



West Sussex Safeguarding Children Board Constitution

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CONSTITUTION FOR WEST SUSSEX SAFEGUARDING CHILDREN BOARD

1. TITLE

The Board will be known as the West Sussex Safeguarding Children Board. It will be referred to throughout the remainder of this document as the WSSCB.

2. INTRODUCTION

The Children Act 2004 (S13) requires that children's services authorities must establish a Local Safeguarding Children Board (LSCB) for their area.

The Act prescribes the partners of the WSSCB who must be included, and says that it should also include any other relevant partners upon which the Board, after consultation, agree.

The WSSCB is a statutory body, and is part of a wider strategy for safeguarding and promoting the welfare of children, the duty with which all children's services authorities and their partner agencies are charged.

This constitution is in accordance with the published legislation, and with the guidance to date: it is intended to be used as a guide and framework to ensure that individual agency and collective responsibility are met in West Sussex. It should be read in conjunction with the Financial Partnership Agreement (Appendix 2) which outlines the governance and conditions which apply to the financial arrangements for the Board.

3. OBJECTIVES

The objectives of the WSSCB, as set out in the Children Act 2004 (S14) are:

- To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of the children in the area of West Sussex
- To ensure the effectiveness of what is done by each person or body for these purposes.

4. Functions of WSSCB

4.1 The functions of an LSCB are defined by regulations (The Local Safeguarding Children Boards Regulations 2006, Sections 5 and 6)

4.2 They are:

4.21 developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to;

(i) action to address concerns about a child's safety or welfare, including thresholds for intervention;

(ii) staff safeguarding training;

(iii) recruitment and supervision of those persons who work with children;

(iv) investigation of allegations concerning persons who work with children;

(v) private fostering;

(vi) cooperation with neighbouring children's services authorities and their Board partners;

4.22 communicating the need to safeguard and promote the welfare of children, raising awareness of how this can best be done, and encouraging best practice

4.23 monitoring and evaluating the effectiveness of what is done collectively to safeguard and promote the welfare of children, advising on ways to improve

4.24 participating in the planning of services for children in the area of the local authority; The WSSCB will have responsibility to ensure that safeguarding and promotion of the welfare of children is included in relevant plans within West Sussex and has a scrutiny and audit function to address this area of work.

4.25 undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

Regulation 5(2) defines a serious case: A serious case is one where abuse or neglect of a child is known or suspected and either the child has died, or the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

4.26 responsibility for Child Death Overview Panels;

The WSSCB has functions relating to the deaths of any children normally

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residing in its area:

- collecting and analysing information about each death with a view to

Identifying:

(i) any matters of concern affecting the safety and welfare of children in the area of the authority, including any cases giving rise to the need for a serious case review.

(ii) any general public health or safety concerns arising from deaths of such children;

(iii) putting in place procedures for ensuring that there is a coordinated response by the authority, their Board partners and other relevant persons to an unexpected death.

4.27 The WSSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

4.28 In order to fulfil its statutory function under Regulation 5 an LSCB should use data and, as a minimum, should:

- assess the effectiveness of the help being provided to children and families, including early help;
- assess whether LSCB partners are fulfilling their statutory obligations;
- quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
- monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children

4.3 The Board's co-ordinating and assurance activity is likely to fall into three broad areas:

4.31 Early help: identifying and preventing maltreatment or impairment of health and development at all stages in the child's journey;

4.32 Children in need: proactively focusing on particularly vulnerable children and young people e.g. disabled children or children living in adverse circumstances with parents/ carers whose parenting is compromised;

4.33 Child protection: responsive work to protect children who are suffering or are at risk of suffering harm, including those who are or have been looked after.

4.34 Desired outcomes of the Board's activity are that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school, and
- have security, stability and are cared for.

5.0 Membership of the Board

5.1 Members should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- Speak for their organisation with authority;
- Commit their organisation on policy and practice matters; and
- Hold their organisation to account.

5.2 In nominating their representative, organisations will be asked to confirm their commitment by allowing the individual time to be a proactive member of the Board.

5.3 Board Partners, Statutory Members and Other Members are defined in Appendix 3

5.4 Additional representatives identified by West Sussex County Council, and in consultation and agreement with the Board Partners, may become members of the WSSCB.

