

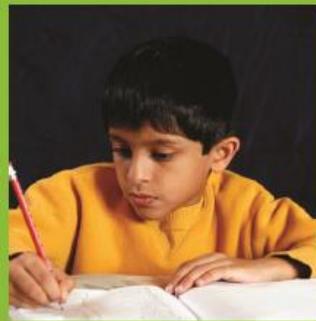


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Safeguarding Children Board

Constitution

September 2018



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STOKE-ON-TRENT

SAFEGUARDING CHILDREN BOARD

(SCB)

CONSTITUTION

Partnership Relationships

Roles and

Responsibilities

Ratified by the SCB

Next review date: April 2019

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SCB CHAIR INTRODUCTION TO THE SOT SCB CONSTITUTION

Dear Colleague,

This Constitution clarifies the governance arrangements for Stoke-on-Trent Safeguarding Children Board (SCB), and sets out the accountability and responsibilities of partner agencies in discharging their duties in respect of membership of the SCB.

This document is designed to assist members in interpreting their role in and contribution to the SCB, so that we can achieve our objective of securing effective multi-agency arrangements to safeguard and promote the welfare of children living in Stoke-on-Trent.

Members of the Board are asked to be pro-active by taking information back to their organisations as well as bringing information to the attention of the partnership; and by actively participating in the work of the Board and the Board meetings themselves. We would also ask you to ensure that your staff are involved in the important work of our sub committees and are provided with an opportunity to seek views and feedback the information and learning from them.

It is really important that these governance arrangements are proactively embedded; retained by your agency and passed to your successor should you step down from your current role.

The SCB Constitution will be reviewed as part of the annual reporting and business planning cycle to reflect any local strategic partnership developments and new structural arrangements.

John Wood
Independent Chair
Stoke-on-Trent Safeguarding Children Board
March 2018

Introduction

The purpose of this document is to set out how the Stoke-on-Trent Safeguarding Children Board operates, how decisions are made, and to detail what multi-agency arrangements are in place to help ensure that individual agencies effectively safeguard and promote the welfare of children¹ in Stoke-on-Trent.

This SCB Constitution will also detail the arrangements by which Board partners will undertake their roles and responsibilities, as identified within legislation and guidance.

Legislative Framework

Currently the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) made up of representatives from the agencies and bodies which have regular contact with children, or have responsibility for services to them in the local area. The statutory agencies which are required to cooperate in the establishment and operation of the LSCB are set out in section 13(3) of the Children Act 2004. Sections 13 to 16 of the Children Act 2004 set out the statutory framework for the LSCB.

The SCB is therefore established under Section 13 of the Children Act 2004 by Stoke-on-Trent City Council as the children's services authority for this area. Detailed guidance issued under section 7 of the Local Authority Social Services Act 1970, is contained within Working Together to Safeguard Children 2015, Appendix B. Stoke-on-Trent Safeguarding Children Board (hereafter referred to as the SCB or the Board) became operational on 1st April 2006. At the time of producing this document, the existing SCB arrangements are subject of a national review. Revised legislation is expected to be in place by the end of autumn 2019.

For the purpose of this document, **safeguarding and promoting the welfare of children and child protection is defined in Working Together to Safeguard Children 2018 Appendix A: Glossary as:**

- Protecting children from maltreatment
- Preventing the impairment of health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

Child protection - Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

Purpose

The SCB is the key statutory mechanism that brings together representatives of each of the main agencies and professionals responsible for promoting the welfare and safety of children.

¹ In accordance with the 1989 and 2004 Children Acts and key statutory guidance, a child is anyone that has not yet reached their 18th birthday. The reference to children within this document will therefore encompass all children and young people up to the age of 18 years. See Working Together, 2018, Appendix A: Glossary.

It is a multi-agency forum for agreeing how the different services and professional groups need to co-operate to safeguard children throughout Stoke-on-Trent and for making sure that arrangements work effectively to promote better outcomes for children.

Strategic Relationships

The SCB will be a formal consultee on the development and any review of the Stoke-on-Trent Children, Young People and Families' Plan which relates to the provision and commissioning of services for children. SCB activity will be informed by strategic objectives as well as other national and locally agreed SCB safeguarding children priorities.

The Independent Chair of the SCB will be a member of Stoke-on-Trent Children, Young People and Families Strategic Partnership (CYPFSP). The Chair will report on the SCB's achievements to the CYPFSP and will challenge the CYPFSP on how it is fulfilling its safeguarding children responsibilities on behalf of the SCB. The Chair will also attend and report to the Stoke-on-Trent Health and Wellbeing Board (HWB) as and when required.

There is a statutory requirement for the SCB to publish an annual report on the effectiveness of local safeguarding arrangements. This report will be submitted to the City Director, Leader of the Council, to the local Police and Crime Commissioner, the HWB the CYPFSP and with members of Stoke-on-Trent City Council's Overview and Scrutiny Committee for consideration, scrutiny and challenge. In addition, the report will be published on the SCB website.

A protocol has been developed between Stoke-on-Trent Children, Young People and Families Strategic Partnership; Stoke-on-Trent's Health and Wellbeing Board; and Stoke-on-Trent Safeguarding Children Board to help to develop local synergy, clarity of roles and responsibilities and effective communication between all three strategic partnership forums in respect of promoting the welfare and safety of children.

Governance

The SCB has a clear strategic responsibility to undertake a scrutiny, quality assurance and challenge role in respect of how agencies individually and collectively promote the welfare and safety of children living in Stoke-on-Trent.

The City Director of Stoke-on-Trent City Council is responsible for holding the SCB Independent Chair to account for the effective working of the SCB. The Lead Member is politically accountable for Stoke-on-Trent's Children and Family Services.

The SCB Independent Chair works closely with Stoke-on-Trent City Council's Director of Children and Family Services, who has the statutory responsibility for improving outcomes for children and for delivering high quality children's social care functions. Ofsted independently inspects the effectiveness of the SCB as part of the inspection of local authority functions.

The individual Terms of Reference for each sub committee will outline their business function and will be agreed by the Board.

The Structure of the SCB

The main Board will be supported by an Executive Group and six constituted sub committees. There is a joint Stoke-on-Trent and Staffordshire Child Sexual Abuse Forum (CSAF), a joint Child Death Overview Panel (CDOP) and a multi-agency Domestic Abuse Partnership that reports on progress to the Board. The SCB Structure Chart in **Appendix 1**, (page 23) demonstrates the structure of the Board and also the roles and relationships of the Board within the wider local strategic partnership arrangements.

The SCB Manager is strategically responsible to the SCB Independent Chair and is line managed by the local authority Lead Officer to the Board. The SCB Manager is responsible for providing day to day business support, for monitoring the progress of the sub committees and for the coordination of work to progress the key strategic priorities. There is a Board administrator in place to offer the SCB Manager support.

The SCB Training Officer leads on the delivery of the multi-agency training and is supported by an administrator.

