



MEMBER COMPACT (v1. 2015)

1 INTRODUCTION

This Compact is an agreement between Buckinghamshire Local Safeguarding Children Board (BSCB) and its individual members. It should be entered into with an understanding of the BSCB member's individual and collective roles and responsibility to promote the effectiveness of the BSCB and to meet its duties, which are prescribed in statute and national guidance, and agreed locally. These are described in the BSCB Terms of Reference. The BSCB, other than the part-time presence of an Independent Chair and a small project team, has no existence other than as a collective unit. This means agencies must be sure their organisations and leaders actively share in leadership and shaping the Board.

The Compact will be reviewed, and all members will be asked to re-sign the Compact on an annual basis.

2 BSCB MEMBERS

- **Agency members:** A member must be of sufficient seniority within their own agency to be able to speak and make commitments on the agency's behalf. Some members will not represent a single agency but will provide representation across a number of agencies (e.g. school representatives and voluntary sector representatives). These members will need to ensure that they have effective communication processes in place to link across these wider agencies, including onward to front line practitioners.
- **Co-opted members:** Some members may be co-opted for a specific purpose in a time limited way, e.g. to lead a project or sub group.
- **Lay Members** have a specific role to represent a local community view, but are not expected to act as community delegates or seek community views. They are expected to provide lay challenge to statutory agencies and contribute ideas and support to specific areas of the Improvement and Development Plan, in line with their particular interests and skills. They should also support links with the local voluntary sector where possible.
- **The Lead Member for Children's Services** has a specific role as a participating observer, as detailed in *Working Together 2015*.

3 MEMBERS COMMITMENT TO THE BSCB

New members are asked to give a short (5 minute) presentation on their role within their agency as an introduction at their first board meeting.

- To attend all meetings and for the whole meeting;
- In unavoidable circumstances, where attendance is not possible, the Board member will nominate a deputy who will be properly briefed to address the issues on the agenda, to present relevant agenda items and to make decisions on behalf of the agency;
- To read all papers prior to the meeting;
- To be prepared to contribute to the discussion across all areas of board business;
- To be prepared to comment and question, constructively challenging and holding partners and the BSCB to account to meet its objectives and to safeguard children in Buckinghamshire;
- To comply with the confidentiality statement included on page 4 of the Compact;
- To be familiar with the Buckinghamshire Child Protection Procedures;
- To champion and lead the safeguarding agenda within their agency;
- To ensure that relevant departments within their agency are informed of the work and agreements of the BSCB and contribute to the safeguarding work of the BSCB;
- To communicate key messages about safeguarding within their own agency;
- To be responsible for identifying poor performance in safeguarding practice within their agency and other agencies, and where responsible for that area of work, act to address this or bring it to the attention of the relevant person. Where poor practice continues despite intervention or due to circumstances beyond the individual's sphere of influence, to bring the concerns to the BSCB;
- To bring to the BSCB agenda issues regarding safeguarding which have implications for the co-operation between agencies and the monitoring role of the BSCB e.g. performance assessments, audits of practice outcomes and agency safeguarding effectiveness, new guidelines - either national, regional or local;
- To be prepared to chair and participate in sub groups and task and finish groups, to resource these from their agencies, attend regularly and make relevant contributions;
- Where required, be a member of a Serious Case Review Panel or commission such membership from within their agency;
- Carry out relevant functions in relation to Child Death Reviews including membership of the Overview Panel as required;
- Annually review the training partnership agreement for their agency to ensure the training pool is sufficient to continue multi-agency safeguarding training;

- To deliver the Business Plan and contribute to the identification and review of safeguarding children priorities.

4 THE BSCB COMMITMENT TO MEMBERS

The BSCB is supported by an independent Chair, BSCB Business Manager and administrative support. The following processes are in place to support the work of the BSCB, individual members and their agencies.

- All papers will be sent out a minimum of one week (5 working days) before each meeting;
- Minutes will be sent out no later than 2 weeks after the meeting to ensure that actions can be completed;
- To ensure the effectiveness of the BSCB, reminders on action points will be sent out in a timely fashion;
- Meetings are held every 2 months and will last for 2.5 hours;
- The BSCB will provide an opportunity for members to feedback on an annual basis.

Buckinghamshire Local Safeguarding Children Board Confidentiality Statement

The majority of the Buckinghamshire Safeguarding Children Board's business relates to non-identifiable information. However, the very nature of the BSCB's role and responsibilities means that from time to time Board members will have access to confidential information. The nature and extent of that information will vary according to the situation but examples include:

- Confidential information ***relating to a specific child/children/family*** etc. shared with a multi-agency review group or Panel;
- Confidential information ***relating to a safeguarding issue or incident*** that is likely to attract media attention;
- Confidential information ***relating to concerns about the safeguarding performance of BSCB Partner Agency(ies)***.

