



South Tyneside Safeguarding Children Board

South Tyneside Safeguarding Children Board

Governance Arrangements and Memorandum of Understanding

2017 - 18

Review Date: April 2018

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1. Introduction

- 1.1 The Children Act 2004 requires Children's Services Authorities to establish Local Safeguarding Children Boards (LSCBs) involving key local partners as listed in section 13(3) of the Act. It also requires these board partners to co-operate with each other in the establishment and operation of this partnership board. This document details the arrangements for the Board partners within South Tyneside to carry out their functions as laid out in legislation and guidance.
- 1.2 This Board will be known as the South Tyneside Safeguarding Children Board (STSCB) and will be referred to as STSCB within this document.
- 1.3 Section 11 of the Children Act 2004 places a duty on key individuals and bodies to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its functions.
- 1.4 Chapter 3 of Working Together 2015 provides guidance relating to the operation of LSCBs. This constitution is consistent with the requirements of this guidance.
- 1.5 A "child" is anyone who has not yet reached their 18th birthday. The term 'children' therefore refers to both 'children and young people'.

2. The Purpose of South Tyneside Safeguarding Children Board

- 2.1 The overall objectives of STSCB are to coordinate and ensure the effectiveness of the work of each Board partner in relation to its safeguarding function.
- 2.2 The Board has a particular focus on child protection and seeks to ensure all children and young people in South Tyneside are protected from physical or mental injury or abuse, neglect, maltreatment, sexual exploitation or harm.
- 2.3 The work of STSCB fits within the wider context of both the Health and Wellbeing Board and the Children and Families Board.

3. What do we want to achieve for children, young people and their families in South Tyneside?

- 3.1 Safeguarding is defined for the purposes of this constitution as:
 - Protecting children from maltreatment
 - Preventing impairment of children's health or development
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

- 3.2 STSCB has a number of priorities affecting the safety and protection of children. Such priorities include child sexual exploitation, child protection and implementing learning to improve professional practice and outcomes for children and their families. The agreed priorities for STSCB are reviewed on an annual basis in line with national developments, government policy, local intelligence and multi-agency consultation.

4. Membership

- 4.1 STSCB is a statutory body. Its membership includes those agencies with a statutory duty to safeguard and promote the welfare of children under section 11 of the Children Act 2004. It also includes other key bodies such as schools and the community and voluntary sector. The Apprenticeships, Skills, Children and Learning Act 2009 introduced a requirement for each STSCB to have 2 Lay Members who are to provide a community perspective and strengthen links between the Board and the local community. The full list of agencies where there is membership on the Executive is shown in Appendix 1.

The Board may appoint additional partners at any time.

- 4.2 STSCB shall be composed of senior managers nominated by each partner organisation. **Members representing individual organisations must have sufficient delegated authority to effectively represent their organisation and to make decisions on their organisation's behalf.** The role and responsibilities of members are set out in the STSCB Induction Handbook.
- 4.3 There is a presumption in the national guidance (Working Together to Safeguard Children 2015) that LSCBs will be chaired by someone independent of the agencies and bodies represented on the Board. This is to support the Board in 'speaking' with an independent voice when carrying out its role of holding agencies to account for local services and systems designed to safeguard and promote the welfare of children. An Independent Chair is appointed to chair the STSCB.

Working Together 2015 states that it is the responsibility of the Chief Executive to appoint or remove the LSCB Chair, with agreement of a panel including LSCB partners and lay members. The Chief Executive, drawing on the LSCB partners and, where appropriate, the lead member will hold the Chair to account for the effective working of the LSCB. The Chair must publish an annual report on the effectiveness of child safety and promoting the welfare of children in the local area.

- 4.3 The Independent Chair should be of sufficient standing and expertise to command the respect and support of partner agencies. The chair should act objectively and distinguish their role on STSCB from any day to day role.
- 4.4 The Independent Chair should work closely with partners and particularly the Director of Children's Services (DCS). The DCS has the responsibility within the local area, under section 18 of the Children Act 2004, for improving the

outcomes for children, Local Authority Social Care functions and local cooperation arrangements within children's services.

- 4.5 The Independent Chair will have an annual appraisal conducted by the Chief Executive.
- 4.6 It is unrealistic however, to expect the DCS and the Chair of the Board to undertake all the necessary tasks that are required and it is therefore necessary to delegate tasks to individuals or groups. Please see [Appendix 5](#) for the Scheme of Delegation.
- 4.5 The Council's Lead Member for Children will attend meetings of STSCB as a participant observer.
- 4.7 The following will also attend meetings of the Local Safeguarding Children Board in an advisory capacity:
 - South Tyneside Safeguarding Children Board Business Manager
 - Safeguarding Manager / Local Authority Designated Officer (LADO)
 - A member of South Tyneside's Legal Services nominated as the Board's legal advisor

Where appropriate STSCB will draw on the expertise and advice from front line professionals from all the relevant sectors. This includes the designated doctor and nurse, the Director of Public Health and the voluntary and community sector.