Following ratification of a Service Level Agreement (SLA), evaluation and analysis of the impact and effectiveness of local safeguarding arrangements will be provided by members of the Staffordshire Performance team. This is a joint arrangement with Staffordshire LSCB. Written reports and performance updates will be presented to both the SCB Executive and to the Board for scrutiny, challenge and transparency.

Principles

The following principles will underpin the work of the SCB. The Board will:

- Keep the safeguarding and welfare needs of children at the centre of everything it does;
- Maintain its independence from all agencies and structures (including the CYPFSP, HWB and Stoke-on-Trent City Council) to promote an equal partnership;
- Operate a challenge and assurance function to both partner members and external organisations;
- Involve children, families, carers and frontline practitioners and managers in its work;
- Develop strong working relationships with strategic partners to promote clear roles, responsibilities and governance arrangements;
- Be open and transparent in the work that it undertakes;
- Offer challenge and scrutiny to the safeguarding work of other arenas;
- Be a learning and development Board that seeks continuous improvement.

Objectives of the SCB

The role of the SCB is to primarily safeguard and promote the welfare of children. The core objectives of the SCB are set out in Section 14(1) of the Children Act 2004 and are defined as:

- To coordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children within Stoke-on-Trent; **and**
- To ensure the effectiveness of what is done by each such person or body for that purpose.

The Scope of SCB

The SCB safeguards and promotes the welfare of children across four broad areas of activity which should all take into account the need to promote equality of opportunity and to meet the diverse needs of all children living in our communities.

1. Prepare

- Helps to ensure that children know who they can contact when they have concerns about their own or others' safety and welfare; and
- Helps to ensure that adults know who they can contact if they have a concern about a child or young person.
- Supports the development of an effective local strategy in respect of key national safeguarding children agendas
- Works to increase the understanding of safeguarding children issues in the professional and wider community, promoting the message that *'safeguarding children, promoting their welfare and protecting them from harm is everybody's responsibility'* (*Working Together to Safeguard Children 2018, Introduction*);
- Helps to ensure that organisations working or in contact with children operate safe recruitment and safe workforce practices that take into account the need to safeguard and promote the welfare of children;

2. Prevent:

Specifically to identify and prevent harm and impairment of health or development and ensure that all children are provided with safe and effective care as they are growing up. This would include ensuring the SCB:

- Has mechanisms in place to identify abuse and neglect wherever they may occur;
- Monitors the effectiveness of organisations' implementation of their duties under section 11 of the Children Act 2004;

3. Protect:

- To be proactive and undertake targeted work
- To safeguard and promote the welfare of specific groups of children who are potentially more vulnerable than the general population, for example: children living away from home, children who have run away from home, children in the youth justice system including custody, young carers, disabled children and children affected by gangs;

- Through the development and evaluation of thresholds and procedures for work with children and families where a child has been identified as being 'in need' under the Children Act 1989, but where the child is not suffering or at risk of suffering significant harm.

4. **Pursue:**

To be responsive and undertake work to protect children who are suffering or likely to suffer significant harm (section 47, Children Act 1989), including:

- Children abused and neglected within families, including those harmed, in the context of domestic abuse; as a consequence of the impact of substance / alcohol misuse or parental mental ill health;
- Children abused outside of families by adults known to them; including those in fear of, or subject, to forced marriage, female genital mutilation and honour based violence, intra familial abuse;
- Children abused and neglected by professional carers, within an institutional setting, or anywhere else where children are cared for away from home; missing children;
- Children abused by strangers;
- Children abused by other children;
- Young perpetrators of abuse;
- Youth violence;
- Children abused through sexual exploitation and child trafficking; and
- Young victims of crime.

SCB Functions

The core functions of the Board are set out in the Local Safeguarding Children Board's Regulations 2006. Without prejudice to the generality of the objectives, the Board's functions are to generate more effective arrangements throughout the whole partnership in relation to:

- 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;
- Enabling children to have optimum life chances in entering adulthood successfully, particularly in terms of being healthy and staying safe;

- Ensuring that lessons are learned by sharing best child protection and safeguarding practice generally; and in particular, from episodes including when a child dies, or suffers serious harm when maltreatment is considered to have been a contributory factor; and
- Ensuring that work to protect children from harm is properly co-ordinated and effective is the primary function of the Board.

These functions will be performed by:

- **Participating in the planning of services** for children in the City to help ensure that the safeguarding of children is a primary consideration. This will include contributing to Stoke-on-Trent's strategic arrangements of the Health and Wellbeing Board and the Children, Young People and Families Strategic Partnership;
- Developing **policies and procedures** for safeguarding and promoting the welfare of children including: establishing clear thresholds for access to services - from early intervention through to specialist services, as well as promoting safe recruitment practices, supervision and the investigation of any allegations made against people working with children;
- **Communicating and raising awareness** of wider safeguarding issues with practitioners, children, families and carers and the wider community. This will include, wherever possible, consulting with children and their families or carers to help ensure that their views are taken into account in the planning and delivery of services;
- **Promoting the role of the Child Death Overview Panel (CDOP)** and collecting and analysing information about child deaths. This includes targeted preventative child safety campaigns and ensuring coordinated responses to unexpected child deaths are agreed;
- **Monitoring the effectiveness** of what is done to safeguard and promote the welfare of children through monitoring, evaluation and audit activity and offering advice with regards to making improvements. All relevant Board members must have effective arrangements in place to safeguard and promote the welfare of children in accordance with their duties under section 11 of the Children Act 2004 or section 175 or 157 of the Education Act 2002. These arrangements include organisations having in place and being able to evidence:
 - A culture of listening to children and using their views to shape both their individual support and organisational development;
 - Clear lines of accountability for the commissioning and provision of services designed to safeguard and promote the welfare of children
 - Senior Board level lead and commitment
 - A designated professional lead or named professional for safeguarding
 - Staff supervision, support and training
 - Safer recruitment practices

- Clear policies in line with SCB procedures
- Processes for sharing information with other professionals and the SCB
- Compliance with Local Authority Designated Officer reporting requirements
- Undertaking **Serious Case Reviews** where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected; to learn from incidents and improve local safeguarding children arrangements or practice. This includes participation in multi-agency or single agency learning reviews or audit activity in accordance with the Joint Stoke-on-Trent and Staffordshire SCB Learning and Development Framework;
- Delivering, quality assuring and evaluating the impact of frontline multi-agency **training**;
- Helping to ensure the coordination and implementation of services for children; and
- Helping to ensure that children within Stoke-on-Trent have access to appropriate and understandable information when they have concerns about staying safe.

The effective implementation of the SCBs objectives will contribute to an overall outcome of helping to ensure the well-being and the safety of children

Power and Accountability

Whilst the SCB has a role in coordinating and ensuring the effectiveness of local work to safeguard and promote the welfare of children by individuals and organisations it is not accountable for their operational work. Each SCB partner retains their existing lines of accountability for this area of work within their own services.