5.5 The seven District and Borough Councils will be represented on the main Board by representatives from three of the seven councils who will liaise with the other four councils

5.6 Additional persons may be nominated from the list of Partner/Member agencies to work on sub-committees on behalf of the agency.

5.7 Lay Members

5.71 The WSSCB will include two lay members from the local community. The role for lay members will relate to:

- supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the WSSCB's child protection work in the wider community;
- challenging the WSSCB on the accessibility by the public and children and young people of its plans and procedures; and
- helping to make links between the WSSCB and community groups

Lay members will operate as full members of the WSSCB, participating on the Board itself and on relevant sub groups.

5.8 Roles and responsibilities of Members

5.81 The role profile for statutory and other members is at appendix 1

WSSCB Constitution

- Members have a duty to contribute to the effective working of the WSSCB and this should take precedent where necessary over their role as a representative of their own agency.
- Members have a duty to attend the meetings of the WSSCB. Agencies should attend 100% of meetings. Attendance will be monitored and reported as part of the annual report and any issues regarding attendance of agencies will be raised with the agency concerned.
- Expenses of attending such meetings to be met by the core member and which will not be considered as a financial contribution to the budget.
- Members have a duty to disclose to the WSSCB anything which may have material relevance upon any of the work of the Board.

5.82 Tenure of Membership

- Whilst membership is on a rolling basis, individual representatives of Partner Agencies/Members must hold a role relevant to the safeguarding of children in their agencies.
- All Board and sub-group members will meet the requirements of the Disclosure and Barring Service (DBS) and be asked to evidence their suitability including DBS status via their employing agency.

6.0 GOVERNANCE and ACCOUNTABILITY

6.1 The WSSCB is the statutory mechanism that coordinates and monitors local safeguarding arrangements put in place by local organisations. The role of the WSSCB is to hold agencies to account, but it is not directly accountable for the operational work of partners.

6.2 WSSCB does not commission or deliver direct frontline services though this Board will provide training. While LSCBs do not have the power to direct other organisations they do have a role in making clear where improvement is needed.

6.3 The WSSCB has a role in co-ordinating and ensuring the effectiveness of local individuals' and organisations' work to safeguard and promote the welfare of children; it is not accountable for their operational work. Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. Members of the WSSCB will be held to account for challenge within their own organisations.

6.4 All private/voluntary/community organisations that come into contact with or offer services to children in West Sussex will be asked as a matter of good practice to take account of this guidance.

6.5 Every LSCB should have an Independent Chair who can hold all agencies to account.

6.6 It is the responsibility of the Chief Operations Officer to appoint or remove the WSSCB chair with the agreement of a panel including WSSCB partners and lay members.

6.7 The Chief Operations Officer, drawing on other WSSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the WSSCB.

6.8 The WSSCB Chair will work closely with all WSSCB partners and particularly with the Director of Children's Services.

6.9 The Director of Children's Services has the responsibility within the Local Authority, under section 18 of the Children Act 2004, for improving outcomes for children, local authority children's social care functions and local cooperation arrangements for children's services.

6.10 The Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report should be submitted to the Chief Operations Officer, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.

6.11 In addition the WSSCB will produce a yearly business plan in line www.westsussexscb.org.uk Room 12, County Hall, West Street, Chichester, PO19 1RQ

with its agreed and current responsibilities.

6.12 The WSSCB business plan and annual report will be public documents and will be posted on the WSSCB website after they are agreed by the Board.

6.13 The Board will act independently in respect of monitoring safeguarding arrangements and thus it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within West Sussex. The Lead Member will be a participating observer of the WSSCB.

6.2 Relationship between the LSCB and the Health and Well-Being Board (HWBB) and Think Family Partnership Board (TFPB).

6.21 The responsibilities of the WSSCB are complementary to those of the TFPB and the HWBB. Whilst the work of the WSSCB contributes to the wider goals of improving the wellbeing of children, it has a narrower focus on safeguarding and promoting welfare.

6.22 The WSSCB is not subordinate to the TFPB or the HWBB and will not be subsumed within their structures in a way that might compromise its separate identity and independent voice. The WSSCB has a role through scrutiny and challenge to engage with the work of the TFPB and the HWBB in promoting the welfare of children and young people locally. (Appendices 5 & 6)

6.23 The WSSCB should be a formal consultee during the planning and development of services for children/young people. The H&WBB and TFPB should pay due regard to safeguarding issues identified by WSSCB and show how they will respond in service plans. .