- 4.8 Agency representation at meetings will be included in the STSCB Annual Report. Members of the Board are expected to attend in person however in exceptional circumstances can send a suitable substitute.

5. Multi-Agency Representation

- 5.1 All agencies should recognise the importance of securing effective cooperation by appointing senior officers as STSCB representatives.
- 5.2 Working Together to Safeguard Children 2015 sets out the representation required on an LSCB. Where possible, agencies should designate particular, named people as their LSCB members so that there is consistency and continuity. It is crucial that meetings are truly multi agency and non-attendance is not acceptable therefore partners are required to have a substitute who can attend should they be unable to.
- 5.3 Members should be people with a strategic role in relation to safeguarding and must be able to:
 - Speak for their organisation with authority
 - Commit their organisation on policy and practice matters
 - Hold their organisation to account
 - Agree allocation of resources

- 5.4 A person specification, drawn up by STSCB to assist agencies in securing appropriate representation, is included in [Appendix 2](#).
- 5.5 Each representative agency member will be required to provide information to their own Management Board (or equivalent) on a regular and consistent basis, to ensure that the link between the agency and STSCB and the agency's commitment to the Board, is recognised and understood at the highest level.

6. Accountability

- 6.1 The agencies listed in [Appendix 1](#) are jointly responsible for the work of the STSCB.
- 6.2 STSCB members are accountable to STSCB via their accountability to the agencies they represent.
- 6.3 Each constituent agency should contribute to the development and ownership of the policies, procedures and actions of STSCB
- 6.4 STSCB is scrutinised and challenged in several ways, including:
 - An Annual STSCB Report submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board as well as being presented to the Children and Families Board and shared with STSCB by the Independent Chair of STSCB. The main aim of the Annual Report is to provide a clear, candid commentary on local safeguarding arrangements.
 - An Annual Business Plan presented to the Children and Families and Health and Wellbeing Boards and shared with STSCB partners by the Independent Chair.
 - STSCB reports bi-annually to the People's Select Committee of South Tyneside Council where elected members have the opportunity to provide both scrutiny and challenge around the effectiveness of the Board's activities.
 - Regular updates at the Safeguarding and Education Panel.

7. Responsibilities

- 7.1 The specific responsibilities of STSCB, including those laid out in Chapter 3 of Working Together to Safeguard Children 2015, and the LSCB Regulations 2006 are:
 - To audit and evaluate how well services work together to protect children, for example through wider case audits;

- To put in place objectives and performance indicators for safeguarding children;
- To encourage and help develop effective working relationships between different services and professional groups, based on trust and mutual understanding;
- To ensure that there is a level of understanding and agreement across agencies about operational definitions and thresholds for intervention;
- To improve local ways of working in the light of knowledge gained through national and local experience and research, and to make sure that any lessons learnt are shared, understood and acted upon;
- To undertake Serious Case Reviews (SCRs) where a child has died or – in certain circumstances – been seriously harmed, and abuse or neglect are confirmed or suspected. To make sure that any lessons from the case are understood and acted upon;
- To put structures in places to meet the requirements of Working Together 2015 regarding child deaths;

7.2 It is also the responsibility of STSCB to audit the effectiveness of arrangements made by Board partners within their own agency to safeguard children on the following:

- senior management commitment to the importance of safeguarding and promoting children's welfare
- whether a clear statement of the agency's responsibilities towards children is available to all staff
- whether clear lines of accountability exist within the organisation for work on safeguarding and promoting the welfare of children
- whether service development takes account of the need to safeguard and promote the welfare of children from the views of children and families
- provision of staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families
- Safe recruitment
- Effective inter-agency working to safeguard and promote the welfare of children
- Information sharing
- Monitoring and inspection of arrangements to safeguard and promote the welfare of children
- To communicate clearly to individual services and professional groups their shared responsibility for protecting children, and to explain how each can contribute
- To help improve the quality of child protection work and of inter-agency working through specifying needs for inter-agency training and development, and ensuring that training is delivered
- To raise awareness within the wider community of the need to safeguard children and promote their welfare and to explain how the wider community can contribute to these objectives

