iii) section 31 (care orders);
  - (iv) section 20 (duty to accommodate a child)
  - (v) These duties complement requirements relating to the wishes and feelings of children who are, or may be, looked after (section 22 (4) Children Act 1989), including those who are provided with accommodation under section 20 of the Children Act 1989 and children taken into police protection (section 46 (3) (d) of that Act);
- The Equality Act 2010 - No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs;

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<sup>3</sup> Working Together 2015 (Page 11)

- The United Nations Convention on the Rights of the Child (UNCRC) - protects the rights of children and provides a child-centred framework for the development of services to children (ratified by the UK Government in 1991)
- *Working Together to Safeguard Children* – a guide to inter-agency working to safeguard and promote the welfare of children, published March 2015.

## **2.0 Legal mandate, statutory objectives, functions<sup>4</sup> and reviews**

Working Together to Safeguard Children 2015 statutory guidance sets out:

- the legislative requirements and expectations on individual services to safeguard and promote the welfare of children. This encompasses duties set out in Section 11 of the Children Act 2004 which are placed on a range of organisations and individuals to make arrangements for ensuring that their functions, and any services that they contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children. SSCB will support and challenge the relevant organisations in meeting their Section 11 responsibilities.
- a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services

### **2.1 Legal mandate - Children Act 2004 Section 13**

- Requires each local authority to establish a Local Safeguarding Children Board (LSCB)
- Specifies the organisations and individuals that should be represented on LSCBs.

### **2.2 LSCB Statutory Objectives - Children Act 2004 Section 14**

- To coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children;
- To ensure the effectiveness of what is done by each such person or body for the same purposes.

### **2.3 LSCB Statutory functions - LSCB Regulations 2006**

#### **2.3.1 Regulation 5 (1)**

- developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
  - (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
  - (ii) training of persons who work with children or in services affecting the safety and welfare of children;
  - (iii) recruitment and supervision of persons who work with children;

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<sup>4</sup> Working Together, 2015 Chapter 3

- (iv) investigation of allegations concerning persons who work with children;
  - (v) safety and welfare of children who are privately fostered;
  - (vi) cooperation with neighbouring children's services authorities and their Board partners.
- communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
  - monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;
  - participating in the planning of services for children in the area of the authority; and
  - undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

#### 2.3.2 Regulation 5 (2)

- undertaking a serious case review where abuse or neglect of a child is known or suspected and either the child has died, or the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child

#### 2.3.3 Regulation 6

- collecting and analysing information about each child death normally resident in the area of the authority with a view to identifying any case giving rise to the need for a serious case review; any matters of concern affecting the safety and welfare of children in the area of the authority; any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area; and putting in place procedures for ensuring that there is a coordinated response by the authority, Board partners and other relevant persons to an unexpected death

#### 2.3.4 Regulation 5 (3)

- provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

2.4 **Assessment of Effectiveness of Local Arrangements** As a minimum, an LSCB should:

- assess the effectiveness of the help being provided to children and families, including early help;
- assess whether LSCB partners are fulfilling their statutory obligations as set out in Section 11 of the Children Act 2004;
- quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned;
- monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children, for all professionals in the area.

A performance and quality assurance report will be routinely produced in evidence to demonstrate effective use of data.

2.5 **Learning and Improvement**

- LSCBs should maintain a local learning and improvement framework which is shared across local organisations who work with children and families. This framework should enable organisations to be clear about their responsibilities, to learn from experience and improve services as a result.
- Each local framework should support the work of the LSCB and their partners so that:
  - (i) reviews are conducted regularly, not only on cases which meet statutory criteria, but also on other cases which can provide useful insights into the way organisations are working together to safeguard and protect the welfare of children and that this learning is actively shared with relevant agencies;
  - (ii) reviews look at what happened in a case, and why, and what action will be taken to learn from the review findings;
  - (iii) action results in lasting improvements to services which safeguard and promote the welfare of children and help protect them from harm; and
  - (iv) there is transparency about the issues arising from individual cases and the actions which organisations are taking in response to them, including sharing the final reports of Serious Case Reviews (SCRs) with the public.

## 2.6 **LSCB Reviews - LSCB (Review) Regulations 2013**

- These Regulations make provision for the review of LSCBs by Her Majesty's Chief Inspector of Education, Children's Services and Skills ("the Chief Inspector"). They set out when a review must or may be undertaken and prescribe the Chief Inspector's powers in relation to such reviews

## **3.0 Priorities for SSCB**

### **3.1 2014 - 17 SSCB Priorities**

To give effect to Board's statutory responsibilities, SSCB adopts a formal planning and review cycle, which includes a process of annual review, publication of an Annual Report, and maintaining a rolling three-year business plan with SMART priorities and action plans. Board priorities for 2014-17 are as follows:

- **Strategic Priority 1:** Sandwell has an effective LSCB which meets its statutory responsibilities
- **Strategic Priority 2:** Sandwell has highly effective safeguarding systems and practice
- **Strategic Priority 3:** Sandwell has effective arrangements for identifying, understanding and responding to key safeguarding risks, including neglect, child sexual exploitation and early help.
- **Strategic Priority 4:** Sandwell LSCB is visible and influential, engaging with other key partnerships, frontline professionals, children and young people, parents and the wider community.

### **3.2 SSCB Business Plan**

- The SSCB Business Plan is the primary document detailing how SSCB will achieve outcomes and impacts in the four priority areas. It includes objectives, actions, action owner and deadlines for delivery;
- Every action has an outcome to demonstrate achievement;
- Impacts are quantified to demonstrate effectiveness;
- Each SSCB sub group will be responsible and accountable to the Executive Group (known as the Chairs' Group) for the actions allocated to that sub group;
- The Chairs' Group is responsible for delivery of the Business Plan and for informing the Board about exceptions and delays in achievement;
- Commitment of partner agencies is essential for successful achievement of the Business Plan;

### 3.3 **SSCB Risk Management**

- SSCB has a Risk Strategy, Risk Register and Risk Management Action Plans;
- The SSCB Risk Register will include risks that may have an impact on the ability of SSCB to effectively deliver Statutory Objectives, Functions and Priorities;
- All members have a duty to inform SSCB if any activity in their organisation might adversely impact on the effectiveness of SSCB;
- All members have a duty to inform SSCB if any activity in their organisation might adversely impact on that organisation's ability to safeguard and promote the welfare of children;
- The Chairs' Group oversees the Risk Register and Risk Management Action Plans, but has a collective responsibility to escalate risks that may have a serious impact on the safety of children for the attention of the Independent Chair and the Board.

## **4.0 Membership of SSCB<sup>5</sup>**

### **4.1 Appointment of Statutory Partners**

- Chief Executives from Statutory Partners will be responsible for appointing appropriate officers to sit on the Board;
- Members should have a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:
  - speak for their organisation with authority;
  - commit their organisation on policy and practice matters;
  - hold their own organisation to account;
  - hold others to account.