SCB Chair

It is the responsibility of the City Director of Stoke-on-Trent City Council) to appoint or remove the SCB Independent Chair with the agreement of a panel of SCB partners. **The SCB Chair will have a further one year tenure**, with the option of renewing after this period. Their consultancy contract will be reviewed according to a performance management criterion on an annual basis.

The SCB Chair will be of sufficient standing and expertise to command the respect and support of all partners and they will act objectively to promote an effective strategic safeguarding 'challenge and assurance' Board which promotes a sense of equal partnership amongst its partner agencies.

The SCB Chair will be accountable to the local authority via the City Director. In the absence of an Independent Chair, the Board will be chaired by the Vice Chair. The SCB Chair will maintain regular contact with Stoke-on-Trent City Council's Director of Children and Family Services, and the SCB Manager and will fulfil their duties in accordance with their agreed SCB Independent Chair Roles and Responsibilities (as detailed in **Appendix 3**, page 26). The SCB Chair will also meet bi-annually with the City Director of Stoke-on-Trent City Council and meet with them as required if there are any issues arising in respect of the Director of Children and Family Services duties and service performance.

A Vice-Chair and Deputy Vice-Chair will be appointed to act on the SCB Chair's behalf in their absence and will be nominated from existing Board members. The deputising positions will be held for two year tenure with the possibility of extending the tenure.

SCB Vice-Chair

The Vice-Chair of the SCB will be the Vice-Chair of the SCB Executive Group and will have two year tenure. If there is more than one nomination then a secret ballot will be conducted at the next available Board meeting. If more than one candidate receives the same number of votes then the SCB Independent Chair will have the casting vote.

SCB Membership

The following organisations are required to cooperate with the local authority in the establishment and operation of the Board and have shared responsibility for the effective discharge of its functions:

- City of Stoke-on-Trent Council (incorporating Early Intervention and Children's Social Care, Learning Services, the Youth Offending Service and Public Health responsibilities)
- CAF/CASS
- Local school representation from a primary, secondary, middle, special school, academy and colleges
- North Staffordshire Combined Healthcare NHS Trust
- NSPCC
- Stoke-on-Trent Clinical Commissioning Groups (CCGs)
- Staffordshire National Probation Service, Midland Division
- Staffordshire and Stoke-on-Trent Partnership NHS Trust
- Staffordshire Police
- University Hospitals of North Midlands NHS Trust

In addition to those members above as stipulated by the Act, the following organisations will also be invited to become members along with any other organisations the Board wishes to invite:

- Staffordshire and West Midlands Community Rehabilitation Company;
- Staffordshire Fire and Rescue Service;
- The Voluntary Sector;
- West Midlands Ambulance Service NHS Trust;

The Local Authority's Lead Member for Children will attend the Board as a participating observer and critical friend. Their role, through their membership of governance bodies, is to hold their organisation and its officers to account for the effective functioning of the Board. The Lead Member will have a particular focus on how Stoke-on-Trent City Council fulfils its responsibilities to safeguard and promote the welfare of children and will hold the Director of Children and Family Services to account for the work of the SCB.

Membership of the Board will comprise of appropriate named people designated by their organisations in order to ensure consistency and continuity. The named individual will remain the agency's representative until the Board is informed otherwise by the agency.

The SCB is supported by a number of Officers/Advisors who will attend SCB meetings. These are the SCB Manager, Strategic Manager Safeguarding & Quality Assurance, the Designated Doctor for Stoke-on-Trent, Stoke-on-Trent Clinical Commissioning Group, the Designated Nurse Child Protection for Stoke-on-Trent Clinical Commissioning Group and the Principal Solicitor.

Those members representing agencies are required to have a strategic role responsible for safeguarding children or be the portfolio holder for safeguarding within their organisation. They must be of sufficient seniority to be able to:

- Fulfil a strategic role in relation to the effectiveness of safeguarding and promoting the welfare of children within the partner agency;
- Participate in the Board's business and carry out its functions;
- Speak for their organisation with authority;
- Be in a position to commit resources from their own agency in cash and/or kind;
- Commit their organisation on policy and practice matters;
- Hold their organisation to account on the effectiveness of their safeguarding children arrangements
- Be able to challenge other agencies and hold them to account on the effectiveness of their safeguarding children arrangements;
- Help to promote high standards of safeguarding work and foster a culture of continuous improvement; and
- Help to champion the safeguarding of vulnerable groups of children

A named deputy (not substitute) will be appointed from each agency to ensure full cooperation and participation from all agencies. That deputy must be similarly authorised to contribute to the decision making process. **Agencies must ensure that members have appropriate resources and time to effectively undertake their roles and responsibilities.**

Continued engagement from all agencies is essential and must be promoted by agencies at Board level and sub committees.

Roles and Responsibilities of Board Members

Each partner agency of the SCB has a responsibility to contribute to the strategic direction and effective work of the Board. Members are accountable to each other and to the organisation that they represent for the work of the SCB, the Executive Group, sub committees, Task Groups and specific safeguarding panels.

Board members are collectively responsible for coordinating local agencies safeguarding children arrangements and for ensuring that all agencies working with children in Stoke-on-Trent undertake their safeguarding duties and responsibilities in order to:

- Focus agency activity on delivering improved outcomes for children in the priorities outlined in the SCB's Annual Report;
- To ensure the delivery of safeguarding arrangements through the implementation and progression of the agreed work of each individual sub committee
- Board members are responsible for ensuring that arrangements for the funding of the Board (be this through actual financial contribution or a contribution 'in kind') are addressed within their own agencies and with reference to Section 15 of the Children Act 2004; and
- It is important that each partner member on behalf of their agency remains accountable for ensuring that the staff they are sending to participate in sub committee activity are appropriately knowledgeable and sufficiently skilled to contribute to the relevant subject area. It is the responsibility of agencies to ensure that they have the appropriate representation in attendance at such meetings.

Each named representative of the Board should work to this agreed SCB Constitution.

Expectations of SCB Members who will:

- Be the named safeguarding champion for their agency for all matters relating to the SCB to proactively champion the rights of all children to stay safe;
- Prioritise attendance at Board meetings
- Challenge partner agencies when their safeguarding arrangements are below expected standards;
- Share responsibility for ensuring that the work of the SCB is effectively delivered;
- Take a lead strategic role for safeguarding children within the representing agency / professional grouping and lead on work as required by the Board;
- Develop a safeguarding accountability framework within their organisation to help ensure that safeguarding underpins all commissioning arrangements and activities relating to children and their families;
- Ensure that Section 10 and Section 11 Children Act 2004 are complied with in their agency and to address any actual or potential failures in the fulfillment of these statutory duties;
- Ensure that key performance indicators detailed in the SCB Performance Framework are provided to the SCB by relevant partner agencies
- Actively contribute to the scrutiny and analysis of performance data provided by other partner agencies
- Ensure appropriate representation on specific SCB work streams as appropriate

- Ensure there are clear lines of reporting and an identifiable communication pathway to pro-actively raise awareness of safeguarding issues to help ensure that key messages are disseminated to frontline staff within their own workforce;
- Ensure strategic plans are in place outlining how their organisations workforce will receive appropriate training (single and multi-agency) in relation to safeguarding
- Ensure as part of either a serious case review or a learning review, that agency engagement / reports are completed within the set timescales
- Be responsible for the agency budget contribution to the SCB and ensure that these contributions (either financial or workforce) are utilized to meet the Boards objectives and any shortfalls are brought to the attention of the Board and agency
- Ensure that the confidential business of the Board is respected

Please note: It is recognised that some members of the SCB such as the voluntary sector, might not have clear accountability frameworks in place for the groups that they represent. In these circumstances there is an expectation that they will effectively communicate the strategic priorities and the work of the Board within their organisational networks.