6.24 The WSSCB as a body should work with the HWBB and should be represented on the TFPB. The local authority Chief Operations Officer and Council Leader will satisfy themselves that the relationship between the TFPB and the WSSCB is working effectively.

6.25 The WSSCB will scope out with Safer West Sussex Partnerships how best to scrutinise and challenge the work of the respective bodies. The Chairs of each body will satisfy themselves that the relationship is working effectively.

6.3 The Scrutiny function of the WSSCB

6.31 WSSCB will through its scrutiny calendar receive and scrutinise regular quality assurance reports by individual agencies to identify good practice and highlight any shortcomings within those agencies. (Appendix 8) If shortcomings are identified, WSSCB and the agency in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be subject to annual review by the WSSCB.

6.32 If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of children, and the WSSCB is not www.westsussexscb.org.uk Room 12, County Hall, West Street, Chichester, PO19 1RQ

convinced of the adequacy of the planned action to improve practice, the WSSCB Chair, in consultation with the Director of Children's Services, will explain these concerns to those individuals and organisations concerned, and seek to provide support and ensure adequate action is taken to improve practice.

6.4 Dispute Resolution between Board Partners

6.41 If there is a dispute between WSSCB Partners and/or the WSSCB Chair, dispute resolution procedures will be followed.

6.42 Within 28 days of the Board determining that a dispute exists, the WSSCB Chair, in consultation with the Chief Operations Officer and/or Director of Children's Services, will convene a joint meeting of the parties in dispute. This should take place as soon as is reasonably practicable, but within 3 months of the original dispute coming to attention.

6.5 OPERATION OF THE BOARD IN MEETINGS

6.51 Frequency of meetings

i) The full Board will meet on a quarterly basis at a minimum of 4 times a year. The WSSCB year commences 1st April; these meetings shall be termed 'Ordinary Meetings'. The dates of these meetings will be set on an annual basis by no later than November 15th of the previous WSSCB year.

ii) The WSSCB may form a sub group of WSSCB members to carry out some of the duties of the day to day business or undertake a specific task by local agreement. This will include the Chair or Vice-Chair, two partner agencies and Board Manager. It must include a representative of the Children's Services Department (CSD).

iii) The Board may be convened for an extraordinary meeting at any point with a period of notice agreed between the Chair or Vice Chair and the Board Manager, preferably not less than 10 working days' notice to conduct any business relating to the full Board.

iv) If any urgent decision is required on any matter, the Board delegates responsibility to the Chair (or Vice Chair) in consultation with the Board Manager and as many members of the Board as practicable. Wherever possible, consultation with full Board members should be undertaken. Urgent decisions are defined as any decision relating to any matter of Board business which is required at less than 10 days' notice.

6.52 Quoracy

i) To be quorate, any ordinary Board meeting must have a minimum of six agencies representing at least four separate agencies including CSD, Police and Health in order for the meeting to proceed and decisions stand.

ii) For any extraordinary or sub-group meeting to be quorate a minimum of 3 separate Board partner agencies must be represented and this must include a representative of CSD.

iii) Urgent decisions will stand where taken outside of any meeting by the Chair (or Vice Chair) in consultation with the Board manager and at least two separate Board partner agencies.

6.53 Reports to the Board

i) The Board will follow a plan of work as set out in the Business Plan.

ii) The Agenda for each ordinary meeting will be circulated at least 5 days before the scheduled meeting.

iii) Any items to be considered for the agenda may be submitted to the Board Manager up to 10 days prior to any scheduled meeting who will consult with the Chair or Vice Chair.

iv) Items may be added to the agenda at any time with the permission of the Chair or the Vice Chair.

v) Reports relating to any agreed agenda item must be circulated at least 5 days before any scheduled meeting.

6.54 Minutes of the Board

i) Every Board meeting will be minuted.

ii) Minutes will not be regarded as confirmed until signed off at the next Board meeting.

iii) Minutes may contain confidential information which may refer to information which should not be made public; this will be marked as "restricted" and should not be shared outside the membership of that meeting without the written permission of the Chair.

iv) The meetings of the WSSCB will not be held in public, although the notes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and may be posted on the WSSCB website.