### **4.2 Categories of Membership**

There are five categories of SSCB Board Members

#### **Category 1 - Statutory SSCB Partners<sup>6</sup>**

- Sandwell Metropolitan Borough Council;
- West Midlands Police;
- Staffordshire and West Midlands Probation Trust;
- Sandwell Youth Offending Team;
- Birmingham, Solihull and the Black Country NHS England Area Team;
- Sandwell and West Birmingham Clinical Commissioning Group;
- Sandwell and West Birmingham NHS Hospitals Trust;
- Black Country Partnership NHS Foundation Trust;
- Children and Family Courts Advisory and Support Service (CAFCASS)

#### **Category 2 - Statutory relevant persons and bodies<sup>7</sup>**

- Representatives of schools and colleges

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<sup>5</sup> Working Together, 2015 Chapter 3 (67 - 69)

<sup>6</sup> Section 13 of the Children Act 2004

<sup>7</sup> Section 13(4) of the Children Act 2004 states that the Local Authority must take reasonable steps to ensure SSCB includes representatives of relevant persons and bodies of such descriptions as may be prescribed. Prescribed persons and bodies for LSCBs in Regulation 3A of the LSCB Regulations are listed in Working Together 2013 (Page 61)

### **Category 3 - Professional Members of SSCB<sup>8</sup>**

- Sandwell Designated Doctor;
- Sandwell Designated Nurse;
- Sandwell Deputy Director of Public Health;
- Principal Child and Family Social Worker;
- Domestic abuse services representative;
- Voluntary and community sector representative;
- Housing and communities representative;
- Young People's representative who will be the Chair, or designated representative, of the Shadow Board when established.

### **Category 4 - Lay Members<sup>9</sup>**

- SSCB will include a minimum of two Lay Members, representing the local community;
- One of the Lay Members must reside in Sandwell;
- Lay members will:
  - Be full Board members and participate on relevant committees;
  - Help to make links between SSCB and community groups;
  - Support stronger public engagement in local child safety issues;
  - Support an improved public understanding of SSCB's child protection work;
  - Have an understanding of working with children and young people;
  - Be able to communicate effectively and challenge constructively;
  - Be committed to improving the outcomes for children and young people and keeping them safe;
  - Be committed to equality and diversity;

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<sup>8</sup> The LSCB should either include on its Board, or be able to draw on appropriate expertise and advice from, frontline professionals from all the relevant sectors. This includes a designated doctor and nurse, the Director of Public Health, Principal Child and Family Social Worker and the voluntary and community sector (Working Together 2015 Chapter 3 point 9)

<sup>9</sup> Apprenticeships, Skills, Children and Learning Act 2009 amended sections 13 and 14 of the Children Act 2004 to ensure an LSCB includes two Lay Members.

- Have some experience or knowledge in respect of child protection or safeguarding issues;
- Agree to meet formally with the Chair at least on an annual basis

#### **Category 5 - Chair of Child Death Overview Panel (CDOP)<sup>10</sup>**

- CDOP should be chaired by the LSCB Chair's representative;
- If the Chair of CDOP is not a Board member in any other Category, he/she will be a member in his or her own right.

#### **4.3 Lead Member for Children and Families**

- The Sandwell Council Lead Member for Children and Families will be an SSCB Participating Observer.

#### **4.4 SSCB Independent Chair**

- SSCB must have an independent chair who can hold all agencies to account;
- Sandwell Council Chief Executive shall appoint or remove the SSCB chair with the agreement of a panel including SSCB partners and lay members;
- The Chair shall be appointed for a term of two years. At the end of the two year term, the Chair may be reappointed for a further two-year term subject to the Board being satisfied with his/her performance;
- The Chief Executive, drawing on other SSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the SSCB;
- The Chair should work closely with all SSCB partners and particularly with the Director of Children's Services who has the responsibility<sup>11</sup> within the local authority for improving outcomes for children, local authority children's social care functions and local cooperation arrangements for children's services;
- The SSCB Chair must have access to training and development opportunities, including peer networking.

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<sup>10</sup> Working Together 2015 (Chapter 5 point 3)

<sup>11</sup> Section 18 of the Children Act 2004

#### 4.5 Vice Chair

- The Board, from its membership, will elect a Vice Chair for a period of up to two years;
- The Vice Chair may be re-elected for a second period of up to two years if approved by Members.

#### 4.6 Schools and Colleges

The Local Authority is charged by statute with taking 'reasonable steps to ensure SSCB has representation' from the following<sup>12</sup>:

- the governing body of a maintained school;
- the proprietor of a non-maintained special school;
- the proprietor of a city technology college, a city college for the technology of the arts or an Academy;
- the governing body of a further education institution the main site of which is situated in the authority's area;

The Local Authority also has to make sure that there is representation from all types of schools including independent free schools and academies.

To ensure that there is engagement with schools and colleges, SSCB:

- Will include one or more representatives from Sandwell academies, independent schools, free schools and colleges on the Board, Executive Group and in sub groups as relevant;
- Will include a senior staff member from Sandwell Council on the Board, Executive Group and in sub groups as relevant, who can represent maintained schools and speak on behalf of the Council with regard to their statutory functions regarding education as applicable to safeguarding and promoting the welfare of children;
- Will be represented at the Head Teachers Executive Meeting (which meets six times a year) where there is a standing item on the agenda led by an SSCB representative to share information (both ways) between SSCB and Head teachers;
- Has set up an Education Advisory Group of head teachers and safeguarding leads from Sandwell schools for engagement, comment, feedback and information sharing related to various topics of safeguarding interest, good practice and concern;

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<sup>12</sup> Working Together 2015 (Chapter 3, page 68)

Current Board Members are shown in Appendix 1. Board members must commit to the role description as shown at Appendix 2. A summary of duties of lay members is detailed in Appendix 3. All new members will be invited to undertake an induction programme on appointment to the Board. Board members will be invited to take part in an ongoing Board development programme, which is the responsibility of the Chair and Business Manager.

## **5.0 SSCB Business Unit**

- The Business Unit structure is shown as Appendix 4;
- The Business Unit staff will be employed by Sandwell Metropolitan Borough Council (SMBC);
- The Business Unit will work from a location agreed by the Independent Chair and SMBC Chief Executive which is funded by SMBC or another Statutory Partner by agreement with the Chair and SMBC Chief Executive;
- The Business Unit staff salaries are funded from the SSCB Budget;

### **5.1 SSCB Business Manager**

- For employment purposes, the Business Manager will be line-managed by a senior officer of SMBC as agreed by the Independent Chair and SMBC Chief Executive;
- The Business Manager will:
  - manage the Business Unit;
  - line-manage Business Unit Staff;
  - be the budget holder for SSCB funds;
  - work with the Chair to deliver SSCB Statutory Objectives, functions and priorities.

