

Policy and Procedures Group

Terms of Reference

Chair:

Senior Operational Support Manager, National Probation Service (South East and East Region).

The Chair will be this Forum's representative on the KSCMP Scrutiny and Challenge Group.

Membership:

The Policy and Procedures Group will have membership drawn from the key organisations represented on the KSCMP and MSCB as below:

- Clinical Commissioning Groups (CCGs)
- East Kent Hospital University NHS Foundation Trust (EKHUFT)
- KCC Adult Social Care and Health – Disabled Children Services
- KCC Children, Young People and Education
- KCC Libraries, Registration and Archives
- Kent Community Health NHS Foundation Trust (KCHFT)
- Kent Fire and Rescue Service
- Kent Police
- Kent Safeguarding Children Multi-Agency Partnership
- Kent, Surrey and Sussex Community Rehabilitation Companies
- Maidstone and Tunbridge Wells NHS Trust (MTW)
- Medway Council Social Care
- Medway NHS Foundation Trust
- Medway Safeguarding Children Partnership
- National Probation Service
- North East London NHS Foundation Trust (NELFT)
- The Education People

Other members may be co-opted as required.

Members are expected to attend all meetings. Deputies may represent members if required.

Frequency of meetings:

Quarterly (minimum 4 times a year).

Accountability:

- To be a standing group of the KSCMP and MSCP;
- To devise and deliver an agreed Group work plan that reflects the priorities of the KSCMP and MSCP.
- The chair or deputy chair of the group to provide a written report/update to the KSCMP Scrutiny and Challenge Group and the MSCP Executive.
- The group is empowered by KSCMP and MSCP to make decisions, where this is consistent with the achievement of the agreed work plan;
- Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities.

Focus:

To fulfill the Board's statutory functions relating to policy and procedure development as identified by the KSCMP and MSCP.

Responsibility:

Responsibility for coordinating the development of local policies, procedures, protocols and guidance for safeguarding and promoting the welfare of children on behalf of the KSCMP and MSCP:

- Prioritising those specified in Working Together 2018 and others identified by the KSCMP and/or MSCP.
- Keep such policies under review, ensuring their timely revision.
- Undertake focused pieces of work at the request of the Partnerships. Delegating to other sub-groups is necessary.
- Ensure clear service thresholds are in place with a common understanding across local partners.
- Review the training implications of any new policy or procedural development, liaising with the KSCMP Learning and Development Officer and the MSCP Learning and Development Group.
- Co-operate with counterparts to develop joint Kent and Medway policies where such are mutually beneficial, while not duplicating national procedures available on Tri X.
- Contribute to both KSCMP and MSCP annual reports.
- The chair of the Group will ensure co-ordination with the Partnership's other groups.
- Disseminate policies after sign-off within own agencies.

Approval of Policies and Procedures:

Policies and procedures can be signed-off at group meetings or virtually. When virtually approving a policy or procedure, a respond must be received by all members before sign-off and publication.

Administration Arrangements:

- 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 Unit.
- Administration of the Group will be undertaken by the KSCMP Business Unit.
- The KSCMP Business Unit to maintain an up to date list of group members and their contact details.
- Ensure the group's Policy Review Tracker is updated on a regular basis.
- Disseminate policies to partner agencies who are not represented at this group.

Review:

The Chair will facilitate an annual review of these terms of reference, amending as necessary.