

# BROMLEY SAFEGUARDING CHILDREN BOARD



## THE BOARD

### Terms of Reference

#### 1. Aim

- 1.1. Establish the strategic direction and provide leadership to ensure the effective co-ordination of multi-agency work on child protection and safeguarding within London Borough of Bromley.
- 1.2. Monitor and report on local safeguarding and child protection arrangements, holding agencies to account for the effectiveness of their arrangements and practice and the outcome for children and young people.
- 1.3. Determine, progress and monitor the work of the Board and its sub-committees.

#### 2. Objectives

- 2.1. Make decisions to support effective multi-agency work to promote the safety and protection of children, young people and their families and to prevent them from further significant harm or abuse.
- 2.2. Determine, agree and monitor the Annual Business Plan (which includes an annual report on progress made with the previous Business Plan objectives and their impact on children's lives);
- 2.3. Monitor the Business Plan at each meeting and take such steps as required to ensure that the plan is carried out;
- 2.4. Agree and monitor the Board's Budget and approving funding requests and plans for expenditure as and when needed, with the Chair and Vice Chair who are responsible for sanctioning any payments which may be required in between meetings;
- 2.5. Explore the need for, develop and review multi-agency policies, procedures, protocols and publicity, and agree same;
- 2.6. Establish sub-committees and task groups as necessary to progress the work of the Board
- 2.7. Monitor sub-committee and task group progress, consider recommendations and proposal and agree as appropriate.
- 2.8. Review Board membership and sub-committee chairmanship on an annual basis (at the November meeting);

- 2.9. Ratify decisions of the Quality Assurance and Performance Monitoring Sub Committee with regard to appeals and complaints in relation to child protection; of the Training Committee, Child Death Overview Panel and Serious Case Review Committee

### **3. Chairmanship and Membership**

- 3.1. The Board is to be independently chaired - currently Helen Davies.
- 3.2. The Vice Chair of the Board is the Director of Education and Care Services - currently Terry Parkin.
- 3.3. The Board is responsible for the appointment of the Chair of the Quality Assurance and Performance Sub-Monitoring, Child Death Overview Panel, Training and Serious Case Review Sub-Committee.
- 3.4. Membership will be defined and members must have sufficient seniority and the authority within their organisations to make decisions on behalf of the agency represented.
- 3.5. Membership will be at strategic level and needs to consist of the following multi-agency representatives from local agencies.
- LBB Director for Education and Care Services (Vice Chair)
  - LBB Head of Service Safeguarding & Quality Assurance, & Principal Social Worker
  - LBB Assistant Director for Adult Care Services
  - LBB Assistant Director of Children's Social Services'
  - LBB Assistant Director, Education
  - Local Authority Designated Officer (Education)
  - Designated Doctor
  - Designated Nurse
  - MPS Child Abuse Investigation Team, Detective Chief Inspector
  - MPS Borough Police, Chief Officer
  - Children and Families Voluntary Sector Forum, Director
  - CAFCASS
  - Bromley Healthcare Trust, Director of Quality
  - Oxleas NHS Foundation trust, Director of Nursing & Governance
  - South London Health Care, Director
  - Local Clinical Commissioning Group, Director of Quality, Governance and Patient Safety
  - NHS Commissioning Board
  - Child Death Overview Panel, Chair Consultant Public Health Medicine
  - Quality Assurance & Performance Monitoring Sub Committee Chair (Board Chair)
  - Training Sub-Committee Chair (HoS)
  - Lay member
  - BSCB Business Manager (ex-officio)
  - BSCB Performance & Improvement Officer (ex –officio)

#### **Participant Observer**

- Cabinet Member for Care Services

#### **Professional Advisers**

The work of the Board and its members will be supported by ad hoc attendance of professional advisers<sup>1</sup>. Professional advice includes supporting the Board's decision-making process through the provision of advice on operational aspects of safeguarding and the provision of services to children young people and their families.

Advisers to the Board may include the following professionals:

- Named Doctors for each trust
- Named Nurses for each trust
- Named GP
- Education & Care Services' Lawyer
- BSCB Accountant

#### **4. Accountability**

<sup>2</sup>The Director of Education and Care will be held accountable for the effective working of the LSCB by their Chief Executive and challenged where appropriate by their Lead Member. The Lead member. The Quality Assurance & Performance Sub-Committee, Training Sub-Committee and Child Death Overview Panel are accountable to the Board.

#### **5. Information Sharing**

The Board will update the partnership as appropriate on key issues, risks and its strategic direction and progress through its membership networks, through maintaining and publishing an updated Business Plan, an Annual Report and Newsletter.

#### **6. Confidentiality**

All case details discussed at the meeting are to be viewed as highly confidential. Confidentiality is adhered to in terms of children's identities and case information. Confidential information that is presented, will be respected as such and confidential documents will be securely stored or destroyed appropriately.

Board minutes will be published. However, where confidential material is discussed this may be withheld from the public in order to protect children's identities and case material.

#### **7. Administration**

The Board will meet at least four times per year<sup>3</sup>. An annual schedule of meeting will be issued and made publically available.

Meeting will be considered quorate when representatives from at least four agencies or separate organizations are present.

The Board is facilitated by the BSCB Office. The BSCB Business Support Officer will organise the venue for the meetings, circulate the agenda and papers and take and circulate the minutes. The BSCB Business Manager assists the Chair with setting the Board's work programme, meeting agenda and requesting or writing papers and reports, compiles the terms of reference and monitors attendance.

Any member of the committee is entitled to propose items for the agenda, which should be sent to the Business Manager, who will raise them with the chairperson prior to the meeting. Additional late arriving papers will be discussed at the discretion of the chairperson.

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<sup>1</sup> See *membership agreement* for professional advisers for further information regarding the role and its responsibilities.

<sup>2</sup> Working Together to Safeguard Children consultation draft 2012 para 75 p16

<sup>3</sup> From January 2013 onwards