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| **Kent and Medway Policy and Procedures Group Terms of Reference** |
| **January 2022** |

**1. Chair**

Detective Inspector, Protecting Vulnerable People Command, Kent Police.

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

**2. Membership**

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

* Kent and Medway Clinical Commissioning Group (CCG)
* East Kent Hospital University NHS Foundation Trust (EKHUFT)
* KCC Children, Young People and Education (CYPE)
* KCC CYPE – Disabled Children Services
* KCC Libraries, Registration and Archives
* Kent Community Health NHS Foundation Trust (KCHFT)
* Kent Fire and Rescue Service
* Kent Police
* Kent Safeguarding Multi-Agency Partnership (KSCMP)
* Maidstone and Tunbridge Wells NHS Trust (MTW)
* Medway Council Social Care
* Medway NHS Foundation Trust (MFT)
* Medway Safeguarding Children Partnership (MSCP)
* National Probation Service
* North-East London NHS Foundation Trust (NELFT)
* The Education People (TEP)

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 decisions and, if required, commit resources, as would be expected of the member attendee. Members are required to complete Equality Impact Assessment (EqIA) training provided by the KSCMP.

**3. Frequency of meetings**

Quarterly (minimum 4 times a year.

**4. Accountability**

* To be a standing group of the KSCMP and MSCP.
* To devise and deliver an agreed Group work plan that aims to deliver to 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 as required.
* The Group is empowered by the 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.

**5. Focus**

To fulfil the Partnership’s statutory functions relation to policy and procedure development and review as identified by the KSCMP and MSCP.

**6. Responsibilities**

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

* Prioritising those requirements specified in Working Together 2018 and others identified by the KSCMP and/or MSCP.
* Keep such policies under review, ensuring their timely revision.
* Ensure an Equality Impact Assessment (EqIA) has been completed prior to sign-off of new or revised policies and procedures.
* Undertake focused pieces of work at the request of the Partnerships, or as indicated by the Policy and Procedures tracker. Seek subject matter expert input to policy or procedure development where appropriate.
* 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 & Development and Policy Advisor 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.

**7. Approval and Publication of Policies and Procedures**

Policies and procedures can be signed-off at group meetings or virtually.

The KSCMP are responsible for publishing Kent documents, and the MSCP responsible for publishing Medway documents. Publication of joint Kent and Medway documents is a responsibility for both Partnerships.

**8. Quality Assurance and Scrutiny**

All new or updated policies and procedures will be included in the update provided to the KSCMP’s Scrutiny and Challenge Group and the MSCP Executive. In Kent the Scrutiny and Challenge Group will be responsible for ensuring appropriate quality assurance and undertaking further scrutiny, audit, or impact measurement work to ensure the efficiency of policies and procedures in practice.

**9. Administration Arrangements**

* The KSCMP Business Team will collate suggested agenda items from both the KSCMP and MSCP three weeks prior to the meeting.
* The Chair and KSCMP Business Team will hold an agenda 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 2 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.
* Ensure the group’s Policy Review Tracker is updated on a regular basis.
* Ensure the Kent and Medway Online Procedures Manual is updated.
* Disseminate policies to partner agencies who are not represented at this group.

**10. Review**

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