

# **NOTTINGHAMSHIRE SAFEGUARDING CHILDREN BOARD**

## **TERMS OF REFERENCE**

### **SEPTEMBER 2006**

11.2.1 The Nottinghamshire Safeguarding Children Board (NSCB) was established in line with the guidance contained in the Children Act 2004. The Children Act 2004 (2.14) defines the purpose of the Safeguarding Board:

(a) "To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established; and

(b) To ensure the effectiveness of what is done by each such person or body for those purposes."

11.2.2 The NSCB consists of statutory partner agencies and appointed members. Statutory partners are those agencies set out in section 13(3) of the Children Act 2004 and as such they are required to cooperate in the establishment and functioning of SCBs. They also share responsibility for its effectiveness. Appointed members are other organisations whose involvement has been secured by the Children Service's Authority.

11.2.3 Both statutory partners and appointed members should have clear mechanisms for nominating their NSCB representative, and should inform the Chair of the NSCB of both the process and the name of their representative. The NSCB Chair should also be informed in writing of the name of a nominated deputy should the representative be unable to attend the meeting.

Should there be a change of nominated representative the Chair must be informed of the agency's new nomination.

11.2.4 There may be Board members who do not represent agencies but who attend in order to give a particular professional perspective e.g. chairs of DCPCs, GPs, Heads of independent schools.

11.2.5 Arrangements for funding of LSCBs are set out in Part 2 Section 15. of the Children Act 2004 and reads "Any Board partner may make payments towards expenditure incurred by, or for purpose connected with, a Local Safeguarding Children Board....." These may be payments made directly, or contributed to in kind.

The NSCB will set an annual budget after consultation with its partner agencies. The budget holder will produce a 6 monthly report to the NSCB.

11.2.6 The NSCB will provide the strategic lead and direction for partner agencies' safeguarding work. The Board is responsible for monitoring agencies' arrangements for safeguarding and promoting the welfare of children. In addition, agencies' safeguarding responsibilities and the responsibilities of the NSCB will be assessed by the relevant inspectorates.

11.2.7 Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their service. The NSCB does not have the power to direct other organisations.

11.2.8 The NSCB will feed its views as to the quality of work in safeguarding and promoting the welfare of children into the Annual Performance Assessment (APA) and into the work of other agencies' inspectorates. The NSCB will also draw upon the findings of the inspectorates.

11.2.9 Where it is found that a Board member is not performing effectively in safeguarding and promoting the welfare of children, and the NSCB, is not convinced that any planned action to improve performance will be adequate, the NSCB chair or a member or employee designated by the chair should explain these concerns to those individuals and organisations that need to be made aware of the failing and may be able to take action. For example, to the most senior individual(s) in the partner organisation, to the relevant inspectorate, and, if necessary to the relevant Government department. (Working Together 2006 3.86)

11.2.10 The NSCB's work will fit within the wider context of the Children and Young People's Strategic Plan.

11.2.11 Constitutional Issues:

- (a) All NSCB members, statutory and appointed, will be subject to a Criminal records Bureau check upon appointment and, thereafter, every 3 years.
- (b) The full NSCB and the NSCB executive group will meet every 2 months, alternating between a Board meeting and an Executive group meeting.
- (c) The Chair will confirm dates and venues for meetings. The Board meeting may be subject to change if there were exceptional circumstances.
- (d) A meeting of the Executive will be quorate where at least half the statutory partner agencies are present. For a meeting of the Board to be quorate at least half the statutory partner agencies for the Board must be present, in addition to any Executive members present.
- (e) The Chair will have the authority to determine whether issues before the NSCB are to be voted on by all members or whether the nature of the issue means that it should be voted upon solely by statutory partner representatives.

In the case of a tied vote the Chair of the meeting shall have a second or casting vote. All questions coming before a meeting of the Board or Executive shall be decided by a majority vote.

(f) Extraordinary meetings:

- The Chair may call an extraordinary meeting of the Board or Executive at any time
- A Board or Executive member may call a meeting by submitting to the chair a written request which is supported by at least two voting members
- Such extraordinary meetings will be held within 14 days of the request

being received by the Chair.

(g) Any issues which require decisions by the Board or Executive between meetings and which do not, in the opinion of the chair, require a special meeting to be convened will be decided by the chair and such decisions shall be reported and submitted for ratification to the next Board or Executive meeting.

(h) The Chair of the Board will be appointed by the Children's Services Authority.

#### The Board's Core Responsibilities:

(a) Ensure Board partner representation is secured from specified agencies at the appropriate level. Members should be able to:

- Speak for their organisation with authority.
- Commit their organisation on policy & practice matters.
- Hold their organisations to account.

(WT 2006 – 3.55)

(b) Agree financial and other contributions from partner agencies agree an annual budget plan and ensure activity remains within budget. Identify any resource shortfalls and build into budget planning cycles.

(c) Promote effective multi agency working to safeguard and promote the welfare of children at every level and to disseminate good practice.

(d) Ensure appropriate collaboration between county and city LSCB to achieve cost effective, consistent and robust safeguarding practice and avoid duplication.

(e) Agree local policy and procedures for inter agency work to safeguard and promote the welfare of children in Nottinghamshire, including local protocols for working with specific groups of children.

(f) Ensure comprehensive sole and multi agency training is in place.

(g) Receive and ratify case reviews in relevant cases and ensure agencies respond to required actions.

(h) Agree actions arising from new legislation, guidance and regulation.

(i) Ratify work plans of all subcommittees.

(j) Evaluate the effectiveness of preventative activity across the County and identify any shortfalls and robustly address how to improve service quality.

(k) To request, when necessary, individual organisations to self evaluate under an agreed framework of benchmarks or to direct audits of multi agency working. To be responsible for examining audit and inspection data collated by the Executive Group, and to contribute to Joint Area Reviews as required.

(i) To produce an annual business plan which fits with the priorities of the Children and Young People's Plan and an annual review of its work containing relevant management information on activity and progress against objectives.

**N.B. These Terms of Reference were ratified on 18.7.06 and will be reviewed annually.**

### **Structure**

11.2.12 In order to carry out the prescribed functions of the board, a sub structure has been established as laid out in the 11.2.A structure diagram.

11.2.13 Terms of reference for the board of the sub committee's are available on the NSCB web pages on the Nottinghamshire County Council internet site.