



Kent Safeguarding Children
multi-agency partnership

Executive Board Terms of Reference

October 2019

Kent Safeguarding Children Multi-agency Partnership Executive Board Terms of Reference

1. Purpose and Objectives

- 1.1 The arrangements in Kent for complying with our multi-agency obligations to safeguard children, as required by Working Together 2018¹, are laid out in the Kent Safeguarding Children Multi-agency Partnership Arrangements. These Terms of Reference should be read in conjunction with that document.
- 1.2 The primary objective of the Kent² Safeguarding Children Multi-agency Partnership Executive Board (KSCMPEB), is to bring together the three statutory safeguarding partners to lead children's safeguarding and the promotion of child welfare in Kent. The three safeguarding partners share this responsibility equally.
- 1.3 Safeguarding partners have opted to delegate their responsibilities to senior officers within their organisation. The safeguarding partners retain the responsibility and authority for ensuring full participation in the local arrangements detailed in the Kent Safeguarding Children Multi-agency Partnership Arrangement document. The delegated leads remain accountable for any actions or decisions taken in regard of their respective agency. Delegated leads will also provide pro-active assurance to their respective chief officers to confirm that statutory requirements are being fulfilled.
- 1.4 The purpose of KSCMPEB is to ensure:
- that the legal requirements of Working Together 2018 are met;
 - that children are safeguarded and receive the support that they require in a timely and appropriate manner;
 - that all agencies that contribute to safeguarding activity are clear on their responsibilities and receive the relevant training and information; and
 - that the public have confidence in the ability of relevant professionals to keep children safe.
- 1.5 The objective of the KSCMPEB is to ensure that the functions of the safeguarding partners and relevant agencies are effectively discharged as required by Working Together 2018. The Executive Board will focus on:
- leading safeguarding activity in Kent;
 - hearing the voice of the child and responding in an appropriate and timely manner to the issues they raise;
 - developing and maintaining first-rate practice in all agencies;
 - reflecting on the lessons learnt from local and national Child Safeguarding Practice Reviews and responding to the requirements of the DfE to convene and report on local Safeguarding Practice Reviews;

¹Working Together to Safeguard Children – A guide to inter-agency working to safeguards and promote the welfare of children 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

² The geographical boundary of Kent as described by the Kent Safeguarding Children Partnership Arrangements

- overseeing the creation of a process of continual improvement that affords the opportunity to review local performance data on key safeguarding activity, consider unwarranted variance in performance and access emergent safeguarding issues identified by further analysis of this information;
- developing and applying an assurance framework to facilitate the process of scrutiny and to respond effectively to the analysis and recommendation from the Independent Scrutineer³;
- embedding systems and processes to provide robust scrutiny and challenge across the safeguarding community including within partner agencies;
- produce an annual report; and
- reviewing the local arrangements on a regular basis.

1.6 Through the delivery of these objectives the Partnership Executive Board will be able to establish an understanding of how well children's safeguarding, as a whole system, is performing, and direct activity to improve outcomes for children.

2. Leadership and Chairing

2.1 The safeguarding leads have established working arrangements regarding the Chairing of the Partnership Executive Board and for the taking of leadership responsibility on specific issues.

2.2 The Partnership Executive Boards inaugural chair will be the Police safeguarding partner. Chairing will fall to the Local Authority in the second year and the NHS in the third year. This cycle will then repeat over the next three years.

2.3 The responsibilities of the chair are as follows to:

- chair the regular meeting of the KSCMPEB;
- work with the secretariat to develop agendas and approve draft minutes;
- be the point of contact with the Child Safeguarding Review Panel in respect of matters regarding Child Safeguarding Practice Reviews and any other related issue;
- report to other strategic bodies on request or in response to specific legislative requirements;
- respond to media requests regarding the business of the Kent Safeguarding Children Multi-agency Partnership (KSCMP); and
- represent the KSCMP at national and local events.