### **5.2 SSCB Safeguarding Officers**

- There are three Safeguarding Officers/ Coordinators of equal status:
  - Child Death Coordinator
  - Safeguarding Officer for Quality & Governance
  - Learning and Development Coordinator
- They are line managed and directed by the Business Manager;
- SSCB also funds a Child Sexual Exploitation (CSE) Coordinator, who is line managed by a senior officer of SMBC as agreed by the Independent Chair and SMBC Chief Executive;

### **5.3 SSCB Administration officers**

- There is one Administration Officer who is line managed and directed by the Business Manager to support the work of the Board and sub groups.

## **6.0 Services provided to SSCB by SMBC**

There will be a Service Specification held between SSCB and SMBC detailing arrangements for Local Authority support to SSCB. This will include employment arrangements for the Business Unit staff and provision of the following services:

### **6.1 Board Secretarial duties**

- The SSCB Board Secretary is provided by Democratic Services;
- The Secretary will call meetings of the Board, keep a non verbatim record of the matters discussed by the Board at any meeting and maintain a record of the decisions of the Board;
- The agenda will be agreed between the Independent Chair, Business Manager, senior officers of Statutory Partners (as appropriate) and the Secretary;
- Any individual member may request, via the Secretary, that an item is considered for the agenda at a particular meeting;
- The Secretary will be responsible for requesting papers and reports from designated presenters in readiness for circulation of the agenda and enclosures to all Members;
- The Secretary shall be responsible for the distribution of the agenda and any supporting papers for each meeting of the Board. These shall be circulated to all members at least five working days before the meeting;
- Minutes of a Board meeting will be prepared and sent to the Chair within five working days of the date of that meeting;
- Any questions regarding the entitlement of any person to receive such papers shall be determined by the Secretary to the Board, in consultation with the Chair;
- The notes of the meetings of the Board, prepared by the Secretary, will be submitted to the next succeeding meeting of the Board for confirmation as a correct record;
- The Secretary shall keep an attendance register for meetings of the Board; it is the responsibility of any member attending any meeting of the Board to sign the attendance register for the meeting.

### **6.2 Legal Advice and Services**

- Sandwell Metropolitan Borough Council (SMBC) will provide legal advice and support to SSCB;

- On occasions, SSCB may wish to seek specialist legal advice in addition to that provided by SMBC. This will be funded by SSCB;
- Partner agencies reserve the right to seek independent legal advice for their own organisations if necessary.

## 6.3 **Communications**

### 6.3.1 **SMBC Press Office and Communications Team**

- The SMBC Press Office and communications Team:
  - are the lead press office for media contacts related to SSCB including publication and media enquiries about serious case reviews;
  - Provides media, communication and publication guidance and support to SSCB Chair and Business Unit;
  - Ensures a communication network between press offices and communication teams in Statutory Partners;

### 6.3.2 **Website**

- The SSCB website is an independent website managed by the SSCB Business Unit via a third party contract;
- The Business Manager is responsible for ensuring the website is up to date and includes appropriate and accessible documents for professional and public use.

### 6.3.3 **Publications including newsletters**

- The SSCB Business Unit is responsible for preparation and publication of documents, newsletters, etc, but may seek guidance and support from SMBC communications team as needed

## 6.4 **Finance support**

- Partners make financial contributions to maintain the work of SSCB (see section 12);
- Sandwell Council holds these contributions on behalf of SSCB
- As part of this service, a management accountant will prepare reports for each Board and Executive meeting if required (in collaboration with the Business Manager)
- The Business Manager manages the budget;

## **7.0 SSCB**

**Terms of Reference for the Board are shown as Appendix 6**

### **7.1 Board meetings**

- The SSCB Board shall meet at least four times per year, in accordance with an annual programme of meetings agreed by members in January of each year.
- Additional meetings may be called:
  - at the discretion of the Chair at times to be determined by the Secretary in consultation with the Chair and Business Manager;
  - when it is considered necessary for the Board to undertake specific policy and development work.
  - by three or more members of the Board who shall submit a written request to the Secretary to the Board stating the reason for calling the meeting. On receipt of such a request, the Secretary will call a meeting as soon as is practicable but within one month of the date of the receipt of the request unless a later date is agreed with the persons having submitted the request.

### **7.2 Chair of an SSCB Board meeting**

- The Independent Chair shall preside at meetings of the Board. In his/her absence the Vice Chair will preside;
- If both the Chair and Vice Chair are absent, the Board shall choose, from amongst its membership, a person to preside at that meeting;
- Should discussion arise about the choice of a person to preside at a meeting, the Business Manager shall exercise the powers of the person presiding to regulate that discussion and to maintain order at the meeting, until such time as a person is appointed to preside;
- Any power of the Independent Chair in relation to the conduct of a meeting of SSCB may be exercised by the person presiding at the meeting.

### **7.3 Rules for Conduct of Meetings**

- Meetings of the Board are not open to the public;
- The meeting shall commence at the time and place stated on the in the notice of the meeting, subject to a quorum being present;
- The meeting shall consider items of business in the order in which they appear on the Agenda unless agreed otherwise by the person presiding;

- No business shall be considered by the Board which does not appear on the agenda, otherwise than with the consent of the Chair or a majority of members present at the meeting;
- Where an item has been raised by a partner agency of which no representative is present at the meeting, that item shall be deferred and placed on the agenda for the next meeting of the Board, unless the matter is of such urgency that it cannot be reasonably delayed.
- Meetings will engender a culture of challenge in which the safeguarding work of partner agencies is monitored and scrutinised
- Frank, open and honest debate will take place with members accepting accountability for the safeguarding work of their respective agencies
- Discussion will stay focused on and debate safeguarding issues, problems and solutions, not people

#### 7.4 **Quorum**

- The quorum for meetings of the Board shall be representation of the Chair, Members from three of the Statutory Partners and a Professional Member. Where a substitute member is in attendance on behalf of a duly appointed member, he/she shall be included in the number of persons present for the purposes of determining if a quorum has been achieved;
- In the event of a quorum not being obtained, at the commencement of or at any point during the meeting, the meeting may continue for the purposes of debating an item before it but no formal decisions may be made.

#### 7.5 **Decision Making**

- Where consent of the Board is required, that consent may be given either:
  - by the Chair asking members whether there are any objections to the consent being given, silence or no dissent shall be assumed to indicate consensus for approval of the proposal;
  - if an objection is expressed, or where the Chair feels appropriate, by a vote taken of those members present. Voting shall be by simple majority displayed by a show of hands, or by recorded vote when requested by two or more members;
  - in the event of an equality of votes, the Chair shall have the casting vote.
- The ruling of the Chair on the application or interpretation of this Constitution shall not be challenged at the meeting. Any challenges shall be referred in writing to the Secretary to the Board.