6.55 Reports to or from the Board

Reports to the Board will be presented using the agreed front sheet.

Reports to the Board for scrutiny agenda items must be submitted on the agreed template (appendix 8).

Reports to or from the Board may be circulated beyond the membership of the Board if the Board agrees, and in compliance with issues of Data Protection. This clause does not apply to any papers relating to Serious www.westsussexscb.org.uk Room 12, County Hall, West Street, Chichester, PO19 1RQ

Case Reviews although the Board may permit such circulation with the agreement of the Chair.

6.56 Decision Making

- i) Ordinary decision making will be by majority consensus, with dissenting views to be clearly recorded in the minutes of the meeting.
- ii) In the event of a split decision, the Chair will make the final decision.
- iii) Where urgent decisions are required this must be in accordance with section 6.51 above

6.6 OFFICES OF THE BOARD

6.61 The Independent Chair

6.611 It is the responsibility of the local authority, after consultation with the WSSCB partners, to appoint the WSSCB chair

The chair, who must be of sufficient standing and expertise to command the respect and support of all partners, will be someone independent of the local agencies so that the WSSCB can exercise its local challenge function effectively

6.612 The expenses of an independent appointment will be met by the Budget arrangements.

6.613 The Chair should:

- (a) Ensure the effective operation of the Board, facilitating and enabling the engagement of all Board partners in decision making
- (b) Secure an independent voice for the WSSCB
- (c) Act objectively and independently from any other role held.

6.614 The Chair is responsible for chairing all WSSCB Board and Executive group meetings. The Chair will agree the agenda and correct and agree the minutes. The Chair will represent the Board at formal meetings with Ofsted, the Think Family Partnership Board, and other bodies as required.

6.615 Board members will be consulted on the appointment of the independent Chair and with the Chief Operations Officer and DCS review the appointment at least every 3 years to consider how effective the current arrangements are and whether the objectives of the Board are being met under the current Chair

6.62 VICE CHAIR.

6.621 Will be appointed following consultation with the Board.

6.622 Will deputise for the Chair in any decision making role where the Chair is unavailable or where such decision making has been delegated to the role by the Chair or the Board.

6.63 BOARD MANAGER

6.631 The Board Manager is not a member of the Board, but will be employed by one of the partner agencies to manage and facilitate the business of the Board and its sub-groups.

6.632 The expenses of the Board Manager will be met from the budget or will be provided as a contribution from one of the Partner Agencies.

6.634 The Board Manager will take a lead role in liaison between partner agencies, and with neighbouring Boards.

6.64 LEGAL ADVISOR

6.641 The Local Authority will appoint a Legal Advisor to the Board to advise and assist the Board, as and when required.

6.642 Legal Advisor attendance is not required at the Board or any of the Board subgroups, but may do so if requested by any partner agency. Any legal advisor attending the Board or sub-group is not a member of the Board or sub-group.

6.643 The expenses of Legal Advice to the Board will be met from the budget or will be provided as a contribution from the Local Authority.

6.644 The provision of legal advice to individual Board Partners will not be the role of the Legal Advisor to the Board.

6.65 FINANCIAL ADVICE SUPPORT

6.651 The Local Authority will provide financial advice and support to the Board, concerning the management and operation of the budget.

6.652 The cost of such support will be met from the budget or will be provided by the local authority as a contribution.

6.653 Financial support to individual Board Partners will not be included within this provision.

6.66 ADMINISTRATION

6.661 Any Partner may provide administrative support to facilitate meetings of the Board and its subgroups, or to the Chair, Vice Chair, Board Manager or Legal and Financial Advisors where they are undertaking business of the Board.

6.662 The cost of such support will be met from the budget or will be provided as a contribution from the relevant partner.