Attendance

It is not possible to carry out these roles effectively without attending meetings regularly and therefore this is expected of all representatives.

Members are expected to attend all quarterly and Extraordinary Board meetings or, where this is not achievable, then it is expected that the Board member will send their Designated Deputy. Member attendance at Board meetings and sub committees will be reported to the Board every year. Where a Board member agency does not attend two meetings in a rolling 12 month period the SCB Manager will inform the SCB Independent Chair who will then follow up with the agency for the purpose of ensuring improved attendance and engagement.

In advance of Board meetings the SCB Manager will be provided with a list of apologies to minimise the risk that attendance may fall below the acceptable level.

Written Agreement

Each SCB member will be subject to a written membership agreement setting out what they can expect of the Board; the expectations of membership in terms of the responsibilities of their agency; and the expectations of themselves personally and professionally.

The written agreements will reflect the statutory basis of the Board and its legal obligations and will need to be signed by the agency Chief Executive / Senior Officer. Please see the SCB Membership Agreement in Appendix 4, page 28.

Additional Members

Any change to the membership of the Board or Executive will be agreed at the Board or Executive respectively. Membership of sub committees will be agreed at the relevant meetings. Any changes will be carefully considered in order to ensure that there is an appropriate balance kept between the need to engage relevant agencies from across the local partnership, and ensuring that meetings actively focus on and progress the business of the Board.

The Performance of Individual SCB Members

The SCB will evaluate its performance in carrying out its functions. Where the Independent Chair considers that any member needs assistance to fulfil their role in a key area they will address this with the member concerned.

Where such concerns are identified the SCB Chair will delegate initial responsibility for resolving the identified issue to the SCB Manager, who will report back directly to the SCB Chair within two weeks of the issue being identified. If the matter remains unresolved, the SCB Chair will liaise directly with the identified member within two weeks.

Where the matter remains unresolved for two weeks or there is no plan in place that will lead to it being resolved, the SCB Chair will liaise directly with the Chief Executive or equivalent of the organisation. This principle will also apply to any failure to respond to requests for information i.e. it will be escalated through the Board Manager and SCB Independent Chair.

Function and Management

Board meetings will take place four times a year and will be for a maximum of half a day. The agenda for the Board will be compiled in draft by the Executive Group members prior to the Board meeting, with the support of the SCB Chair and Board Manager. The SCB Chair will agree the final version of the agenda for the Board. All papers for the Board will be made available via e-mails from the SCB administrator one week prior to the meeting. It is the responsibility of all Board members to ensure that they have read all of the relevant documentation prior to their attendance at the Board to help to promote their full understanding and involvement within Board discussions and decision-making processes. Additionally, it is the responsibility of all Board members to either bring hard copies of the Board papers to the meeting or, have a facility to access the papers at the Board meeting.

All SCB meetings will be minuted and distributed to members in a timely manner. The minutes will be agreed for accuracy at the following Board meeting.

SCB Budget Commitments

The Board is supported by funding arrangements in the form of agency contributions to an SCB budget and a number of permanent officers of the Board, who may attend Board meetings if required;

- SCB Independent Chair salary (paid position – SCB funded)
- SCB Business Manager (paid position – SCB funded)
- Half time Board Administrator (paid position – SCB funded)
- Training Manager (paid position – SCB funded)
- Training Administrator (paid position – SCB funded)

- Child Death Overview Panel Administrator (joint funded with Staffordshire LSCB)
- Proportion of the work undertaken on behalf of the SCB by Staffordshire Performance team (as highlighted in agreed Service Level Agreement)

The SCB Executive

The Executive Group will be chaired by the Assistant Director (Children and Family Services) who is a Board member. Other members of the Executive Group will comprise of all of the chairs of the SCB sub committees and any other Board members identified as being required to attend by the SCB Independent Chair.

SCB sub committees

The Board is further supported by dedicated sub committees; task groups and short life task to finish groups convened on behalf of the Board to coordinate the Board's work between agencies. Sub committees will meet within an agreed cycle dependent upon their own defined and agreed terms of reference.

The SCB sub committees will have work plans which support those of the main Board and will be maintained to operate under the direction of the SCB Executive Group. They will undertake both statutory and agreed roles and functions in relation to:

- Joint Performance Management Sub Group (Joint with Staffordshire)
- Policy and Procedures (Joint sub committee with Staffordshire LSCB)
- Practice sub committee
- Communications and Publicity sub committee
- Serious Case Review sub committee
- Training subcommittee

Other forums which report to the Board:

- Child Sexual Abuse Forum (CSAF :Joint with Staffordshire LSCB)
- Child Death Overview Panel (CDOP: Joint sub committee with Staffordshire LSCB)
- Domestic Abuse Partnership

SCB sub committees Chairs

The standing sub committees should be chaired by a member of the SCB. It is the responsibility of the Chair of the sub committees to help to establish, monitor and drive the sub committees work plans and to provide updates to the Executive Group and Board on any key developments of the group.

SCB Task Groups / Task to Finish Groups

SCB 'Task to Finish' groups will be created where it was deemed necessary to undertake a specific or time limited piece of work. The aim, work plan and chair of these groups will be agreed by members of the SCB Executive Group as required.

Cross Authority Collaboration

There will be cross authority collaboration with Staffordshire Safeguarding Children Board via the SCB Independent Chair (who is the Chair of both LSCBs) and the respective LSCB Managers to:

- Improve the strategic and operational synergy between the Boards;
- Agree the priorities for cross authority work and monitor the progress of this;
- Consider any new developments that may impact on the agreed priorities;
- Ensure consistency;
- Share good practice; and
- Develop joint working arrangements where appropriate, for example through joint targeted communication campaigns, policies and procedures and performance management.

Performance of the SCB sub committees

The SCB Executive Group is responsible for scrutinising and evaluating the performance of all Board sub committees and any task groups in carrying out their functions. Where the Executive Group considers that any member needs assistance to fulfil their role in a key area they will address this with the member concerned.

Any significant unresolved issues with the performance of any sub committees of the SCB or member of such sub committees will be brought to the attention of the SCB Independent Chair by the SCB Manager.

The SCB Executive Group will also have a challenge and scrutiny role and any sub committees who do not progress agreed work within timescales will be held to account.

