



Serious Case Review Sub Group Terms of Reference March 2017

1 Purpose

- To ensure that the BSCB carries out Serious Case Reviews (SCRs) in line with statutory requirements.
- To ensure that learning from SCRs and other partnership reviews is disseminated and used to improve outcomes for children and young people in Buckinghamshire.

2 Functions

- To consider cases that may require a Serious Case Review and to make a recommendation to the Chair of the Buckinghamshire Safeguarding Children Board (BSCB).
- To establish a Serious Case Review Panel for each serious case review.
- To consider lessons to be learned from Serious Case Reviews from other areas and to make recommendations to the BSCB on any practice, policy or procedural changes that may be required.
- To initiate Partnership Reviews on cases, other than Serious Case Reviews, when it is considered that there may be lessons to be learned on the safeguarding of children.
- To review Serious Incident Reviews for learning where that process has identified a significant safeguarding issue, which reveals a potential systemic failure within that single agency.
- To ensure that all reviews take account of the 'voice of the child'.
- To ensure that family members are given the opportunity to be involved in all relevant review processes.
- To ensure that practitioners are involved in all relevant review processes.
- To ensure that all relevant reviews extend to the learning for early help / intervention.

- To monitor the implementation of action plans from Serious Case Reviews and from Partnership Reviews.
- To be kept informed of the instigation and progress of complex abuse cases by the Senior Management Group.
- To work within the Learning and Improvement Framework of the BSCB; to inform and enhance front line practice.
- To provide regular reports to the Safeguarding Board on the work of the Sub Group, and ensure that areas of risk and concern are escalated to the Board.
- To agree an annual work plan with the Board as part of the business planning process.
- To provide an annual report on 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 equality and diversity.

3 Membership

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

- BSCB
- Buckinghamshire CCGs
- Buckinghamshire County Council (Child & Family Service)
- Buckinghamshire County Council (Education)
- Buckinghamshire County Council (ESAS)
- HB Public Law
- Bucks Healthcare NHS Trust
- Thames Valley Police

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

4 Operational Arrangements

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.

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.

Frequency of meetings: This Sub Group will meet every 6 weeks.

Quorum: The Sub Group will be quorate if the Chair or Vice Chair and 4 other members are present.

Terms of Reference: The Terms of Reference will be reviewed on an annual basis. Date of next review: March 2018.

5 Support from the BSCB Admin Team

The BSCB Admin Team will provide the following support:

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