6.663 Administrative support to individual Board members will not be included within this provision.

6.7 SUB-GROUPS

6.71 Please refer to Appendix 4 for the WSSCB Structure Chart. The following will be sub-groups of the WSSCB

- i) Executive group
- ii) Case review group (CRG)
- iii) Child Death Over-view Panel (CDOP)
- iv) Quality Assurance and Performance Group (QAPG)
- v) Learning & Development Group (L & D G)
- vi) Professional Practice Group (PPG)
- vii) Child Sexual Exploitation (CSE) Group
- viii) WSSCB Ambassadors Group

6.711 Each subgroup will operate in accordance with Terms of Reference which have been agreed by the Board.

6.712 Membership of sub-groups will consist of some discretionary WSSCB members, as well as representatives of those agencies required in the Children Act 2004, nominated by agencies, confirmed by the main WSSCB and reviewed at least every two years

6.713 The sub-groups will be chaired by WSSCB members and partners agreed by the Board who will be responsible for making written reports to the WSSCB on a quarterly basis through the Executive. (Appendix 9)

6.714 Each sub group will have a Vice-Chair elected by the sub-group

6.715 Any changes to the chairing arrangements or terms of reference for the sub groups should be referred to the Board manager for consultation with the Chair or Vice-Chair of the Board. Amendments will normally be referred to the Board for ratification.

6.716 At each meeting of a sub-group there should be a Chair or Vice Chair present together with representatives from at least 2 other agencies

6.717 Sub-groups will meet at intervals agreed by the WSSCB and all agencies will be responsible for contributing to the resourcing of these under the power conferred on them by the Children Act 2004 (S15), and in accordance with the Financial Partnership Agreement (Appendix 2)

6.72 The Executive Group:

6.721 The Executive Group will be responsible for effectively progressing the business of the board, co-ordinating the work of the sub-groups, undertaking a scrutiny function and reporting to the Board areas of improvement and areas requiring development, distil information presented to the board and refine the decision making process of the main board. In addition the Executive Group will ensure an annual report and business plan is produced in line with the requirements of statutory guidance.

6.722 The Executive Group will meet at least four times each year, and will have the same authority to take decisions as the full Board. An Executive Group meeting requires at least three separate agencies to be present to be quorate. Members will include senior members of the Board and Sub Group Chairs. Any decisions taken on behalf of the Board will be reported to the following WSSCB Board meeting.

6.723 The Executive Group will be formed of the following: -

Independent Chair

Director of Children's Services

District and Borough Council representative

Head of Special Investigations Branch, Sussex Police

National Probation Service Assistant Director – Sussex

Kent, Surrey & Sussex Community Rehabilitation Company – Offender Management Director, West Sussex

Director of Nursing & Patient Safety, Western Sussex Hospitals NHS Trust

Head of Quality, Clinical Comm. Group (Coastal) WS

Designated Nurse

Named GP

Designated Doctor

Head of Learning

CDOP Chair

Principal Manager CSU

Case Review Group Chair

Quality Assurance & Performance Group Chair

Learning & Development Group Chair

Professional Practice Group Chair

CSE Group Chair

WSSCB Ambassadors Group Chair

West Sussex Safeguarding VCS Forum Chair

Safeguarding in Education/LADO

Board Manager

Police Advisor

Head of Safeguarding

Early Help Strategic Com. Mgr.

Lead Member for Children

6.73 Case Review Group (CRG)

6.731 Purpose of the CRG is to enable the WSSCB to fulfil its statutory duty to undertake Serious Case Reviews (SCRs). The group will consider whether cases referred to it meet the criteria for a SCR or smaller scale audit as defined in Chapter 4 of Working Together to Safeguard Children 2013 (WT13) and makes recommendation to WSSCB Chair who decides whether to undertake one.

6.74 Child Death Over-view Panel (CDOP)

6.741 The Purpose of the CDOP is to monitor and review the deaths of all children under 18yrs in West Sussex. The group's aim is to better understand how and why children in our county die and use our findings to take action to prevent other deaths and improve the health and safety of our children.

6.75 Quality Assurance & Performance Group (QAPG)

6.751 The QAPG group will be primarily responsible for auditing and monitoring single and multi-agency activity relating to Child Protection and also wider safeguarding of children i.e. serious case review action plans, s11 audits.

6.752 The group will monitor and evaluate selected data and information to measure the effectiveness of how the WSSCB partners are fulfilling their responsibilities to safeguard and promote the welfare of West Sussex children and young people.

6.753 This group will have a sub group attached, MAFAG (Multi Agency File Audit Group) who will be responsible for the co-ordination and completion of multi-agency audits and inform the QAPG of their findings, recommendations and actions.