## 7.6 **Observers**

- The Chief Executive of any Statutory Partner and the Leader of Sandwell Council may attend and observe any meeting of the Board at their own discretion (although it would be helpful to advise the Chair or the Secretary beforehand);
- Other observers may be permitted to attend at the discretion of the Chair.

## 8.0 Working with others

- SSCB must ensure that it has adequate and effective representation and arrangements with regards to working with others to enable SSCB to seek assurance that safeguarding arrangements are effective and children in Sandwell are safe; however, SSCB must do this without duplicating sub groups or attending meetings without purpose.
- Working Together 2015 includes requirements for SSCB as regards the Local Family Justice Board and the Health and Wellbeing Board (HWB).
- Chairs of the SSCB, HWB, Sandwell Safeguarding Adults Board (SSAB), and Safer Sandwell Partnership (SSP) have agreed a Partnership Protocol. The protocol sets out how the key partnerships could work together to create synergy and offer opportunity for joint working.
- The Partnership Coordination Group – comprising the Chairs of SSCB, SSAB, HWB and SSP – meets regularly to discuss cross cutting themes and share information and intelligence
- Strategic engagement on behalf of SSCB for all Board and Partnerships is the responsibility of the Independent Chair;
- Engagement with development of business plans, etc, on behalf of SSCB is the responsibility of the Business Unit and any designated members;
- All members have a responsibility to engage and contribute to these Boards and Partnerships as relevant and appropriate, and to take action if they identify safeguarding concerns.

### 8.1 Local Family Justice Board<sup>13</sup>

- In April 2012, the government set up the Family Justice Board (FJB) to improve the performance of the family justice system and to ensure the best possible outcomes for children who come into contact with it;
- The local FJB's responsibilities include family proceedings in both public law (e.g. care proceedings) and private law (e.g. residence/ contact);
- Sandwell is part of the Black Country Local Family Justice Board;
- SSCB will meet formally, at least annually, with the Chair of the Black Country LFJB;
- The Board will be sighted on data and evidence related to progress against the FJB Action Plan and key performance indicators as agreed annually between the Government and FJB and take action as needed.

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<sup>13</sup> Working Together 2015 Chapter 3 Paragraph 6, Page 69

## 8.2 Health and Wellbeing Board (HWB)<sup>13</sup>

- SSCB works closely with the Sandwell HWB in three ways: in the planning of services for children in Sandwell; informing the priorities in the Joint Strategic Needs Assessment (JSNA) and drawing on them in setting the Board's priorities; challenging the work of partner organisations through presentation of the SSCB Annual Report to the HWB.

## 8.3 Safer Sandwell Partnership

- Whilst there is no direct requirement for LSCBs to work with community safety partnerships in Working Together 2015, there is, however, a requirement for SSCB to engage with the West Midlands Police and Crime Commissioner and present the Annual Report to him;
- One of the four SSCB priorities is high risk safeguarding areas, which includes domestic abuse and harm caused to children by drugs and alcohol;
- Assurance arrangements for work undertaken by the Safer Sandwell Partnership which impacts on safeguarding and promoting the welfare of children include:
  - The SSP Chair being a SSCB Board member (if this arrangement ceases, SSCB must ensure that there are suitable alternative arrangements in place for linking SSP and SSCB);
  - The Drug and Alcohol Partnership being a sub group of SSP;
  - The Domestic Abuse Strategic Partnership (DASP) being a sub group of SSP and the DASP vice-chair being a Board Member. The Designated Nurse is also a DASP member;
  - If either of these arrangement cease, SSCB must ensure that there are suitable alternative arrangements in place for linking SSP, DASP and SSCB;
  - Key data relating to community safety will be included in the SSCBs performance dataset.
  - The Board will receive a report at least annually from the partnerships to demonstrate effectiveness of DASP and the Drug and Alcohol Partnership

## 8.4 Early Help Partnership Performance Board

- Part of the Early Help offer governance arrangements, the Performance Board, is accountable to SSCB and routinely reports to it;

## 8.5 Other LSCB Boards

Engagement with other Boards is essential to maximize effectiveness at a time of less resource. Agreements already in place include;

- Child Sexual Exploitation (CSE) - West Midlands Regional Partnership Board
- Child Death arrangements and the Child Death Overview Panel (CDOP) statutory responsibilities
- Serious Case Reviews (SCR) - Cooperation with other LSCBs in SCR arrangements
- West Midlands LSCB Chairs Regional Network and the Association of Independent LSCB Chairs (AILC)

## 8.6 Working across local boundaries:

- The CCG is Sandwell and West Birmingham and the acute hospital provider is Sandwell and West Birmingham Hospitals. Both of these organisations will be Sandwell and Birmingham focused;
- Sandwell mental health services are mostly delivered by Black Country Partnership Foundation Trust who provides services in all four Black Country Boroughs;
- Criminal Justice services (Police and Crime Commissioner, Police, Probation and CAFCASS) have a very wide area of working across seven or more LSCB areas;
- Both the ambulance and fire services are West Midlands wide;
- SSCB must be mindful of this as it develops policies and procedures so that it doesn't add an unnecessary bureaucratic burden to any one agency across the West Midlands. Although there are a number of SSCB policies and procedures that are required by statute, the more cooperation and collaboration that takes place, the safer children are likely to be.

## 9.0 Annual Report

- The Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area<sup>14</sup>;
- The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles;
- The Chair must submit the Report to the SMBC Chief Executive, Leader of the Council, the local police and crime commissioner and the Chair of the health and wellbeing board;
- It is the responsibility of Statutory Partners to ensure that the Annual report is presented to their Chief Executive (or equivalent), Chair and Board (or equivalent);
- The report should:
  - Provide a rigorous and transparent assessment of the performance and effectiveness of local services;
  - Identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action;
  - Include lessons from serious case reviews, child death reviews and any other relevant reviews undertaken within the reporting period;
  - Report on the outcome of assessments undertaken on the effectiveness of Board partners' responses to child sexual exploitation
  - Include an analysis of how the LSCB partners have used their data to promote service improvement for vulnerable children and families, including in respect of sexual abuse.
  - Include appropriate data on children missing from care, and how the LSCB is addressing the issue.
  - List the contributions made to SSCB by partner agencies and details of what SSCB has spent, including on Child Death Reviews, Serious Case Reviews and other specific expenditure such as learning events or training.