The BSCB agrees that:

- a. Where possible, identifiable information will be anonymised prior to presentation to the BSCB;
- b. If information cannot be anonymised (i.e. a concern about the safeguarding performance of a partner agency), there will be a discussion with the Independent Chair of the BSCB prior to the Board and the parameters regarding confidentiality will be agreed and minuted;
- c. In the event of an Individual Management Review or Serious Case Review (SCR) report being brought to BSCB for approval, names of partner agencies will not be concealed but potentially identifiable information relating to individual members of the public or professionals/volunteers involved in the case will be anonymised. SCR Panel members involved in the review of the case will not be anonymised;
- d. SCR panel members will be sent information via secure email.

Board members are required to follow these guidelines, in conjunction with their own agency policies regarding security and confidential information:

- Do not pass on information to any third party without express permission
- Keep papers in a locked briefcase or zipped folder when travelling
- Do not leave IT equipment or hard copies of papers in an unattended vehicle
- Keep papers in a locked cupboard or locker – both at home and in the office
- Do not leave papers on an unattended desk or in an unattended bag
- Do not print off papers unnecessarily
- Ensure hard copies of papers are shredded as soon as possible after use – return to the BSCB admin team for shredding if required
- Do not retain hard copies of documents other than for current use
- Ensure any datasticks or similar devices are encrypted
- Protect your IT equipment with strong security software and keep it updated
- Ensure your IT equipment is protected with a strong password
- Secure your home wireless network if accessing information from home
- Report any suspected breach of security to the BSCB Business Manager at the earliest opportunity

Agency Safeguarding Leads

It is helpful for the BSCB to have up to date information on agency safeguarding leads. Please complete the name and job title on behalf of your agency:

Lead for Safeguarding.....

Named Senior Officer for allegations.....

Agency contact for multi-agency dataset

Agency contact for HR/DBS checks.....

Membership Compact (to be completed by the BSCB member and their Chief Executive or Head of Service)

We agree to:

- a) Carry out the roles and responsibilities as stated in this compact and in the BSCB Terms of Reference
- b) Lead and contribute to specific actions in the BSCB Improvement and Development Plan, and to actions in Sub Group work plans
- c) Acknowledge this role as an essential component of BSCB member's job description
- d) Allow sufficient and dedicated time for BSCB activities
- e) Support the BSCB member on their challenge and support role within the agency and with partners agencies
- f) Ensure that BSCB requirements around safeguarding are given high priority within the agency and that resources are committed both in kind and in cash as necessary
- g) Maintain confidentiality as described in the Confidentiality Statement (page 4)

Signature of Chief Executive/Head of Service.....

Name

Date.....

Signature of BSCB Member.....

Name

Date

Signature of BSCB Chair

Name

Date.....

Please return to: Carol Gorley, BSCB Admin Team, 4th Floor County Hall, Walton Street, Aylesbury, Bucks, HP20 1UZ or email cgorley@buckscc.gov.uk

Annex A – additional notes for voluntary sector and school members, in relation to their role in representing a wider sector.

Section 2: BSCB Members

The compact states that members providing representation across a wider sector “*will need to ensure they have effective communication processes in place to link across these wider agencies, including onwards to frontline practitioners.*”

The BSCB recognises that it also has a responsibility to facilitate this type of communication and will:

- Provide a regular BSCB newsletter that can be forwarded on across a wider sector.
- Work with relevant Board members to define expectations around communications.
- Work with relevant Board members to understand and try and overcome any challenges relating to communications.

The compact states that members should be of “*sufficient seniority within their own agency to be able to speak and make commitments on their agency’s behalf.*”

The BSCB expects that members representing a wider sector should be able to:

- Make decisions relating to their own agency
- Commit to facilitating work across their wider sector, for example through disseminating information through their communication channels. Where there is a need to do this the exact mechanism will be discussed and agreed between the BSCB and the relevant Board members.

Where decision making is required, it is recognised that members will not be able speak for the whole sector or commit other agencies to work they have not been asked to do. However, they are asked to use their professional experience and knowledge of the sector to provide responses and make decisions that are mindful of the interests and characteristics of the wider sector.

In some instances it will be necessary or desirable to consult directly with the wider sector in order to gather views and opinions and thereby influence decision making. In such instances the BCSB will work with relevant Board members to decide on the best approach.

Section 3: Members Commitment to the BSCB

The compact states that members should be “*prepared to chair and participate in sub groups and task and finish groups, to resource these from their own agencies....*” On the last page, the compact also states that member agencies should ensure “*resources are committed in kind and in cash*”.

BSCB resources are derived entirely from partner contributions. The budget is agreed on an annual basis with individual contributing partners. All agencies, including those who do not give a direct financial contribution, are likely to be able to provide a range of other resources,

including, but not limited to, providing rooms for meetings, identifying representatives to attend meetings and to complete the work associated with meetings, providing trainers for the BSCB training pool etc.

Confidentiality statement

The guidelines provided reflect the fact that Board and Sub Group members are likely to be provided with confidential or sensitive information and therefore need to be mindful of the way they handle and share this information. The guidelines are for the individual members and the Board is not asking members to make a commitment on behalf of their whole agency or the wider sector they represent.