- 7.3 It will be the responsibility of partner agencies to undertake an annual self assessment of safeguarding in line with Section 11 of the Children Act 2004.
- 7.4 STSCB will have responsibility for the undertaking of SCRs as defined in Working Together to Safeguard Children 2015.
- 7.5 STSCB will have responsibility for the reviewing of all child deaths within the local area, in line with Working Together to Safeguard Children 2015.
- 7.6 STSCB will have responsibility to ensure that the criteria within the Ofsted framework in relation to the effectiveness of the Board are met.
- 7.7 It should be noted that, when victims of domestic homicide are aged between 16 and 18, there are separate requirements in statutory guidance for both a child Serious Case Review and a Domestic Homicide Review. Consideration should be given to how the child Serious Case Review and Domestic Homicide Review can be managed in parallel in the most effective manner possible so that organisations and professionals can learn from the case – for example, considering whether some aspects of the reviews can be commissioned jointly so as to reduce duplication of work for the organisations involved.

8. STSCB Operational Arrangements

- 8.1 STSCB will be chaired by an Independent Chair, appointed by STSCB members.
- 8.2 STSCB will annually elect a Vice Chair who will assume the role of Chair in the absence of the Chairperson.
- 8.3 Any issues which do require decisions by the Chair between meetings and which do not, in the opinion of the Chair, require a special meeting to be convened shall be decided by the Chair and such decisions will be recorded and submitted for ratification to the next meeting of the Board. In the absence of the Chair such decisions will be made by the Vice Chair.
- 8.4 Board members will have the delegated responsibility and authority from their agencies to make decisions in the following areas:
 - STSCB policy;
 - Child Protection Procedures;
 - Commitment of agencies' staff and time;
 - Commitment to Serious Case Reviews;
 - Deployment of the current STSCB budget.

Please see [Appendix 5](#) for the Scheme of Delegation

- 8.5 STSCB will meet on a quarterly cycle.
- 8.6 Extra-ordinary meetings:

- The Chair may call an extra-ordinary meeting at any time;
 - A STSCB member may call an extraordinary meeting by submitting to the Chair a written request which is supported by the written agreement of two voting members;
 - Such extraordinary meetings will normally be held within 28 days of the request being received by the chair.
- 8.7 STSCB will wherever possible, seek consensus on business matters under consideration at its meetings. In the event of a vote all members of the board will be entitled to vote. In the case of equal number of votes the Chair of the meeting will have second or casting vote.
- 8.8 Officers and advisors are not voting members.
- 8.9 Meetings will be considered quorate if representatives from at least three agencies attend. If a meeting is not quorate, any decisions taken must be ratified at the next meeting.
- 8.10 Expert professional advice will be sought by the STSCB as and when required.
- 8.11 STSCB will hold an Annual Business Planning Event to determine the future priorities of the Board.
- 8.12 STSCB will provide a coordinated response to media enquiries on behalf of the partner agencies in relation to SCRs.
- 8.13 Papers for all STSCB and subgroup meetings will be distributed to all members **at least seven days** in advance of the meeting.
- 8.14 All STSCB and sub group meetings will be minuted by a Business Support Officer and minutes (and follow-on papers where applicable) will be distributed within **fourteen** days of the meeting.

Any STSCB member wishing to submit an item for the agenda of STSCB should share this with either the Independent Chair of STSCB or the Business Manager, at least 2 weeks in advance of the Executive Board meeting.

9. The Management Group and Sub Groups

- 9.1 Management Group: Responsible for ensuring the delivery of the STSCB's statutory functions; monitoring the finances of the STSCB; overseeing the strategic direction of the STSCB and overseeing and coordinating the work of the sub groups.
- 9.2 In order for the Executive Board to fulfil the range of roles and statutory functions a number of sub groups are in place to focus on key priorities of the Business Plan. Due to the common themes between the STSCB and the

Safeguarding Adults Board (SAB) some of the sub groups have merged into joint sub groups. The two sub groups are the Joint LSCB/SAB Sexual Exploitation Strategic Group and the Joint LSCB/SAB Workforce Development and Training Sub Group.

- **Child Death Review Sub Group:** Responsible for reviewing all deaths of children aged 0–18 years to identify patterns and trends and consider how such deaths might be prevented in the future.
- **Learning and Improvement Sub Group:** Responsible for the local learning and improvement framework, monitoring multi-agency audit programmes and contribute to the cycle of continuous improvement. This group will also initiate a Serious Case Review panel when required.
- **Joint LSCB/SAB Workforce Development and Training Sub Group:** Responsible for the planning, implementation, commissioning and evaluation of the multi-agency training programme across the STSCB and SAB.
- **Performance, Management and Evaluation Sub Group:** Responsible for establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi-agency basis.
- **Policy and Procedures Sub Group:** Responsible for the development of policies and procedures for safeguarding and promoting the welfare of children. The policies and procedures are now held and updated by Tri.x and local procedures are agreed via a virtual group.
- **Joint LSCB/SAB Sexual Exploitation Strategic Group:** Responsible for the oversight of sexual exploitation of children, young people and vulnerable adults. The group will monitor the operational progress of the South Tyneside Missing, Sexually Exploited and Trafficked (MSET) Sub Group to ensure the work is aligned.
- **Missing Sexually Exploited and Trafficked (MSET) Sub Group:** Responsible for ensuring the effectiveness of multi-agency working to safeguard and promote the welfare of those children and young people who have been identified as medium/high risk on the Child Sexual Exploitation Framework for Screening, Assessment, Safeguarding and Disruption, and Review. Providing advice, learning, and signposting to additional support to those frontline workers responsible for medium/high risk young person.