Reporting Mechanisms

The Executive Group will meet a minimum of six times per year and be responsible for managing the planning, development and resource functions of the SCB. It will receive written/verbal reports from all sub committees including a summary of positive progress and impact and exception reports where appropriate.

The Independent Chair of the SCB will present the SCB Annual Report to the Children, Young People and Families Strategic Partnership, the Health and Wellbeing Board, Office of the Police Crime Commissioner and to the Local Authority Overview and Scrutiny Committee.

Decision Making

Members of the Board will operate according to the governance arrangements of their organisation. Some decisions that the Board will need to make can be made with the delegated authority that members hold on behalf of their agencies. Some matters will, however, need to be referred into their own agency's decision making frameworks.

Wherever possible, decisions will be made by partnership consensus. Where this is not possible decisions of the Board will be taken by a majority vote, but in all cases the majority vote must include the consent of the SCB Chair. In the event of a deadlock, the SCB Independent Chair, or in their absence the SCB Vice-Chair will have a casting vote.

It will not however be appropriate for this process to occur with the SCB Vice-Chair if the decision relates to an area which they have operational responsibility for, as this may present a conflict of interest. In these cases the decision should be deferred to a future meeting where the SCB Chair is available.

All decisions must be recorded in the minutes. The minutes of the Board will include the date on which the decisions taken should come into effect (the implementation date). The implementation date must give reasonable notice to the partner agencies so that they have the opportunity to discuss the issues in their own agencies before the decision is due to be implemented.

Decisions will be implemented on the date given unless a partner agency sends written notice to all Board members before that date requesting a further meeting of the SCB for the matter to be reconsidered, and gives the reasons why this is requested. Such notice will operate to suspend implementation of the decision pending a special meeting of the Board.

If a notice requiring reconsideration of a decision is received by the SCB Independent Chair, the Chair will give partner agencies 15 working days' notice of a special meeting of the SCB for this matter to be considered. Where the SCB Chair considers the matter requires urgent consideration they can determine a shorter time period as required.

Quoracy

The quorum for meetings of the Board, Executive Group, and sub committees where voting is required, will be that at least half of the full membership is present. Please note that where any of children's services, the police or health partners is absent they must be informed of and involved in of any key decisions.

Where a meeting is not quorate, decisions will be taken provisionally and will need to be agreed in writing by the non-attending representatives on receipt of the minutes. The decision will then be formally ratified at the next quorate meeting.

Urgent Matters

The SCB Independent Chair, or in their absence the SCB Vice-Chair, is authorised to speak on behalf of the SCB in relation to all urgent matters, after liaison as far as practicable with all other available SCB members. In all cases this would include liaison with Stoke-on-Trent City Council's Director of Children and Family Services, the SCB Vice-Chair and wherever practicable, the SCB Manager.

In exceptional circumstances, the SCB Independent Chair may call an extraordinary meeting of the Board or Executive Group. A Board or Executive Group 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 15 working days of the request being received by the SCB Chair.

SCB Performance Outcomes Framework

The analysis of partner agency performance is critical to assessing the effectiveness of what is done by the local authority and Board partners to collectively safeguard children. The SCB will work jointly with Staffordshire LSCB in order that agreed performance reports are produced for Board consideration and scrutiny and statistical data is monitored and evaluated.

The SCB aims to ensure the achievement of high standards in safeguarding and will use a joint SCB Performance Outcomes Framework with Staffordshire LSCB to enable the evaluation of work around the joint key strategic priorities to be undertaken, to help develop a system of organisational self-evaluation and peer review within an agreed quality assurance framework. This system is designed to assess how well agencies perform to safeguard and promote the welfare of children. The framework takes into account multi-agency inspection standards and outcomes and the effectiveness of joint working, as well as the internal functioning of the Board.

The SCB will include in its monitoring arrangements, accountability from those individuals and organisations that have a duty under Section 11 of the Children Act 2004 or Section 175 or 157 of the Education Act 2002. Self-evaluations on the effectiveness of safeguarding arrangements from partner agencies will be sent to the Board and reported on via an agreed S11 audit and assessment cycle and through the peer audit quality assurance process.

Multi-agency work will be subject to quality assurance and multi-agency case file reviews which will assess quality of work undertaken and enable learning to be shared with all relevant agencies.

The SCB is committed to continuous improvement and will therefore make recommendations for developments and wherever possible, assist relevant organisations to improve their practice. Such recommendations are likely to arise from any of the monitoring functions outlined above.

Data Protection / Confidentiality and Freedom of Information

Members of the Board shall ensure that their own organisation's Data Protection Registration, where appropriate, covers their involvement in the Board's activities.

All members will adhere to the provisions of the Data Protection Act 1998 and maintain confidentiality at all times, other than where a specific exemption under that Act arises: this principle will apply during a member's participation in the Board and will continue after the individual is no longer a member of the Board, or following the Board's dissolution.

If any member who has access to confidential information or data knowingly breaches the law relating to particularly (but not limited to) the unauthorised disclosure of confidential information, they may be personally liable. The SCB as a partnership body is not subject to the requirements of the Freedom of Information Act 2000, however acknowledges that public authorities represented on our Board are. It is therefore the responsibility of individual partners of the Board to make appropriate arrangements to ensure that the provisions of the Act are properly complied with.

All partners will be expected to agree, sign and comply with the SCB Confidentiality Agreement Relating to Serious Case Reviews available in **Appendix 6**, page 33.

Equal Opportunities/Discrimination/Human Rights

All members of the Board will adhere to equal opportunities, principles and adopt and maintain anti-discriminatory practices in the Board's functions. All members of the Board will also adhere to the provisions of the Human Rights Act 1998 and will embrace diversity, holding to account those partners / individuals who do not acknowledge the value of diversity in all aspects of the work of the Board and beyond.

Dispute Resolution Process

All partner agencies have a responsibility to resolve any dispute between them promptly and amicably. Disputes that cannot be resolved between Board members in this manner will initially be resolved by discussion at a meeting of the Board. If no agreement can be reached the matter will be referred to an appropriate resolution mechanism determined by the Board taking account of the:

- Type of complaint; and
- The knowledge, expertise and seniority required in resolving the matter.

Where a dispute remains unresolved despite the above arrangements, it shall be referred to an agreed independent professional adviser.

Agency Performance

Where the Board identifies an issue of concern in relation to the performance of an agency with regard to their safeguarding responsibilities the SCB Protocol for Managing Poor Performance will be followed. Please see **Appendix 5**, page 31 for further details.

Resources and Budget

Section 15 of the Children Act 2004 empowers statutory Board members to make contributions towards expenditure incurred by, or for purposes connected with the SCB. The SCB will need an adequate budget and sufficient other resources to enable it to effectively carry out its role and function, to comply with guidance and to meet inspection standards. The budget covers staffing costs, training costs, publishing costs and operational expenses. Contributions will be based on an agreement with individual partner agencies. SCB income will also be generated through the training provision and facilitation of the wider safeguarding agenda.

