



## **Policies and Procedures Sub Group**

### **Terms of Reference**

**January 2016**

#### **1. Purpose**

To ensure there are up to date multi-agency safeguarding policies and procedures for Buckinghamshire which are easily accessible and well embedded across partner organisations.

#### **2. Functions**

- To develop, maintain, publicise and embed an appropriate suite of multi-agency safeguarding policies, procedures and guidance documents.
- To advise the Board on the need for new policies, procedures and guidance documents.
- To ensure all policies, procedures and guidance documents reflect Board priorities including Early Help and Voice of the Child and any issues arising from Serious Case and Partnership reviews.
- To provide guidance to assist external organisations to write robust child protection policies, which are in line with current BSCB policies and procedures.
- To work within the Learning and Improvement Framework of the BSCB; to inform and enhance front line practice.
- To provide regular reports to the Board on the work of the Sub Group and ensure that areas of risk or concern are escalated to the Board.
- To agree an annual work plan with the Board and provide an annual report on the work of the Sub Group as part of the business planning process.
- To ensure that, where appropriate, the views of children, young people, parents and professionals inform the work of the Sub Group.
- To ensure that the activity of the Sub Group is carried out with due regard to issues relating to culture and diversity.

### 3. Definition

The Sub Group works to the following definitions:

- **Strategy** (mandatory): Set outs what the BSCB is trying to achieve through a vision and medium to long-term objectives.
- **Policy** (mandatory): A set of principles explaining how the strategic objectives are to be achieved.
- **Procedures** (mandatory): Detailed operational information on how to implement a strategy or policy, for example a process that must be followed.
- **Guidance** (optional): Information to help employees, third parties or customers to carry out their respective roles.
- **Other** - Unlikely to be required. However, may include exceptions from the above definitions such as high level frameworks and protocols.

### 4. Membership

Representatives are drawn from across partner agencies. Current membership comprises of:

Children's Social Care and Learning, Buckinghamshire County Council (2 members)  
Buckinghamshire CCGs  
Thames Valley Police  
Buckinghamshire Healthcare NHS Trust  
Oxford Health NHS Foundation Trust  
Wycombe District Council  
Buckinghamshire Safeguarding Children Board

A chair and vice chair should be elected from within the sub-committee membership. These roles will be reviewed on an annual basis.

### 5. Operational Arrangements

**Frequency of meetings:** Meetings take place on a quarterly basis.

**Quorum:** The sub group will be quorate if the Chair or Vice Chair are present along with 3 other members.

**Terms of Reference:** The Terms of Reference will be reviewed on an annual basis.  
Date of next review: January 2017.

### 6. Conduct of Business

- The Sub-Group will work to an agenda which the Chair will co-ordinate and distribute at least five working days prior to the meeting.
- The Chair or an agreed substitute will be present at each meeting.

- Recommendations will, wherever possible, be made by consensus.
- Any member with a conflict of interest or who seeks to benefit as an individual, group or organisation (financially or any other individual benefit) in an agenda item must declare their vested interest and leave the meeting for that item and take no part in the discussion, agreement or recommendations.

## **7. Support from the BSCB Admin Team**

The BSCB Admin Team will provide the following support:

- a) Agree the agenda with the Chair two weeks before each meeting.
- b) Send out the agenda and supporting papers at least one week in advance of each meeting.
- c) Maintain an up to date list of members and their contact details.
- d) Take minutes and circulate these within two weeks of each meeting.
- e) Organise and provide administrative support for any task and finish groups commissioned.
- f) Support with other administrative tasks relating directly to the activity set out in the Sub Group work plan.