9.3 The Terms of Reference for each subgroup are included at [Appendix 3](#).

9.4 Nomination of Chairs. The Chair and Vice Chair of a sub group shall be nominated and considered by the Management Group. The chair of each of the sub groups shall be a member of the Management Group and shall report on the business of the sub group at each meeting of the Management Group.

- 9.5 Chairs and members of sub groups are required to commit for a minimum of 12 months.¹
- 9.6 Members of sub groups are responsible for updating their organisation in respect of STSCB activities/decisions and work progressed from the relevant sub groups. Attendance at these subgroups will be included in the STSCB's Annual Report. If members are unable to attend, an appropriate substitute should be sent in their place.
- 9.7 Sub groups will change over time in order to address the emerging priorities of the Board. All constituent agencies agree that STSCB shall be permitted to have a voice that is independent of its member agencies in relation to the implementation, delivery, quality and effectiveness of Child Protection measures in South Tyneside.
- 9.8 No business shall take place within sub groups unless 4 members are present. This should include either the Chair or Vice Chair and 3 representatives from 3 different agencies (different directorates within the Local Authority are to be counted as separate agencies).
- 9.9 Chairs from each sub group are responsible for writing and presenting reports into the Management Group, which highlights the progress made and areas of challenge which the Management can advise or assist with.
- 9.10 Where concern arises about non-compliance by an agency with this Constitution or with the Board's policies and procedures, this will in the first instance be referred to the Chair, who will investigate and attempt to reach a satisfactory conclusion through discussion involving the relevant agencies. If this cannot be achieved, the matter will be referred to the relevant agency Senior Managers and can be further referred to the relevant Inspectorate and Government Department.

10. Conduct

- 10.1 If at any time a Board member has a personal interest in any matter being considered by the Board he/she shall declare the existence and nature of that interest to his/her agency and to the Chair of the Board. Declarations of interest will be recorded.
- 10.2 Where an interest is potentially prejudicial, steps will be taken to ensure the individual concerned has no involvement in decision making in relation to the matter in question.
- 10.3 STSCB and sub group members shall keep confidential any information obtained as a result of their involvement in the activities of the Board save to the extent that disclosure is necessary in order to discharge the safeguarding functions of the Board as set out in *Working Together to Safeguard Children 2015*.

¹ Circumstances that may arise where commitment cannot be fulfilled – a discussion should take place as soon as possible with the Business Manager so that arrangements can be made to replace from the said organisation.

11. Funding and Financial Arrangements

- 11.1 As identified in Working Together 2015 all members of STSCB have an obligation to provide STSCB with reliable resources, including finance that enables the STSCB to be strong and effective.
- 11.2 Members should share the financial responsibility for STSCB in such a way that a disproportionate burden does not fall on a small number of partner organisations.
- 11.3 Partners will contribute annually, to an agreed level, the funding required to accomplish the business of STSCB. The board's financial year will run from 1st April to 31 March in each year.
- 11.4 STSCB must have an annual budget. Such a budget should reflect the cost of developing and publishing multi-agency procedures, providing free training on a multi agency basis and other functions of STSCB.
- 11.5 The level of funding of each partner organisation should be agreed no later than January preceding the financial year in question.
- 11.6 The STSCB budget will be managed by the Business Manager of STSCB on behalf of the partnership.
- 11.7 Midyear and end of year financial reports will be provided to STSCB and additional reports will be provided when requested.

12. Safeguarding Procedures

- 12.1 STSCB, working in a sub-regional partnership Gateshead, Sunderland and Tri-x, will produce multi agency safeguarding guidance in line with that contained within Working Together 2015. The procedures will be reviewed on a regular basis by the STSCB Policy and Procedures sub group. These procedures are available at www.stscb.org.uk.

13. Complaints Procedure

- 13.1 STSCB operates a complaints procedure aimed at resolving the issues related to services provided under STSCB's authority. This procedure is included at [Appendix 4](#).