6.76 Learning and Development Group (L & D Group)

6.761 The L & D group will aim to ensure that the children's workforce, including those who provide services to parents and carers, have the knowledge and skills to safeguard children. Following analysis of interagency training needs, a programme will be developed and funded by the WSSCB partnership. This programme will reflect the current learning, from national and local SCRs, as well as issues facing our children such as forced marriage and Female Genital Mutilation (FGM).

6.77 Professional Practice Group (PPG)

6.771 The role of the PPG is to encourage and develop effective working relationships between different agencies to promote trust and inter-agency collaboration. To improve the effectiveness of practice in the light of knowledge gained through national and local experience and research.

6.772 This group will have two further sub-groups, North and South Multi-Agency Safeguarding Groups (MASG) attached which will identify any local safeguarding trends, identify any local practice issues and feed these up to this group for further action.

6.78 Child Sexual Exploitation (CSE) Group

6.781 The role of the CSE Group is to develop, implement and monitor an effective strategy for tackling CSE in West Sussex.

6.782 The group will be responsible for focussing on issues of child sexual abuse including CSE, sexually harmful behaviour and child trafficking to make recommendations to the Executive in relation to issues of practice, policy and dissemination with the clear aim of improving the response from all agencies to child sexual abuse.

6.79 WSSCB Ambassadors Group

6.791 This group is made up of representatives of children and young people from West Sussex. The group is chaired by a young person and facilitated by the Board Manager. The group is responsible for identifying and addressing issues which are prevalent to children and young people in the county. Members of the Group will attend Board and Executive as agreed; be responsible for their own action plan which will form part of the Board's business plan and to hold the Board to account where appropriate. The Group will establish and maintain links with the Youth Cabinet and any other Boards/Groups as agreed. The group will also assist with the Board website and ensuring that the content remains relevant.

6.8 Pan Sussex Groups

6.81 The LSCBs of West Sussex, Brighton & Hove and East Sussex work together to ensure consistency of policies and procedures across the local area.

- The 3 LSCB Board Managers and Heads of Children's Safeguarding will meet quarterly to discuss policy, child protection procedures and arising issues and are referred to as the Pan Sussex Procedures Group.
- The Board may at any time work in co-operation with any other neighbouring LSCBs to establish subgroups or working groups as determined by the Board(s)

7.0 PARTICIPATION and ENGAGEMENT

7.1 It is vital that children and young people, parents and communities, including BME and faith groups in West Sussex are aware of the importance of safeguarding children, and that this is everybody's business.

7.2 To promote this the WSSCB will engage with focus groups, building on those groups that are already established, where these exist. The views of children and young people will be sought about priorities and effectiveness of Safeguarding services and issues via the WSSCB Ambassadors Group and at Board.

7.3 The WSSCB has developed a communication strategy which includes how children, their families, professionals and the wider community are informed of relevant safeguarding messages and primarily that it is everybody's business.

8.0 COMPLAINTS

8.1 The WSSCB will respond to any complaints related to its functions in line with guidance in Working Together 2013, and the Pan Sussex Safeguarding Children Procedures, any complaint relating to an individual partner agency will be referred to that agency and dealt with by, and under the complaint process of that agency.

9.0 FREEDOM OF INFORMATION REQUESTS

9.1 Under the Ministry of Justice's extension to the Freedom of Act 2000, Local Safeguarding Children Boards are not deemed as Public Authorities under the Act and therefore will be exempt from requests for the disclosure of information under the Freedom of Information Act 2000.

10.0 WSSCB FUNDING

10.1 Working Together 2013 states all LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

10.2 The Children Act 2004 (S15) gives the power to partners of the children's services authority to make payments in respect of the running of the WSSCB, or to provide staff, goods services accommodation or other resources, but it does not require them to do so. Statutory guidance has stated that the core contributors should be the Local Authority, the Police and Health.

10.3 Payments may be made by direct contribution, or into a pooled budget. The Board partners must have the delegated authority of their agency to commit any payments, or to provide staff, goods services accommodation or other resources in respect of the running of the WSSCB.

10.4 The Financial Partnership Agreement will determine the financial governance of the Budget. (Appendix 2)

10.5 The Board's financial year is from the 1st April to the 31st March each year, with contributing agencies providing full contributions by 30 April of the new financial year.

10.6 West Sussex County Council, on behalf of WSSCB, will act as the accountable body and administer the pooled budget. The funding agencies will be informed of any under spend which is carried into the following year. Similarly the funding agencies will need to agree as to how any projected overspend should be managed.

