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| **KSCMP District Council Children’s Safeguarding Leads Partnership Forum Terms of Reference** |
| **June 2022** |

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 provide a link between the activity of the District Councils’ Safeguarding Leads and Kent & Medway Adults Safeguarding Board (KMSAB)
* To share examples of good practice.

**Objectives:**

* To provide re-assurance that local safeguarding children issues are raised and addressed at a local level.
* To provide joint working with the KMSAB
* Contribute to KSCMP’s Annual Report and Business Plan.

1. **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.
* A Vice-Chair will be nominated to attend meetings and other meetings required in the absence of the Chair

1. **Working arrangements:**

* The Forum will meet a minimum of four times a year.
* The meeting will be two hours in duration: the first 30 minutes will be **adult focused** discussions which the District Councils’ Safeguarding Leads will self-administrate. The remaining section of the meeting will be **child focused** and administration will be undertaken by the KSCMP Business support. The KSCMP Business Unit will attend the meeting at the point of the child focused agenda.
* The Chair and KSCMP Business Support will hold an agenda setting meeting to ensure the coordination of agenda items, two weeks prior to the meeting.
* 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.
* The KSCMP Business Support Team will also maintain an up-to-date list of Forum members and their contact details.

1. **Membership, roles and responsibilities:**

* Each District Council’s Safeguarding Children Lead

1. **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.

1. **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.

1. **Review:**

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