14. Annual Review of the Governance Arrangements and Memorandum of Understanding

- 14.1 This document will be reviewed on an annual basis at the first meeting of each new calendar year. Amendments to the document can be made at any other time with the agreement of all members of STSCB. Suggested amendments to the document should be proposed as agenda items at STSCB Executive Board meetings.

- 14.2 Constituent members, as set out in [Appendix 1](#) will make a signed commitment to the contents of the Constitution.
- 14.3 Requests for new membership of STSCB by organisations will be considered by STSCB at any Executive business meeting. If the request is accepted by STSCB, the organisation will be notified and asked to nominate their representative, based on the specification included at [Appendix 1](#). If the nominated person meets the person specification, they will receive a full induction from the STSCB Business Manager.

Appendix 1 – ROLES AND RESPONSIBILITIES

1. Chair of STSCB

1.1 To ensure the board safeguards and promotes the safety and welfare of children and young people in South Tyneside:

- To meet with the Chief Executive and report on progress
- To ensure that all organisations participate to effectively co-ordinate and promote safeguarding
- To agree the contents of the STSCB agenda and chair both General and Extra-Ordinary Board meetings
- To ensure meetings are conducted efficiently in order to manage the business of the Board in an effective manner
- To represent STSCB at the Children and Families Board and other appropriate settings
- When appropriate, challenge and hold the Board and agencies to account
- To be the STSCB spokesperson for media requests for information, when agreed
- Publish the STSCB annual report
- Appropriate delegation of responsibilities in circumstances where this is required

1.2 The Chair should have:

- Significant experience and knowledge of safeguarding
- Excellent leadership skills
- A proven ability to chair complex multi-agency strategic meetings
- The ability to resolve issues through negotiation
- Significant knowledge and understanding of local and national safeguarding agendas
- An understanding of complex cases and Serious Case Reviews

2. STSCB Members

Contribute fully and effectively to the work of the STSCB.

- 2.1 Contribute to developing and maintaining strong and effective inter-agency safeguarding procedures and protocols.
- 2.2 Ensure that any necessary recommendations are made regarding the adequate resourcing of safeguarding services.
- 2.3 Provide STSCB with specified management information about the level of safeguarding work, type and trends.
- 2.4 Abide by the Governance and Memorandum of the STSCB.

3. Accountabilities

- 3.1 To attend all meetings of the STSCB and when unable to do so, send apologies in advance and supply an appropriate deputy. Agencies must ensure 100% attendance. Deputisation should not occur for more than 25% of scheduled meetings.
- 3.2 To ensure agency resourcing and contribution to resourcing is adequate and appropriate.
- 3.3 To ensure that they have the appropriate level of delegated authority from their agency to enable them to conduct the business of the Board.
- 3.4 To ensure decisions with regard to safeguarding made by the Board are enacted within own agency.
- 3.5 To ensure strategic agency issues are brought to the attention of the Board.
- 3.6 To field appropriate agency representatives to work on the STSCB sub groups.
- 3.7 To maintain a clear focus on the safeguarding needs of children.
- 3.8 To appreciate the roles and responsibilities of member agencies in protecting children.
- 3.9 To maintain proactive engagement in the work of the STSCB.
- 3.10 To recognise the implications of and key issues involved in multi-agency working.
- 3.11 To represent their agency from a strategic standpoint.

4. Decision Making Authority

- 4.1 To respect and adhere to the decision making requirements as set out in the STSCB constitution.
- 4.2 To ensure that they have the appropriate level of delegated authority from their agency to enable them to conduct the business of the Board. Members must hold senior management positions within their organisation and be able to commit their agencies to joint working.

5. Relationships

- 5.1 Promote and enhance effective working relationships with:
 - Own agency
 - STSCB as a corporate body
 - Agency representatives on the other STSCB sub groups

6. Specific Responsibilities

- 6.1 To prepare for meetings by reading minutes and associated papers.
- 6.2 to feedback relevant STSCB information into their organisation.
- 6.3 To have actioned any areas agreed at the previous meeting.
- 6.4 To discuss issues relevant to STSCB business, within the agency and be prepared to contribute from the agency standpoint.
- 6.5 To be willing to offer a representative view from their area of work and/or organisation to discussions.
- 6.6 To establish a process for the way decisions taken at the STSCB are fed into their agency/organisation ensuring that processes are in place for implementation.
- 6.7 To provide information within the agency, increase awareness of the role and responsibilities of STSCB and ensure the agency adheres to these.
- 6.8 To ensure that their agency has a strategy in place to disseminate and deliver STSCB guidance and the learning from Serious Case Reviews.
- 6.9 To provide agency specific information to STSCB as required by producing or ensuring the production of reports to/from agency/organisation as appropriate (e.g. report of monitoring of standard of safeguarding within agency).
- 6.10 To meet deadlines as agreed by STSCB.