10.7 A financial statement will be provided to the WSSCB at each Executive Group Meeting and a Financial Statement included in the Annual Report each year.

11. AMENDMENT AND REVIEW

11.1 This Constitution should be reviewed annually and following any revision of statutory guidance. It may additionally be considered for amendment at any meeting of the WSSCB, provided that prior notice of amendment is formally tabled for the meeting.

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Appendix 1 – Roles and responsibilities of members

Members will be responsible for:-

1. responding to communications and act as a channel of communication between their own agency and the Board.
2. promoting the aims of the Board in their own agency.
3. disseminating information to relevant staff within their own agency/ organisation in an appropriate and timely manner following all LSCB meetings.
4. establishing effective systems for being briefed by and providing briefings to their agency or liaison within their profession about views on safeguarding matters (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).
5. holding managers within their agency / organisation to account for that agency's contribution to safeguarding (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).
6. ensuring the proper development of safeguarding policy both for the WSSCB and their own agency/organisation.
7. taking a lead role for safeguarding children within their agency/professional group and lead on work as required by the Board. This will include participation or delegation within their agency to one or more of the WSSCB sub-groups.
8. producing or ensuring the production of reports to/ from their agency / organisation as required. This may include participation in Serious Case Reviews, monitoring of standards of safeguarding practice within their agency, etc.
9. identifying any child protection and safeguarding training needs within their agency and draw these to the attention of the WSSCB. Support and help arrange attendance at multi-agency training courses from within their agency and contribute to multi-agency training as appropriate.
10. submitting single agency audits to the WSSCB on safeguarding and child protection.

Appendix 2 – Financial Partnership Agreement

Introduction

This appendix sets down the agreement by which the partner agencies of the WSSCB finance the WSSCB's core activities.

Background

Working Together 2013 states all LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.'

The Children Act 2004 (S15) gives the power to partners of the children's services authority to make payments in respect of the running of the LSCB, or to provide staff, goods services accommodation or other resources, but it does not require them to do so. Statutory guidance has stated that the core contributors should be the Local Authority, the Police and Health.

Payments may be made by direct contribution, or into a pooled budget. The Board partners must have the delegated authority of their agency to commit any payments, or to provide staff, goods services accommodation or other resources in respect of the running of the WSSCB.

In 2009 an agreement was reached between the contributing agencies that there would be an agreed budget of approximately £300K.

This appendix sets down the framework in which financial decisions are made and the monies of the WSSCB are managed.

Principles on which West Sussex Safeguarding Children Board shared budget is based.

Principle 1

The Core budget of the WSSCB provides the financial resource for the WSSCB to employ:

1. An independent Chair
2. A team of officers to support the work of the WSSCB
3. A working budget to ensure the core responsibilities of the WSSCB are met

Principal 2

The financial contributions of the agencies to the WSSCB do not replace the contribution of time and capacity of professional leads within partner agencies to the activities of the WSSCB

Principal 3

In order to provide an effective WSSCB team and business plan the budget will be agreed on a three year basis with a reviewed during each year by the contributing agencies to ensure that the contributions meet the agreed level of activity.

Contributions of Individual Agencies

In 2013 the (first three year) budget agreement set the agencies contributions as a proportion of the total budget, with actual costs, as follows:

Local Authority	59.9%	£145,300
Health (CCGs x3)	29.6%	£71,861
Police	5.2%	£12,500
Probation	2.2%	£5,250
Others (<i>needs to be stated</i>)		
CAFCASS	0.2%	£550
D & B Councils	0.4% (x7)	£7,000
Total	99.9%	£242,461

The settlement will be reviewed every three years commencing 2013.

The proportion can only be changed in consultation with WSSCB members, and the Chief Executives of the relevant agencies.

Agreement of Budget

The Local Authority Accountant and Board Manager will prepare a draft budget for consultation by October prior to the start of the forthcoming financial year. The Parties shall raise any objections to the draft Budget by 15 November. The draft Budget and any objections received shall be considered at the next meeting of the WSSCB Executive Group.

Each Party shall notify the Board Manager of the amount of their proposed Contribution, commitments and other relevant information for the following Financial Year and outline proposals for the subsequent two Financial Years by 15 December prior to the start of the forthcoming Financial Year.