3. Working arrangements of the Partnership Executive Board

3.1 The Partnership Executive Board will meet every two months in the first year, meeting as required thereafter but not less than quarterly. Meetings will be arranged in advance on a yearly basis as from September 2019.

3.2 Draft minutes will be circulated no more than 10 working days after the meeting, submitted for approval at the next Partnership Executive Board and signed by the Chair.

3.3 Agendas and papers will be circulated not less than 5 working days before the meeting.

³ See Kent Safeguarding Children Partnership Arrangements Section 8

- 3.4 The secretariat and administration for the Partnership Executive Board will be provided by the Partnership Team.
- 3.5 Meetings will only be quorate if all three Partnership Executive Board Members attend. Where this is not possible the planned meeting will be rearranged at the earliest possible opportunity.
- 3.6 Substitution for the Partnership Executive Board members is only acceptable as an exception. In this exception the officer substituting must have the authority described in 1.3 above. Where the substitute cannot provide this level of authority, the meeting will not be quorate, and the process described in 3.5 above will apply.
- 3.7 Meetings will provide a regular and formal opportunity for the Partnership Executive Board Members to develop assurance regarding the effective delivery of the requirements placed on the partnership, including:
- developments in safeguarding activity in line with national guidance and in respect of local conditions;
 - hear the views of children and their families in regard of the support they receive and respond accordingly to their comment;
 - evaluate and quality assure performance across the safeguarding system;
 - challenge each other and relevant agencies regarding the efficacy of local delivery and the degree to which statutory duties are being met;
 - receive updates on the lessons learned from local and national Safeguarding Practice Review, endorse locally recommended action and be assured that the required actions have taken place or, where this is not the case, that methods of mitigation or remedial activity is in place;
 - agree the level of agency funding necessary to sustain the safeguarding partnership and deliver the levels of activity required;
 - use agency contributions to commission training and other activity to improve safeguarding and promote the welfare of children in Kent;
 - develop and endorse an annual report.

4. Roles and Responsibilities of members

- 4.1 Membership will include, but not be limited to:
- Chief Superintendent, Kent Police –
 - Corporate Director Children, Young People and Education, Kent County Council - Matt Dunkley; and
 - Chief Nurse – West Kent and Medway Clinical Commissioning Group - Paula Wilkins.
- 4.2 The Partnership Team will provide secretarial and administration support to the Executive Board.
- 4.3 Members of the Partnership Executive Board will be expected to:
- speak with authority for the safeguarding partner they represent;

- take decisions on behalf of their organisation or agency and commit them on policy, resourcing and practice matters; and
- hold their own organisation or agency and each safeguarding partner to account on how effectively they participate and implement the local arrangements.

5. Relationship with other groups within KSCMP architecture

- 5.1 To effectively deliver the work of the Safeguarding Partnership those functions it considers appropriate may be delegated to a group within the partnership architecture.
- 5.2 Groups convened under the auspices of the KSCMPEB, will be subject to specific Terms of Reference as well as undertaking the activities described within the Kent Safeguarding Children Multi-agency Scrutiny and Assurance Framework.
- 5.3 Group chairs will attend the KSCMPEB, as required, to report progress towards agreed priorities and on key developments. This will be scheduled within the KSCMPEB agenda planning. Should, however, a specific issue in relation to the work of a group working under the auspices of the partnership require consideration by KSCMPEB, the Chair of the group will be required to attend outside of the work program schedule.

6. Escalation Processes

- 6.1 Should the minutes of a Partnership Executive Board meetings record a dispute between Executive Board members the following process of escalation will be followed as described in Section 12 of the Kent Safeguarding Children Multi-agency Partnership Arrangements.

7. Ratification, Review and Refresh

- 7.1 These terms of reference will be agreed by the members of the KSCMPEB and reviewed annually or specifically in respect of any relevant legislative change that effects the operation of the Kent Safeguarding Children Multi-agency Partnership.
- 7.2 The Safeguarding partners Chief Officers shall approve the terms of reference of the Partnership Executive Board.