- 6.11 To accept shared responsibility for the satisfactory completion of the STSCB Business Plan by undertaking tasks as appropriate, including participation in sub groups (or fielding of staff to participate in sub groups where relevant).
- 6.12 To ensure agency resources are made available for Serious Case Reviews and multi agency audits as required.
- 6.13 To take back into their agency/organisation policy issues and developments. Ensure that processes are in place for implementation.
- 6.14 To contribute to the development of policy, on behalf of their agency/organisation (therefore members are required to be familiar with the 'position' their agency/organisation holds on issues).
- 6.15 To establish an effective system(s) for being briefed by their agency or liaison within their profession about views on safeguarding matters.
- 6.16 To contribute to the annual report.
- 6.17 To review the membership of STSCB and ensure that it is both representative and effective.
- 6.18 To respect confidentiality of sensitive information provided by partner organisations of STSCB.
- 6.19 To agree any response to media enquiries with the Chair of STSCB and partner organisation as appropriate.

7. Lay Members

7.1 Roles and Responsibilities of Lay Members

- To make every effort to attend all Board meetings
- To participate fully in the work of the Board
- To be prepared to be part of sub groups and working groups established by the Board where appropriate
- To take responsibility for ensuring that any actions which they have agreed to undertake on behalf of the Board are promptly and effectively carried out
- To respect the confidentiality of all information provided to them in the course of their role as a Board member in accordance with the confidentiality statement below
- To cooperate with any appraisal of their appointment and performance that may be undertaken by the Board from time to time
- To comply with any policies agreed by the Board regarding interaction with the written and spoken media

8. Friends Against Bullies (FAB) Junior Local Safeguarding Children Board (Junior LSCB)

8.1 Roles and Responsibilities of the Junior LSCB (Cool Kids Crew)

- To act as an advisory group of young people who feed into STSCB
- To highlight safeguarding issues that matter to them as young people such as bullying, E-Safety, Mental health and emotional wellbeing to ensure they are included within the STSCB Business Plan
- To provide feedback on new safeguarding policies and strategies
- To assist in the design of literature used by STSCB to ensure that it is appealing to young people are being considered by STSCB
- To take an active role in the STSCB annual planning event

Full Membership of STSCB

<u>Agency</u>	<u>Designation</u>
Barnardo's	Assistant Director Children's Services
CAFCASS	Service Manager
Community Rehabilitation Company	Head of Offender Management
Independent	Independent Chair
	2 Lay Members
National Probation Service	Head of Offender Management
NHS England	Assistant Director of Nursing - Quality and Safety
Northumberland, Tyne & Wear NHS Trusts	Group Nurse Director, Planned Care Group
Northumbria Police	Detective Chief Inspector
Primary Schools	Head Teacher Marine Park Primary School
Secondary Schools	Service Manager Special Educational Needs and Inclusion
South Tyneside Clinical Commissioning Group	Head of Safeguarding
	Director of Nursing Quality and Safety
South Tyneside College	Head of School
South Tyneside Council, Community Safety	Area Crime and Justice Coordinator
South Tyneside Council, Children, Adults and Families	Corporate Director Children's Services
	Head of Children and Families Social Care
	Lead Member for Children's Services
South Tyneside Council, Education, Learning and Skills	Head of Early Help, Learning and Inclusion
	Service Manager 11-19 (Including: Early Help Service, Troubled Families Programme, Matrix Young People's Drug & alcohol Service and Youth Justice Service)
South Tyneside Council, Public Health	Director of Public Health
South Tyneside Homes	Financial Wellbeing Manager
South Tyneside NHS Foundation Trust	Designated Doctor/ Consultant Paediatrician
Advisers to Safeguarding Children Board	Safeguarding Manager
	STSCB Business Manager
	Solicitor, Legal Services

9. STSCB member organisations can expect:

- 9.1 Effective communication to and from the Board.
- 9.2 Regular updates in relation to local, national and legislative developments and changes.
- 9.3 Regularly updated safeguarding procedures.
- 9.4 Appropriate advice, support and guidance from staff with sufficient experience in safeguarding matters to assist member organisations in effective decision-making.
- 9.5 Co-ordination and opportunities to share resources, e.g. training to ensure effective deployment of resources across agencies.
- 9.6 Access to training and development provided by STSCB based on clear analysis of need and agreed strategy.
- 9.7 Guidance and support to assist member organisations in effectively measuring performance and practice against agreed procedures.
- 9.8 To have an opportunity to feed concerns into the Board about safeguarding matters and to expect an appropriate and timely response.
- 9.9 To have the opportunity for the organisation to be represented in the work of the Board and its constituent sub-groups.
- 9.10 To be advised by the Chair of the Board if the member organisation is not performing effectively in safeguarding and promoting the welfare of children in order to agree appropriate actions.
- 9.11 STSCB to be aligned to the Ofsted Framework of the effectiveness of LSCBs.