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<sup>14</sup> This is a statutory requirement under section 14A of the Children Act 20014

## 10.0 Resources and budget

- The work of SSCB cannot be achieved without a dedicated budget and resources;
- All SSCB member organisations have an obligation to provide SSCB with reliable resources (including finance) that enables SSCB to be strong and effective;
- Members should share the financial responsibility for SSCB in such a way that a disproportionate burden does not fall on a small number of partners;
- For 2013-2014, the financial contribution for the work of the Board is made by SMBC, the Clinical Commissioning Group, West Midlands Police, Probation and CAFCASS. For 2014-2015, it is expected that all Statutory Partners will make a contribution;
- The SSCB budget must be agreed by March 31 each year to meet the needs of SSCB activities and business plan for the following year;
- Partner agencies may also contribute *'in kind'* over and above their financial commitment. This could include providing staff to support the Business Unit and Board, providing venues and hosting events and offering trainers for the Learning Programme. Such contributions are greatly valued and will be recorded in the Annual Report, but are not in lieu of appropriate budget provision;

### 10.1 Funding Proposals

- In the event that partners request funding during the year it will be necessary for them to submit a funding proposal which must:
  - Support achievement of one or more Board priorities or meet an identified need shown by findings in a Serious Case Review, smaller scale audit, child death review or other SSCB safeguarding review;
  - Identify expected outcomes;
  - Show how the funding is expected to positively impact on children.
- Proposals will be considered as follows:
  - Funding of under £7,500 - decision made by Chair and Business Manager and reported to next Board as part of the finance report;
  - Funding of between £7,500 and £15,000 - decision made by Chairs' Group (may be a virtual decision) and reported to next Board as part of the finance report;
  - Funding request for £15,000 or above - decision to be made at a Board meeting.

## **11.0 SSCB Structure**

- Achieving the Statutory Objectives, Functions and other Priorities of the Board requires the establishment of a number of sub groups to undertake the detailed and sometimes specialist work necessary to translate the objectives into policy, procedure, and practice guidance that will help practitioners safeguard children in Sandwell;
- The structure through which SSCB intends to coordinate services for safeguarding children in Sandwell is shown as Appendix 4;

### **11.1 Terms of Reference**

- The Chairs' Group and each sub group have individual Terms of Reference. The Board approves those for the Chairs' Group and the Chairs' Group approves those for sub groups.
- All Terms of Reference:
  - are reviewed on an annual basis;
  - include purpose, responsibilities and accountability of group;
  - include Statutory functions related to the Sub Group;
  - include details and responsibilities of membership;
  - explicitly include a child centred approach, communication, and engagement

### **11.2 Chairs' Group**

Purpose: To ensure the operational activity of the Board is delivered through the SSCB Business Plan and close monitoring of subgroup activity. The Chairs' Group looks in more detail at plans, progress, issues and how to resolve these. It is a forum for subgroup chairs to discuss shared learning which may impact on the work of another subgroup

### **11.3 Sub Groups**

- Sub groups, which are accountable to the Chairs' Group, assist the Board with discharging statutory responsibilities;
- Each Sub Group is chaired by a Board member agreed by the Board, and has a multi-agency membership relevant to the Sub group. The Vice Chair is agreed by the membership;
- Each sub group has a working mandate set out in their Terms of Reference;

- For a sub group meeting to be quorate there should be at least 50% of members present, with at least 3 different partner agencies represented;
- Task and finish groups may be established from time to time to undertake specific pieces of work on behalf of the SSCB;
- All sub groups contribute to the Annual Report.

### **Child Death Overview Panel (CDOP)<sup>15</sup>**

Purpose: The Child Death Overview Panel is a statutory body, which came into effect on 1<sup>st</sup> April 2008 under the Children Act 2004. CDOP makes sure that SSCB meets statutory responsibilities following the death of a child who is normally resident in Sandwell

### **Serious Case Review Sub Committee<sup>16</sup>**

Purpose: To fulfill statutory duties as outlined in Working Together 2015 on behalf of SSCB in respect of Serious Case Reviews and other reviews as required. The sub-committee considers cases for review and makes recommendations to the Chair as to whether criteria are met for undertaking a review are met. It makes decisions about the process for reviews and oversees each one.

### **Learning and Development Sub Group**

Purpose: To develop, implement and review a comprehensive learning and development strategy which will ensure that SSCB meets statutory objectives. The subgroup also develop an annual training programme that reflects learning from audits, case reviews, legislation, and other local and national policies, procedures and practice guidelines.

### **Quality of Practice and Performance Sub Group**

Purpose: To develop, implement and review quality assurance activity to ensure that SSCB meets statutory objectives and that children are safe in Sandwell. This includes ensuring that organisations meet their specific statutory duties such as those under the Children Act, Section 11 and the Education Act, Section 157 and 175.

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<sup>15</sup> Working Together 2015 Chapter 5

<sup>16</sup> Working Together 2015 Chapter 4

### **Policies and Procedures Sub Group**

Purpose: To coordinate the development of new local policies, procedures and guidance for safeguarding and promoting the welfare of children and young people in Sandwell. In addition the group analyses the implications of national multi-agency policies, procedures, guidance or research findings in terms of the need to develop any additional local policy, procedures or guidance.

### **Strategic Children Missing Organisational Group (CMOG)**

Purpose: Provide strategic oversight of CSE and missing work across Sandwell (holding the Young person's Sexual Exploitation (YPSE) Operational Group and Missing Operational Group (MOG) to account. The subgroup pull together partnership resources at a senior level to address CSE and missing issue in order to deliver and monitor the CSE strategy

### **Health Forum**

Purpose: This is a formal SSCB sub group managed by Sandwell and West Birmingham Clinical Commissioning Group (CCG). It is accountable to the CCG Governing Body and SSCB and supports SSCB to deliver statutory functions related to health providers.

### **Education Advisory Group (EAG)**

Purpose: This is a formal SSCB sub group with the primary objective of ensuring that safeguarding in education has a coordinated and uniform approach within schools, academies, colleges and education support services which is reflective of SSCB policies and procedures. The group is a conduit to voice issues to the LSCB that are a concern to all within education support services and education providers.

## 12.0 Information sharing

- SSCB will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This should include ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.
- SSCB can require a person or body to comply with a request for information (where the information is essential to carrying out SSCB statutory functions). Any request for information about individuals must be 'necessary' and 'proportionate' to the reasons for the request. LSCBs should be mindful of the burden of requests and should explain why the information is needed.
- SSCB has recently developed an Information Sharing Protocol to set out:
  - The purposes for which the signatory agencies have agreed to share personal information;
  - The circumstances in which the signatory agencies may need to share personal information;
  - The personal information that may be shared between the signatory agencies;
  - The process for sharing personal information;
  - The responsibility of signatory agencies to ensure the security of personal information; and
  - The action to be taken if the requirements of this Protocol are not met

## 13.0 Board Effectiveness

To be an effective Board, SSCB must demonstrate that:

- The governance arrangements enable LSCB partners (including the Health and Well-Being Board and the Children's Trust) to assess whether they are fulfilling their statutory responsibilities to help (including early help), protect and care for children and young people. The LSCB effectively prioritises according to local issues and demands and there is evidence of clear improvement priorities identified that are incorporated into a delivery plan to improve outcomes.
- Regular and effective monitoring and evaluation of multi-agency frontline practice to safeguard children identifies where improvement is required in the quality of practice and services that children, young people and families receive. This includes monitoring the effectiveness of early help.
- Partners hold each other to account for their contribution to the safety and protection of children and young people (including children and young people living in the area away from their home authority), facilitated by the chair
- Safeguarding is a priority for all of the statutory LSCB members and this is demonstrable, such as through effective section 11 audits. All LSCB partners make a proportionate financial and resource contribution to the main LSCB and the audit and scrutiny activity of any sub-groups.
- The LSCB has a local learning and improvement framework with statutory partners. Opportunities for learning are effective and properly engage all partners. Serious case reviews are initiated where the criteria set out in statutory guidance are met and identify good practice to be disseminated and where practice can be improved. Serious case reviews are published.
- The LSCB ensures that high-quality policies and procedures are in place (as required by Working together to safeguard children) and that these policies and procedures are monitored and evaluated for their effectiveness and impact and revised where improvements can be made. The LSCB monitors and understands the application of thresholds locally.
- The LSCB understands the nature and extent of the local issues in relation to children missing and children at risk of sexual exploitation and oversees effective information sharing and a local strategy and action plan.
- The LSCB uses case file audits including joint case audits to identify priorities that will improve multi-agency professional practice with children and families.

- The chair raises challenges and works with the local authority and other LSCB partners where there are concerns that the improvements are not effective. Practitioners and managers working with families are able to be involved in practice audits, identifying strengths, areas for improvement and lessons to be learned. The experiences of children and young people are used as a measure of improvement.
- The LSCB is an active and influential participant in informing and planning services for children, young people and families in the area and draws on its assessments of the effectiveness of multi-agency practice. It uses its scrutiny role and statutory powers to influence priority setting across other strategic partnerships such as the Health and Well-being Board.
- The LSCB ensures that sufficient, high-quality multi-agency training is available and evaluates its effectiveness and impact on improving front-line practice and the experiences of children, young people, families and carers. All LSCB members support access to the training opportunities in their agencies.
- The LSCB, through its annual report, provides a rigorous and transparent assessment of the performance and effectiveness of local services. It identifies areas of weakness and the causes of those weaknesses, and evaluates and where necessary challenges the action being taken. The report includes lessons from management reviews, serious case reviews and child deaths within the reporting period
- The LSCB provides evidence of being a highly influential strategic arrangement that directly influences and improves performance in the care and protection of children. That improvement is sustained and extends across multi-disciplinary practice with children, young people and families. Analysis and evaluation of performance is exceptional and helps the local authority and partners to properly understand the impact of services, the quality of practice and the areas for improvement. There is a comprehensive range of training for managers and practitioners that is directly related to multi-agency improvement priorities. The LSCB creates and fosters an effective learning culture locally that extends to front-line practitioners

## 14.0 Demonstrating Effectiveness and Outcomes

SSCB must be able to demonstrate its effectiveness not only through the effective operation of the Board itself but also through its quality assurance activities, Working Together compliance and response to key safeguarding areas.

### 14.1 Quality Assurance

The Board will scrutinise the performance of agencies in a structured manner with the use of a broad **data set** of performance information.

The Board will use its **Quality Assurance Framework (QAF)** in the drive for improvement. The QAF is intended to be the single framework for performance across the partnership, based on a common dataset. It incorporates the national requirements and prescribed local information set out in the Department for Education's LSCB Performance Framework requirements, together with multiagency data which reflects the priority development areas in the SSCB Business Plan. The framework is overseen and managed through the Quality of Practice and Performance Subgroup with accountability running to the SSCB Chairs' Group and full Board.

A purposeful annual **multi-agency audit programme** linked to the Board's priorities recommendations from case reviews, and performance information will enable the Board to discharge its scrutiny function.

A biennial assessment of all LSCB member agencies and organisations in relation to their duties under **Section 11** of the Children Act 2004 will be undertaken by Sandwell Safeguarding Children Board (SSCB) using (where possible) an online audit tool. The audit window will open by June in the year of a formal Section 11 audit and close in August/September. Scrutiny of each organisation's response will be carried out before the end of the financial year. In a year where no formal Section 11 audit is undertaken, agencies and organisations will nevertheless be required to provide assurance to the Quality of Practice and Performance Subgroup that they are discharging their Section 11 duties. The process for accomplishing this will be determined by the Quality of Practice and Performance Subgroup

Engagement with schools will be further strengthened through the routine completion of **Section 175 audits**.

A programme of receiving the key learning points from **single agency audits** will form part of the work plan of the Quality of Practice and Performance Subgroup. This will strengthen SSCB arrangements for scrutinising the performance of agencies in a structured manner.

## 14.2 Working Together Compliance

The effectiveness of SSCB will be demonstrated through the discharge of its statutory obligations (see Appendix 6). These include:

- publishing a threshold document and assessing the effectiveness of the help being provided to children and families, including early help.
- preparing and publishing a report, at least once in every 12-month period, about safeguarding and promoting the welfare of children in its local area
- maintaining a local learning and improvement framework which is shared across local organisations who work with children and families. This framework should enable organisations to be clear about their responsibilities, to learn from experience and improve services as a result.
- Undertaking Serious Case Reviews (SCR) when the criteria for undertaking such reviews are met. SSCB will also conduct reviews of cases which do not meet the criteria for an SCR, but which can provide valuable lessons about how organisations are working together to safeguard and promote the welfare of children

## 14.3 Responding to Key Safeguarding Areas

The effectiveness of SSCB will be demonstrated through its response to key safeguarding areas including CSE, Missing and Trafficking; Domestic Abuse; Neglect and Female Genital Mutilation (FGM)

## Appendix 1: Membership of SSCB (August 2015)

Organisation	Member
Independent Chair	Independent
Statutory Partners	
Sandwell Metropolitan Borough Council - Children Services	Director of Children's Services (DCS)
Sandwell Metropolitan Borough Council - Adult Services	Divisional Manager
West Midlands Police	Chief Superintendent. Local Policing Unit/ Policy and Procedures Subgroup Chair
Staffordshire and West Midlands Community Rehabilitation Company Limited	Head of Dudley & Sandwell Community Rehabilitation Company
National Probation Service	Head Of Dudley & Sandwell National Probation Service Cluster
Sandwell Youth Offending Team	Group Head of Youth People Services and Youth Justice
Birmingham and the Black Country NHS England Area Team	Acting Director of Operations for NHS West Midlands
Sandwell and West Birmingham Clinical Commissioning Group	Chief Officer (Quality)/ SSCB Vice Chair
Sandwell and West Birmingham Hospitals Trust	Chief Nurse
Black Country Partnership Foundation Trust	Associate Director for Safeguarding Children and Adults
Children and Family Courts Advisory and Support Service (CAFCASS)	Service Manager Cafcass A12
Schools and Colleges	
Maintained schools	Director of Education, Sandwell MBC/ Education Advisory Group Subgroup Chair
Primary School	Head teacher
Secondary School and Academy	Principal
College	Vice Principal Teaching & Learning
Special School	Principal
Professional members	
Sandwell & West Birmingham NHS Trust	Designated Doctor
Sandwell & West Birmingham CCG	Designated Nurse