The budget will be set annually (but may have to be revised throughout the year with the agreement of the relevant agency in response to any organisational change) at the discretion of the Board, according to the needs of the SCB in order to fulfil its functions. The SCB budget will be hosted by Stoke-on-Trent City Council, but the use of SCB funds will be used by agreement of the partnership via the Executive Group and SCB Independent Chair. It will be reviewed annually and managed by the SCB Lead Officer. Up to date budget reports will be provided to the Executive Group at each meeting to promote transparency, challenge, assurance and accountability.

Agreement with Stoke-on-Trent Council regarding SCB staff

The SCB core team will be hosted by Stoke-on-Trent City Council who will take contractual responsibility for the support of all such staff. This will include recruitment and selection with Board member participation; on-going supervision and support; performance management and all other matters associated with the management and delivery of the services provided.

SCB Annual Report

The SCB is committed to ensuring that its work is properly planned and reviewed and that its priorities and objectives both inform and are informed by national and local safeguarding children evidence, trends and themes.

Each year an SCB Annual Report will be published. It will include an evaluation of the effectiveness of the safeguarding arrangements by all partner agencies within Stoke-on-Trent and will outline key achievements and the challenges that remain and need to be addressed by the Stoke-on-Trent Children, Young People and Families Strategic Partnership (CYPFSP) and the Health and Wellbeing Board (HWB) to help to inform local planning.

In addition, the SCB has a duty to present its Annual Report to the Office of the Police Crime Commissioner and the local authority Overview and Scrutiny Committee where the report will be subject to further challenge and scrutiny.

The SCB Annual Report will be made publicly available on the SCB website.

The SCB will ratify the business plans outlined in the individual sub committee's Terms of Reference. Details of all work streams required by the SCB in order to fulfil its statutory functions as well as areas linked to the agreed SCB priorities for progression will be identified as a result of local needs analysis and /or national developments.

The Relationship between the SCB; Stoke-on-Trent Children, Young People and Families Strategic Partnership (CYPFSP); and Stoke-on-Trent's Health and Wellbeing Board

The relationship between the SCB, CYPFSP and the HWB is set out in a protocol agreed between the three partnership bodies. This protocol will be reviewed annually between the Chairs and key members of the strategic partnerships to ensure that it remains fit for purpose.

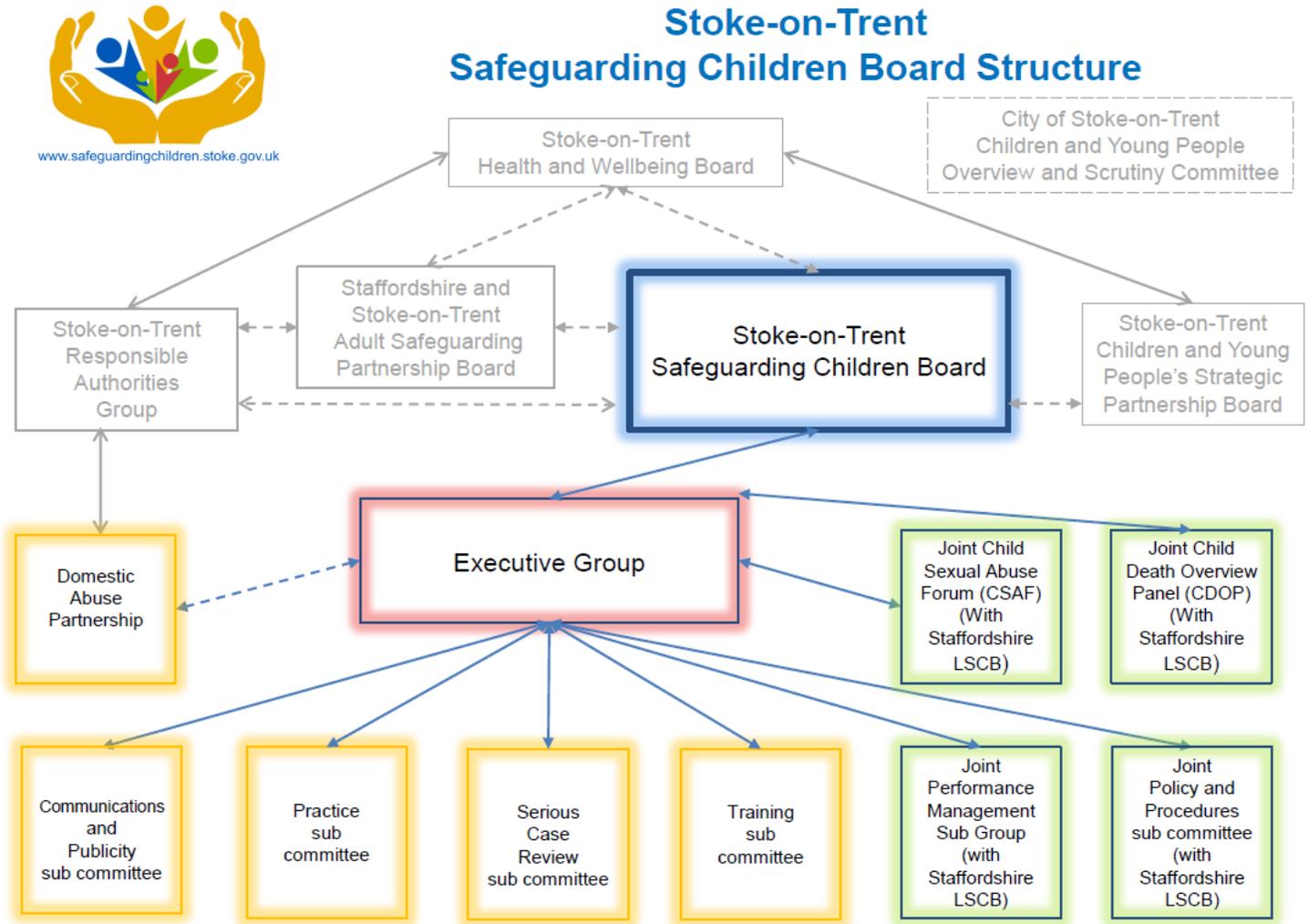
<http://www.safeguardingchildren.stoke.gov.uk/ccm/navigation/safeguarding-children-board/partnership-working/>

Review

Any changes to this SCB Constitution shall be ratified by members of the Board. Any Board member may request a review of this Constitution by writing to the SCB Independent Chair giving reasons for their request and the desired outcome. The SCB Chair will then notify the members of the Board and ensure the item is placed on the agenda for consideration. This document will be reviewed on an annual basis to ensure that it reflects national and local developments and that it remains fit for purpose.