Appendix 2 – STSCB MEMBER PERSON SPECIFICATION 2015

In order for STSCB to effectively carry out its duties under Working Together to Safeguard Children 2015, agency representatives should be consistent with section 5 of this Constitution and Working Together to Safeguard Children 2015.

We require that:

- As far as possible, organisations should designate particular, named people as their representative on STSCB, so that there is consistency and continuity in the membership of STSCB.
- Members should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisations.
- Members provide regular feedback into the organisation regarding STSCB matters.

Working Together to Safeguard Children 2015 states that LSCB members should be able to:

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

In addition to this, the South Tyneside Safeguarding Children Board requires that all members meet the following criteria:

Accountability

To be able to provide statutory interagency leadership and governance at a strategic, operational and promotional level.

Organisational

- Members need to be able to represent their entire agency and not just the part they may have direct managerial control over or for which they have clinical responsibility.
- Members should be of sufficient seniority to ensure that appropriate resources are provided for child protection work in their agencies.
- Members should be in a position to ensure implementation within their own agencies of policies and priorities agreed by the South Tyneside Safeguarding Children Board.
- Members need to have the ability to influence the priority and policy setting of their own agencies.
- Members need to be able to commit their time and appropriate agency resources to the work of STSCB.

Professional

Members need to have sufficient knowledge and experience of child protection issues within their agency.

Members need to have sufficient knowledge of the main functions of partner STSCB agencies.

- Members need to have sufficient knowledge of appropriate legislation and statutory guidance (in particular Working Together to Safeguard Children 2015)
- Members need sufficient clarity about the role they fulfil as STSCB members.
- Members should have sufficient knowledge and experience of committee work to enable them to successfully contribute to the work of the South Tyneside Safeguarding Children Board.

Appendix 3 – TERMS OF REFERENCE

Management Group:

Responsible for ensuring the delivery of the STSCB's statutory functions; monitoring the finances of the STSCB; overseeing the strategic direction of the STSCB and overseeing and coordinating the work of the sub groups.

Child Death Review Sub Group:

Responsible for reviewing all deaths of children aged 0-18 years to identify patterns and trends and consider how such deaths might be prevented in the future. This sub group is also responsible for ensuring the South of Tyne and Wear side procedures are implemented following the death of a child for whom South Tyneside was the normal place of residence.

Learning and Improvement Sub Group:

Responsible for the local learning and improvement framework, monitoring multi-agency audit programmes and contributing to the cycle of continuous improvement. This group will also initiate a Serious Case Review panel when required.

Joint LSCB/SAB Workforce Development and Training Sub Group:

Responsible for the planning, implementation, commissioning and evaluation of the multi-agency training programme across the STSCB and SAB.

Performance, Management and Evaluation Sub Group:

Responsible for establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi-agency basis.

Policy and Procedures Sub Group:

Responsible for the development of policies and procedures for safeguarding and promoting the welfare of children in South Tyneside. The procedures are now held and updated by Tri.x with local amendments being agreed via a virtual group.

Joint LSCB/SAB Sexual Exploitation Strategic Group:

Responsible for the oversight of sexual exploitation of children, young people and vulnerable adults. The group will monitor the operational progress of the South Tyneside Missing, Sexually Exploited and Trafficked (MSET) Sub Group to ensure the work is aligned.

Missing Sexually Exploited and Trafficked (MSET) Sub Group:

Ensuring the effectiveness of multi-agency working to safeguard and promote the welfare of those children and young people who have been identified as medium/high risk on the Child Sexual Exploitation Framework for Screening, Assessment,

Safeguarding and Disruption, and Review. Providing advice, learning, and signposting to additional support to those frontline workers responsible for medium/high risk young person.

Appendix 4 – COMPLAINTS PROCEDURE

- 1.1 An individual or organisation may wish to complain if they believe the South Tyneside Safeguarding Children Board is not fulfilling its obligations under the Children Act 2004, for example ensuring training is provided, development of appropriate procedures etc.
- 1.2 Complaints that relate to individual agencies of STSCB should be raised with that agency using their existing complaints procedure.
- 1.3 Complaints that relate to any decision or action taken by the partnership should be addressed to the Independent Chair through the organisational representative on STSCB. Discussion will then take place between the Independent Chair and the person making the complaint.