Birmingham Community Healthcare NHS Trust	Associate Director of Safeguarding
Sandwell Metropolitan Borough Council - Public Health	Deputy Director of Public Health
Sandwell Metropolitan Borough Council - Children's Social Care	Group Head of Safeguarding/ Quality of Practice and Performance Subgroup Chair
Sandwell Metropolitan Borough Council - Children's Social Care	Director - Children and Families
Sandwell Metropolitan Borough Council - Children's Social Care	Group Head of MASH/ Learning and Development Subgroup Chair
Sandwell Metropolitan Borough Council - Housing and Communities	Director of Neighbourhood Services/ Representative of Domestic Abuse Strategic Partnership (DASP)
Voluntary sector - SCVO	Chair of Sandwell Council of Voluntary Organisations (SCVO)
Voluntary sector - Barnardos	Assistant Director for Children's Services - Black Country Locality
Voluntary sector - Sandwell Women's Aid (SWA)	Executive Director/ Domestic Abuse representative
Child Death Overview Panel	Chair of CDOP
Lay Members x 3	
Participating Observer	Cabinet member for Children and Families
<b>In Attendance</b>	
Sandwell Safeguarding Children Board Business Unit	SSCB Business Manager
Sandwell Metropolitan Borough Council – Democratic Services	SSCB Secretary

## **Appendix 2: Board Members' Responsibilities**

**As far as possible organisations should designate particular named people as their representatives so that there is consistency and continuity in the membership of the SSCB**

### **Statement of Intent**

#### **1.0 Purpose of being a Board member of Sandwell Safeguarding Children Board (SSCB):**

- 1.1 To cooperate fully and effectively with other members to drive the work of the LSCB and ensure that it achieves the objectives set out in the Business Plan

#### **2.0 Each Board member will:**

- 2.1 Develop and maintain strong and effective inter-agency safeguarding/ child protection procedures and protocols.
- 2.2 Ensure that individual agencies/ organisations/ partnerships provide adequate resourcing for local safeguarding/ child protection purposes.
- 2.3 Provide to the LSCB performance management data as requested in order that safeguarding scrutiny processes can be rigorous.
- 2.4 Abide by the Constitution of the LSCB

#### **3.0 Responsibilities of being a Board member:**

- 3.1 Individual members have a duty to contribute to the effective work of the LSCB. This should take precedence, if necessary, over their role as a representative of their agency/ organisation/ partnership.
- 3.2 To ensure decisions with regard to safeguarding made by the Board are implemented within own agency/ organisation/ partnership, as appropriate.
- 3.3 To ensure agency/ organisation/ partnership resources and financial contribution is adequate and appropriate
- 3.4 To ensure strategic agency/ organisation/ partnership issues relating to safeguarding are brought to the attention of the Board
- 3.5 To provide agency/ organisation/ partnership representatives to work on LSCB Executive and Sub Groups, as appropriate.
- 3.6 To maintain a clear focus on the safeguarding needs of children and young people.

- 3.7 To understand the roles and responsibilities of member agencies/ organisations/ partnerships in protecting children and young people.
- 3.8 To maintain proactive engagement in the work of the LSCB
- 3.9 To recognise the implications of, and key issues involved in, multi-disciplinary working.
- 3.10 To have an up to date enhanced CRB/ DBS disclosure certificate/ appropriate vetting.
- 3.11 To have an up to date knowledge of safeguarding legislation and guidance.
- 3.12 To use the LSCBs Resolution and Escalation Protocol as appropriate to resolve conflict within or between agencies/ organisations/ partnerships.
- 3.13 To represent own agency/ organisation/ partnership from a strategic perspective and to attend meetings of the LSCB on a regular basis, ensuring that any unavoidable absences are covered by an appropriate substitute.

#### **4.0 Main Functions:**

- 4.1 To attend meetings as arranged.
- 4.2 To prepare for meetings by reading minutes and associated papers.
- 4.3 If it is necessary to send a substitute, to ensure that the substitute is adequately briefed.
- 4.4 To have actioned any areas agreed at the previous meeting.
- 4.5 To discuss issues relevant to LSCB business within own agency/ organisation/ partnership and be prepared to contribute from that perspective.
- 4.6 To be willing to offer a representative view from own area of work and/ or organisation to discussions.
- 4.7 To establish a process for the way decisions taken at LSCB are fed in to own agency/ organisation/ partnership ensuring that processes are in place for implementation.
- 4.8 To provide information within own agency/ organisation/ partnership, increase awareness of the role and responsibilities of the LSCB and ensure the organisation adheres to these.
- 4.9 To provide agency/ organisation/ partnership specific information to the LSCB, as required, by producing or ensuring the production of reports to/ from agency/ organisation/ partnership as appropriate (e.g. report of safeguarding arrangements within organisation)
- 4.10 To meet deadlines as agreed by LSCB

- 4.11 To accept shared responsibility for the satisfactory completion of the LSCB work programme, by undertaking tasks as appropriate, including participation in the full LSCB or Subgroups (or fielding of staff to participate in these Groups where relevant).
- 4.12 To ensure agency/ organisation/ partnership/ resources are made available for Serious Case Reviews, as required, including additional reports being completed to local and national standards.
- 4.13 To take back into agency/ organisation/ partnership policy issues and developments ensuring that process are in place for implementation.
- 4.14 To contribute to the development of policy, on behalf of own agency/ organisation/ partnership (therefore members are required to be familiar with the “position” the agency/ organisation/ partnership holds on issues).
- 4.15 To establish an effective system(s) for being briefed by own agency/ organisation/ partnership or liaison within own profession about views on safeguarding/ child protection matters.
- 4.16 To contribute to the delivery of the Annual Business Plan.
- 4.17 To assist in the annual budget setting process.
- 4.18 To assist in the development and publication of an Annual Report.
- 4.19 To review the membership of the LSCB and ensure that it is both representative and effective.
- 4.20 To respect confidentiality of sensitive information provided by the constituent agencies/ organisations/ partnerships of the LSCB.
- 4.21 To participate in consultation and decision making on individual case issues as set out in the LSCB procedures.