Appendix 1:

SCB STRUCTURE



Appendix 2:

SCB JOB DESCRIPTION FOR STATUTORY BOARD MEMBERS



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The Roles and Responsibilities of Statutory Board Members

- 1 To fulfil a strategic role in relation to safeguarding and promoting the welfare of children within their partner agency.
- 2 To speak on behalf of their partner agency with authority.
- 3 To commit their partner agency on policy and practice matters.
- 4 To challenge and hold other agencies to account when necessary
- 5 To ensure the effectiveness of work undertaken to safeguard and promote the welfare of children within the members own agency and to hold their organisation to account in reference to activity undertaken to safeguard and promote the welfare of children.
- 6 To report to the SCB any difficulties within the members own agency in relation to its ability to fulfil the statutory requirements of S11 of the Children Act 2004 and to take a lead responsibility within their agency for addressing actual or potential failures in the fulfilment of these statutory responsibilities.
- 7 To be in a position to commit resources from their own agency in cash and/or in kind (including personnel), required for sub committees/ task group / or task-to-finish group activity, in order to ensure the effectiveness of work undertaken by SCB.
- 8 To ensure that there is an identifiable communication pathway between the SCB and their own organisation and to be accountable for the effective dissemination of information between the SCB and their organisation's workforce.
- 9 To ensure that key performance indicators in relation to safeguarding for the members agency are disseminated to the Joint Performance Management Sub Group and that their agency provides detailed information in relation to these performance indicators to this sub committees on a quarterly basis, or as required.
- 10 To evidence that the members own agency has addressed arrangements to ensure that strategic plans in relation to staff training take account of training in relation to the safeguarding of children.
- 11 To ensure further that effective links are facilitated between the training department of their own agency and the SCB Training sub committee
- 12 To chair sub committees of the Board, as nominated / volunteered / required.

- 13 To actively participate in progressing the work of the Board.
- 14 To prioritise attendance at Board meetings.
- 15 To pro-actively raise awareness of issues in relation to safeguarding and promoting the welfare of children within their own agency, and to champion the right of all children to stay safe.
- 16 To actively promote multi-agency working.
- 17 To advise the Board about the detail of their own agencies strategic plans in order to inform and ensure meaningful outcome related links between these and the work streams of the Board.
- 18 To provide details to the Board about specific lines of accountability within their own organisation.
- 19 To ensure that individual agency review reports are submitted to the SCB as part of the learning review and serious case review process and are;
 - Completed within required timescales.
 - Compliant with statutory guidance and SCB requirements; and
 - Signed off and approved by the relevant agency Chief Officer
- 20 To ensure that individual agency inspection reports are raised with the SCB and that areas of concern are monitored for progress.

Appendix 3:

SCB INDEPENDENT CHAIR

ROLES AND RESPONSIBILITIES



The SCB Independent Chair shall:

1. Be responsible to the City Director of Stoke-on-Trent City Council;
2. Be accountable to the SCB;
3. Chair the SCB and ensure that it operates effectively and is compliant with statutory and best practice requirements;
4. Report issues arising to the City Director of Stoke-on-Trent City Council and the SCB Vice-Chair, making suggestions regarding necessary actions;
5. Secure an independent voice for the SCB and maintain effective reporting relationships with appropriate scrutiny committees and the inspectorate;
6. Ensure that the SCB works effectively within Stoke-on-Trent's strategic safeguarding children arrangements whilst maintaining an independent voice;
7. Report the progress of the SCB as and when required to the Stoke-on-Trent City Council's Overview and Scrutiny Committee; the City Director of Stoke-on-Trent City Council, and any other partner agency senior lead or committee in respect of the Board's activity;
8. Contribute to the inspection process - any announced / unannounced inspections;
9. Annually review the membership of the SCB and its constituent sub committees to ensure they are both effective and representative of key agencies and the community;
10. Address any continued absences of SCB members (**2 successive meetings**),
11. Provide independent arbitration as necessary when conflicts of interest arise at the SCB;
12. Promote and facilitate multi-agency work at a strategic level;
13. Represent the SCB at national and regional events and provide public statements to the media, for example upon publication of Serious Case Review or Learning Review reports
14. Respect the confidentiality of sensitive information provided by the constituent agencies of the SCB;
15. Work to promote equality and non-discriminatory practices in all aspects of the SCB's work;

16. Work in partnership with the officers of the SCB in respect of the administration of Board business
17. Provide strategic line management to the SCB Manager on behalf of the SCB partnership.

Appendix 4:

SCB MEMBERSHIP AGREEMENT



1. Duty to Safeguard

This membership agreement represents an agreement between Stoke-on-Trent City Council as the body with the statutory duty under Section 13(1) Children Act 2004 and its Board partners as defined in Section 13(3) of the Act, together with relevant persons and bodies as defined in Section 13(4) to (6) of the Act. It also recognises the explicit two way duty of co-operation between the Council as the Children's Services Authority establishing Stoke-on-Trent Safeguarding Children Board (SCB) and each Board partner, as set out in Section 13(7) of the Act.

2. Purpose

The agencies and organisations represented on the SCB share a statutory commitment under the Children Act 2004 to co-operate and work together to safeguard and promote the welfare of children. It is each member's responsibility and duty to contribute to steering the strategic direction of the SCB and to ensure implementation of Working Together Guidance and any other relevant legislation.

The SCB is responsible for co-ordinating local agencies' arrangements and has a collective responsibility for ensuring the effectiveness of local safeguarding arrangements and services of all agencies working with children in Stoke-on-Trent:

- To focus agency activity on delivering improved outcomes for children as defined within local partner agency strategic plans that relate to the safeguarding of children.
- To ensure strong and effective multi-agency arrangements proactively co-ordinate the delivery of safeguarding arrangements

3. Expectations of Members

All Board members will share the responsibility for ensuring that the SCB strategic and business plan objectives are delivered. Members of each individual sub committee will be responsible and accountable for agreeing their terms of reference and supporting plans within their remit.

Each Board partner accepts the responsibility to:

- Strive for their organisation to be represented with 100% attendance;
- Be responsible for their agency's contribution to safeguarding children whether this is agency resources, financial, workforce or any other services in kind; and to ensure they are utilised to meet SCB objectives. Any shortfalls should be brought to the attention of their agency and the Board;

- Act as a channel of communication between their own agency and the Board and the named advocate for safeguarding in all matters relating to the SCB within their agency/professional body;
- Accept responsibility for monitoring the effectiveness of arrangements, to contribute to and examine regular updates, data and analysis on individual and joint agency performance;
- For those members who represent more than one agency i.e voluntary representative, to act as defined in the agreement for their own agency but also ensure effective communication with the partners they represent.

4. Terms and Conditions

- It is expected that the SCB representatives will be senior managers within their organisation. Members should be able to commit their agency/professional body to joint working and in some cases allocate and/or reshape resources to support the work of the SCB.
- No fees will be paid by the SCB for agency time or expenses for attendance at meetings. Where exceptions exist this will be defined in the sub committees / business plan and negotiated with the SCB Manager.
- Agencies will be expected to respect any SCB shared information as confidential and will be expected to sign a confidentiality agreement.

