|  |
| --- |
| **KSCMP Emerging Themes Group Terms of Reference** |
| **January 2022** |

**1. Chair**

Rotated between the three statutory Safeguarding Partners, or another relevant local agency, on annual basis. For 2022-2023 the Director of Integrated Children’s Services, Kent County Council will take this role. The Chair will be this Forum’s representative on the KSCMP’s Scrutiny and Challenge Group.

**2. Membership**

The Emerging Themes Group will have membership drawn from the kay organisation and forums across the KSCMP:

* KCC Integrated Children’s Services
* Kent and Medway Clinical Commissioning Group (CCG)
* Kent Police
* Chair of the Joint Exploitation Group (JEG)
* Chair of the Online Safeguarding Group
* Child Death Overview Partnership (CDOP)
* KSCMP Business Team

Other members may be co-opted as required.

Members are expected to attend all meetings. Deputies may represent members if required, though attendees will need to have the delegated authority to make decision and, if required, commit resources, as would be expected of the member attendee.

**3. Frequency of meeting**

Quarterly (minimum 4 times a year).

**4. Purpose**

* Horizon scan and consider topics and themes which are emerging and will likely impact on safeguarding in the future.
* To advise the KSCMP Executive Board (via the Scrutiny and Challenge Group or by exception reporting directly) on emerging issues and themes identified by the Group and the Partnership’s wider structure of sub-groups and relevant agencies.

**5. What are Emerging Themes?**

* Safeguarding issues and themes for agencies and/or the Partnership that are not ordinarily identifiable.
* Nationally identified issues from reviews, high profile cases, inspections, and case law.
* Forthcoming legislative changes.

**6. Administration Arrangements**

* Topics or themes for consideration can be submitted by the membership to the KSCMP Business Team, including analysis as to why the issue should be considered and the potential impact on safeguarding children.
* The KSCMP Business Team will collate suggested agenda items three weeks prior to the meeting.
* The Chair and the KSCMP Business Team will hold an agency setting meeting to ensure coordination of agenda items, two weeks prior to the meeting.
* Agenda and supporting papers will be circulated at least one week prior to the meeting.
* Minutes will be agreed by the Chair and circulated approximately two weeks after the meeting by the KSCMP Business Team.
* Administration of the Group will be undertaken by the KSCMP Business Team.
* The KSCMP Business Team to maintain an up-to-date list of Group members and their contact details.

**7. Review**

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