**Signed:**

**Name (please print):**

**Organisation:**

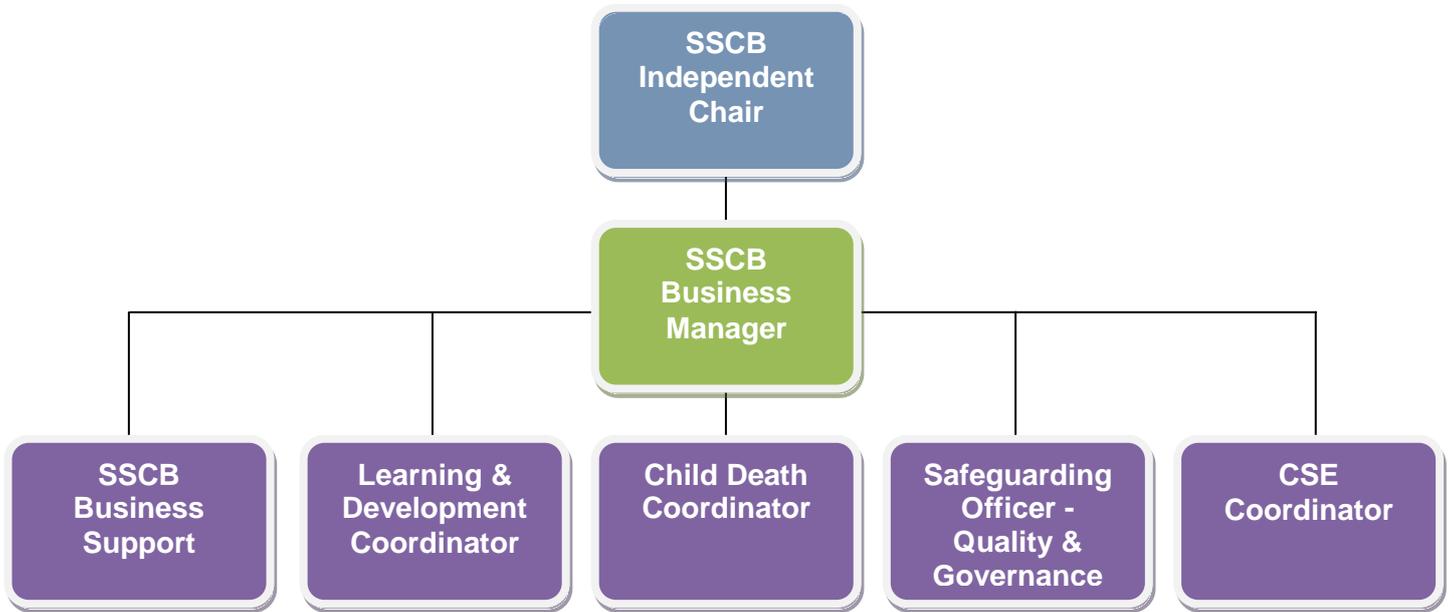
**Date:**

### **Appendix 3: Duties of Lay Members**

Lay members operate as full members of the LSCB, participating as appropriate on the Board itself and on relevant sub-groups. Their role is to

1. Help to make links between SSCB and community groups;
2. Support stronger public engagement in local child safety issues;
3. Support an improved public understanding of SSCB's child protection work;
4. Have an understanding of working with children and young people;
5. Be able to communicate effectively and challenge constructively;
6. Be committed to improving the outcomes for children and young people and keeping them safe;
7. Be committed to equality and diversity;
8. Have some experience or knowledge in respect of child protection or safeguarding issues;
9. Agree to meet formally with the Chair at least on an annual basis

**Appendix 4: SSCB Business Unit Structure (August 2015)**



## **Appendix 5: Duties of Board Secretary**

The Board Secretary will:

1. Call meetings of the Board, keep a non-verbatim record of the matters discussed by the Board at any meeting and maintain a record of the decisions of the Board;
2. Develop the agenda between the Independent Chair, Business Manager, senior officers of Statutory Partners (as appropriate) and the Secretary;
3. Any individual member may request, via the Secretary, that an item is considered for the agenda at a particular meeting;
4. Be responsible for requesting papers and reports from designated presenters in readiness for circulation of the agenda and enclosures to all Members;
5. Be responsible for the distribution of the agenda and any supporting papers for each meeting of the Board. These shall be circulated to all members at least five working days before the meeting;
6. Prepare paperwork for a Board meeting and send to the Chair within five working days of the date of that meeting;
7. Determine any questions regarding the entitlement of any person to receive such papers in consultation with the Chair;
8. Prepare the notes of the meetings of the Board and submit them to the next succeeding meeting of the Board for confirmation as a correct record;
9. Keep an attendance register for meetings of the Board; it is the responsibility of any member attending any meeting of the Board to sign the attendance register for the meeting.

## **Appendix 6: SSCB Functions<sup>17</sup> (Terms of Reference)**

1. To develop policies and procedures for safeguarding and promoting the welfare of children in the area of Sandwell;
2. To develop and publish a threshold document making sure that thresholds for referral to children's social care are agreed, understood and embedded across Sandwell;
3. To ensure that an early help strategy is in place and the provision of early intervention services is monitored and challenged where appropriate;
4. To ensure that there are effective strategies, policies and other arrangements in Sandwell to safeguard and promote the welfare of children who are potentially more vulnerable than the general population, for example children who are or may be sexually exploited or become missing, those who are looked after, those with disabilities, young carers and those whose primary carer/s may have problems with mental health, domestic abuse and/or drug and alcohol use;
5. To develop and implement a Sandwell Learning and Improvement Framework and training strategy to meet the training needs of staff across all agencies to work effectively together to safeguard and promote the welfare of child who may be at risk of significant harm;
6. To ensure that systems are in place to identify and support the safety and welfare of children who are privately fostered;
7. To develop standards for the recruitment and supervision of persons who work with children and monitor their implementation and compliance;
8. To ensure that systems are in place for investigation of allegations concerning persons who work with children;
9. To monitor the effectiveness of organisations' implementation of their duties under section 11 of the Children Act 2004, and arrangements in schools and colleges under sections 157 (independent schools including free schools and academies) and 175 (maintained schools and further education institutions) of the Education Act 2002);
10. To ensure that information is available so that children know whom they can contact when they have concerns about their own or others safety or welfare;
11. To establish means of communication and engagement within Sandwell to ensure that issues of safeguarding are understood by all communities and to provide a mechanism for feedback to SSCB from communities;
12. To undertake serious cases reviews as required by Working Together 2015, and ensure lessons are learnt;

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<sup>17</sup> Children Act 2004 Section 14 and LSCB Regulations 2006

13. To implement a Child Death Overview Panel as required by Working Together 2015;
14. To monitor and evaluate the effectiveness of what is done by the Council and board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve;
15. To agree the reporting of management information from organisations to provide an overview of safeguarding activity within Sandwell;
16. To participate in the planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account;
17. To publish an Annual Report

**Appendix 7: Wider SSCB Structure (August 2015)**

