

Terms of Reference

District Council Children's Safeguarding Leads Partnership Forum

1. Purpose:

- To represent District Councils as Relevant Agencies in the Kent Safeguarding Children Multi-agency Partnership (KSCMP) Arrangements.
- To provide a link between the activity of the District Councils' Safeguarding Leads and the KSCMP.
- To share examples of good practice.

Objectives:

- To provide re-assurance that local safeguarding children issues are raised and addressed at a local level.
- Contribute to KSCMP's Annual Report and Business Plan.

2. Chair:

- The District Council Chief Executive lead for safeguarding children, currently, the Chief Executive of Maidstone Borough Council.
- The Chair will be this Forum's representative on the KSCMP Scrutiny and Challenge Group.
- The Chair will ensure co-ordination of this Forum's activities with the KSCMP's other Groups.
- The Chair will provide a written report/update at KSCMP Scrutiny and Challenge Group meetings, and when required, to the Partnership's Executive Board.
- Chair the regular meeting of the Forum.
- The Chair will work with the secretariat to develop agendas and approve draft minutes.

3. Working arrangements:

- The Forum will meet a minimum of four times a year.
- The meeting will be two hours in duration.
- Agenda and supporting papers will be circulated at least one week in advance of the meeting.
- Minutes will be agreed by the Chair and circulated approximately 2 weeks after the meeting by the KSCMP Business Support Team.
- Administration of the Forum will be undertaken by the KSCMP Business Support Team.
- The KSCMP Business Support Team will also maintain an up to date list of Forum members and their contact details.

4. Membership, roles and responsibilities:

- Each District Council's Safeguarding Lead

5. Relationship with other Groups within the KSCMP architecture

- The District Councils are named as Relevant Agencies in line with Working Together 2018.
- To be a standing Partnership Forum of the KSCMP.
- To devise and deliver an agreed Forum work plan that reflects the priorities of the KSCMP.
- The Forum is empowered by KSCMP to agree conclusions, where this is consistent with the achievement of the agreed work plan, and to ensure consistency across districts.
- Individual agencies retain responsibility for meeting their own statutory duties and responsibilities.

6. Escalation process:

- Should the minutes of a District Council Children's Safeguarding Leads Partnership Forum meeting record a dispute between members, the process of escalation as described in Section 12 of the Kent Safeguarding Children Multi-agency Partnership Arrangements, will be followed.

7. Review:

- The Chair will facilitate an annual review of these Terms of Reference and Forum membership, amending as necessary.