SCB Agency Representative:

Safeguarding and promoting the welfare of children requires effective co-operation amongst all those who work with or who are involved with children in Stoke-on-Trent.

By signing this SCB Membership Agreement you are stating your intention to fulfil your obligations as a SCB member, as detailed within this SCB Constitution. Please note that this is not a legally binding agreement; it is a statement you have signed to demonstrate your shared commitment and responsibility to being a partner of the SCB and working together to improve local safeguarding children arrangements.

Name of Agency:

Name of Agency's SCB Representative:

Signature of Agency's Representative: _____

Date: _____

Chief Executive of Agency:

The person named above has been designated to represent your agency / collection of agencies* on the Stoke-on-Trent Safeguarding Children Board.

Please confirm that they have a strategic role in relation to the safeguarding and promoting of welfare of Stoke-on-Trent children and can:

- Speak for your agency /agencies with authority;
- Commit your agency / agencies on policy and practice matters;
- Hold your agency / agencies to account.

Should the above named person be unable to attend the SCB, the designated deputy for your agency / collection of agencies has been identified as:

Name of Agency's Deputy SCB Representative:

(This deputy will also be expected to meet the criteria outlined within this SCB Constitution.)

Name of Chief Executive of Agency: _____

Signed: _____ Date: _____

Appendix 5:

STOKE-ON-TRENT SAFEGUARDING CHILDREN BOARD PROTOCOL FOR MANAGING POOR PERFORMANCE



There is a clear expectation that the Stoke-on-Trent Safeguarding Children Board (SCB) will respond to inadequate performance by individuals or member organisations. This could relate to policies, practice or the allocation of resources.

Where an individual or agency is not performing effectively and the SCB is not convinced that any planned improvements are adequate, the chair will write to the designated person outlining the reasons for the concerns. A meeting should then be held between the chair and designated person to discuss the issues in detail and develop a plan for improvement. Usually this will be with 'the most senior individual' in the partner organisation.

Failure to perform could be identified in a number of ways, including the audit arrangements undertaken by the Joint Performance Management Sub Group and might emerge from developing performance management arrangements or other processes. Such failings could include:

- Failure to attend SCB meetings or contribute to SCB processes
- Failure to pay due attention to safeguarding in the preparation and presentation of service plans
- Failure to ensure appropriate attendance at multi-agency processes such as Early Help assessments (as appropriate), Child in Need meetings, Child Protection Conferences, Core Groups and associated meetings; or persistent poor practice as evidenced by case file reviews or concerns raised by other agencies.
- Failure to provide adequate child protection training for staff or to ensure attendance at SCB training events to a reasonable level.
- Failure to provide basic services
- Failure to address such issues as safe recruitment, robust management of allegations, or safe working practices.

Process

Where serious concerns arise about the performance of an individual or organisation in relation to their safeguarding responsibilities or involvement and commitment to the SCB, it is clearly not appropriate for this to wait for the next meeting of the SCB, nor for the whole SCB to discuss the matter and debate the appropriate action.

Where such concerns arise they should be brought to the attention of the SCB Independent Chair, who will consult with the Director of Children and Family Services in order to determine what should be done. This could be a direct approach to the relevant SCB Board member or City Director. Where it is not considered that any planned improvement is adequate, the relevant inspectorate should be approached.

Where the concern relates to the Director of Children and Family Services, the SCB Independent Chair will consult with the City Director. Where the concern relates to the local authority as a whole and the SCB Independent Chair does not believe that planned improvements are adequate, an approach will be made to the relevant inspectorate, or to the relevant Government Department.

Where the concern relates to a child care organisation that is not a member of the SCB the SCB Independent chair will arrange for an approach to the Chief Executive or senior manager of the organisation. If this is not successful an approach will be made to the relevant regulatory body.

In the event of any concern being identified there should be an auditable process comprising the following steps:

1. SCB Independent Chair meets with Board member/Chief Officer to discuss the concerns and agree restorative action;
2. SCB Independent Chair writes up the conclusions and writes to the organisation concerned setting out required actions and timescales;
3. Progress is reviewed at a further meeting;
4. Where progress is insufficient, the agency's relevant Escalation Policy will be followed and may also include a formal notice which will be served on the organisation setting out required changes, time scales and consequences of non-compliance; and
5. Where progress is still insufficient, the chair will notify the appropriate regulatory body/Government Department.

An important part of joint working is openness and shared responsibility, so that consideration should be given to how the management of such concerns is reported to the SCB. This will need to be carefully managed, as it is important that confidence between partners is not compromised. Therefore the discussion between the SCB Independent Chair and the Board member or Director of Children and Family Services will include how the matter will be shared. It may be that this will be included in the SCB Independent Chair's regular report to the Board on activity, with or without the organisation being identified.

Appendix 6:

SCB CONFIDENTIALITY AGREEMENT RELATING TO SERIOUS CASE REVIEWS AND LEARNING REVIEWS



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CONFIDENTIALITY STATEMENT

- All members of the SCB need to be clear about the circumstances under which serious cases are conducted and discussed at Board meetings and the nature of the confidentiality in relation to this process.
- The reviewing and investigative functions of undertaking serious case reviews / learning reviews are conducted under regulation 5 of the Children Act 2004 and the procedures set out in Chapter 4 of the statutory guidance Working Together 2018.
- The purpose of a case review is to establish whether there are lessons to be learnt from the case, identify what those lessons are, how they will be acted on, and what is expected to change; and as a consequence, improve multi-agency working and better safeguard and promote the welfare of children.
- When the decision to review a case has been made the Serious Case Review (SCR) sub committee will be convened to conduct the review under the terms laid out in the guidance.
- It is paramount that all appropriate agencies are engaged in the SCR process. Any agency who is not co-operating will be held to account by the SCB Independent Chair without delay
- At the time the review is presented to the Board, the report is in final draft stage and remains confidential. All agencies who are in receipt of these papers must agree to adhering to this confidentiality agreement:
- The SCB Serious Case Review sub committee will decide on a case by case basis the method for making reports public. Any requests for disclosure of information should be made to the Chair of the SCR sub committee
- Any requests for disclosure of review reports under the Freedom of Information Act; by the coroner or criminal courts will be handled on a case by case basis where advice will be sought by the SCR sub committees from the legal department at Stoke-on-Trent City Council; as well as any other legal advisors from relevant partner agencies, as required.
- All documentation is to be marked 'CONFIDENTIAL – NOT TO BE DISCLOSED WITHOUT CONSENT OF THE SCB' and returned to the SCB Manager after the Board meeting.
- All electronic copies are to be removed from organisations electronic records. All information discussed at Board meetings is STRICTLY CONFIDENTIAL and must not be disclosed to third parties without discussion and agreement with the SCB Independent Chair. The disclosure of information outside this meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of the agencies involved.

As a member of SCB I agree to abide by this agreement in relation to all serious cases reviews as discussed at Board meetings.

Name: _____

Designation:

Agency: _____

Full contact details: _____

Date: _____