This Memorandum of Understanding is made between STSCB and each partner agency to ensure;

- Accountability for delivering the function of STSCB;
- Mandatory attendance at meetings by nominated member or deputies;
- Explicit agreement of agreed performance management arrangements;
- Explicit agreement to contribution of other local and national monitoring arrangements.

Appendix 5 – Scheme of Delegation

South Tyneside Safeguarding Children Board Scheme of Delegation

Accountability

- Within Working Together(2015) it states it is the responsibility of the Chief Executive to appoint or remove the STSCB Chair, with the agreement of the a panel including STSCB partners and lay members. The Chief Executive, drawing on STSCB partners and where appropriate, the Lead Member will hold the Chair to account for the effective working of STSCB. The STSCB Chair should work closely with all STSCB partners and particularly with the Director of Children’s Services (DCS).The DCS has the responsibility within the local authority, under section 18 of the Children Act 2004, for improving outcomes for children, local authority children’s social care functions and local co-operation arrangements for children’s services. Inherent in this is a clear responsibility to ensure appropriate measures are taken to ensure that children and young people are adequately safeguarded.
- It is unrealistic however to expect the DCS and the Chair of the Board to undertake all the necessary tasks that are required and it is therefore necessary to delegate tasks to individuals or groups of people.

Relationship of the Board with South Tyneside Safeguarding Children Board

- Local Safeguarding Children Boards are Statutory Bodies however they are not a legal entity who can enter into financial arrangements and for this reason South Tyneside Council acts as the host contracting authority and body through which all financial or legal transactions are carried out. Any contracts or financial transactions carried out on behalf of the Board must therefore be undertaken by an employee of South Tyneside Council on behalf of the Board.
- All financial transactions are therefore underwritten by South Tyneside Council however the Board has a responsibility to ensure that South Tyneside’s LSCB secures adequate funds to manage the service. Transparency of financial transactions on behalf of the Board will be assured through the reporting of the financial position of the Board midyear and at the end of the year.

Agreement

- The following, which is not an exhaustive list, gives an overview of who has been given delegated authority to make decisions and undertake actions on behalf of the STSCB for areas currently identified. All actions must be recorded and dated
- The scheme will be reviewed at least bi-annually to ensure it is still fit for purpose and that Board Members are confident that it still provides transparency and accountability of decisions made.
- Where additional decision areas are identified by Board Members or staff, they will be shared with the full Board for consideration of inclusion within the Scheme of Delegation. Following confirmation from the Board that the decision area should be included it will then be added.

South Tyneside LSCB Scheme of Delegation 2016/17

Decision Area	Chief Executive	LA DCS	STSCB Chair	STSCB Vice Chair	Management Group Chair	Full Board	STSCB Manager	Sub Group Chair	Other	Comments
Appoint STSCB Chair	✓	✓								
Appoint STSCB Vice Chair	✓	✓	✓							
Remove Member from STSCB			✓	✓						
Determine Board Agenda			✓	✓			✓			
Approve Board minutes before circulation			✓	✓			✓			Vice Chair on Chair's absence
Approve STSCB Business Plan						✓				
Approve STSCB Annual Report						✓				
Determine Sub Group Agenda							✓	✓		
Determine Priority Work Areas for Board						✓				

Decision Area	Chief Executive	LA DCS	STSCB Chair	STSCB Vice Chair	Management Group Chair	Full Board	STSCB Manager	Sub Group Chair	Other	Comments
Disseminate STSCB key messages						✓				Briefings and newsletters to be produced by BM
Request Sub Groups to undertake specific task			✓		✓					
Freedom of Information Request Responses							✓			Consult with members, Chair, Vice Chair, DCS, where relevant
Notify Ofsted/DfE of incidents							✓			Consult with relevant others
Decide criteria met or not met for a Serious Case Review			✓							Following recommendation from SCR sub
Approve SCR Final documents						✓				
Approve new or amended procedures									✓	P & P sub group. STSCB to be informed of new procedure
Investigate LSCB Complaints	✓	✓	✓							As per procedures. Complaints re Chair will Chief Executive nominate and authorise
Respond as Responsible Body re Licensing Applications							✓			Where appropriate members to give views on reviews

Decision Area	Chief Executive	LA DCS	STSCB Chair	STSCB Vice Chair	Management Group Chair	Full Board	STSCB Manager	Sub Group Chair	Other	Comments
Annual Appraisal of Chair	✓	✓				✓				Members given opportunity to participate
Management Support to Chair							✓			
Represent STSCB at Licensing Appeals							✓			
Represent STSCB at other forums						✓				
Agree level of funding contribution to the STSCB						✓*				*In association with their agency
Agree charging policy for training						✓				
Ensure multi agency training courses are quality assured before delivery								✓		With Training sub group
Determine Training Programme							✓			