If the Budget cannot be agreed by the Parties, the WSSCB shall within three weeks, if and to the extent appropriate, amend the draft Budget and submit the revised draft Budget together with minutes of the meeting for approval by Unanimous Resolution. If the Parties cannot agree the revised draft Budget, dispute resolution process will be initiated.

West Sussex County Council shall procure that the Accountant, along with the Board Manager prepares a draft Budget for each Financial Year and submits it to the Board for approval by Unanimous Resolution by January of the previous Financial Year, indicating the Contributions and Relevant Proportion for each of the Parties in respect of the forthcoming Financial Year, together with outline proposals for each of the two subsequent Financial Years.

Management of Under spend/Overspend

It is recognised that the WSSCB may within any one year have expenditures which cannot be budgeted for. An example maybe a number of Serious Case Reviews.

During any year, any under spend will be carried forward in a reserve account into the next year up to a maximum of £50K.

If the agreed ceiling is reached then the budget holders of contributing agencies will meet to decide how the under spend will be managed.

If there is a projected overspend then the budget holders of contributing agencies will meet to decide how the over spend will be managed.

It is the responsibility of the WSSCB Board manager to monitor the yearly budget to be able to warn the budget holders of any potential overspend/under spend.

The Parties agree that West Sussex County Council shall hold the Fund on trust for the Parties and maintain the Fund on behalf of all of the Parties.

West Sussex County Council shall require that the Accountant meets with the Board Manager on a monthly basis and the Board Manager then reports to the WSSCB on a quarterly basis and provides the WSSCB with such information to enable the WSSCB to monitor the operation of the Fund and to ensure that the WSSCB functions are funded within the resources of the Fund as provided for in the Budget.

FINANCIAL CONTRIBUTIONS

Each Party shall pay its Contribution in respect of each Financial Year by 30 April of that Financial Year.

The amount of the Contribution payable by each Party in respect of a Financial Year shall be the Relevant Proportion of the Total Contribution. The amount of the Contributions payable by the Parties for the Financial Year commencing on 1 April 2014 are set out opposite their names above.

The Relevant Proportion of each Party for each Financial Year shall be agreed or determined in accordance with above save as may be varied by Unanimous Resolution.

If a new party is admitted to this Agreement, the WSSCB shall determine the proportion, which is to be fair and reasonable, of the Total Contribution payable by that party and the corresponding adjustment to the Relevant Proportions.

Review of Financial Arrangements

Budget holders of contributing agencies may meet as required. to review the finances of the WSSCB by:

1. Receiving a budget statement from the WSSCB Board Manager supported by WSCC finance personnel
2. Review the planned spending against expected spending
3. Make recommendations to the full WSSCB on whether the WSSCB's finances will continue to support the WSSCB business plan and core responsibilities.
4. Agree how to manage any under or overspend

Appendix 3 – Board Partners, Statutory and other members (currently under review)

Role	Name	Title	Nominated Deputy
Independent Chair	Jimmy Doyle	Independent Chair	Vice Chair
Vice-Chair	TBC		N/A
Chief Officer of Police	Paul Furnell	Det. Supt. Sussex Police	DCI Miles Ockwell
Local Probation Trust	Andrea Saunders	Director Offender Management Surrey & Sussex	
District Councils	Natalie Brahma-Pearl	Director of Community services Horsham DC (rep. For Borough & District Councils)	
Current Borough & District attendees	Mark Fisher	Head of Leisure & Sustainability, Mid-Sussex Council	
	Nigel Sheehan	Head of Community Services, Crawley Borough Council	
	Philippa Dart	Asst Director Environmental Services, Arun DC	
	Steve Hansford	Head of Services for Communities, Chichester	
	Tina Favier	Community Well-being Mgr. Worthing & ADUR	
Youth Offending Team	Carl Burton	Principal Mgr. Youth Services	
NHS Commissioning Board			
Clinical Commissioning Groups	Emma Luhr	Head of Quality, Clinical Comm. Group (Coastal) WS	
NHS Trusts / Foundation Trusts	Amanda Parker	Director of Nursing & Quality, Queen Victoria Hospital	
	Fiona Allsopp	Director of Nursing, Surrey & Sussex Healthcare Trust	

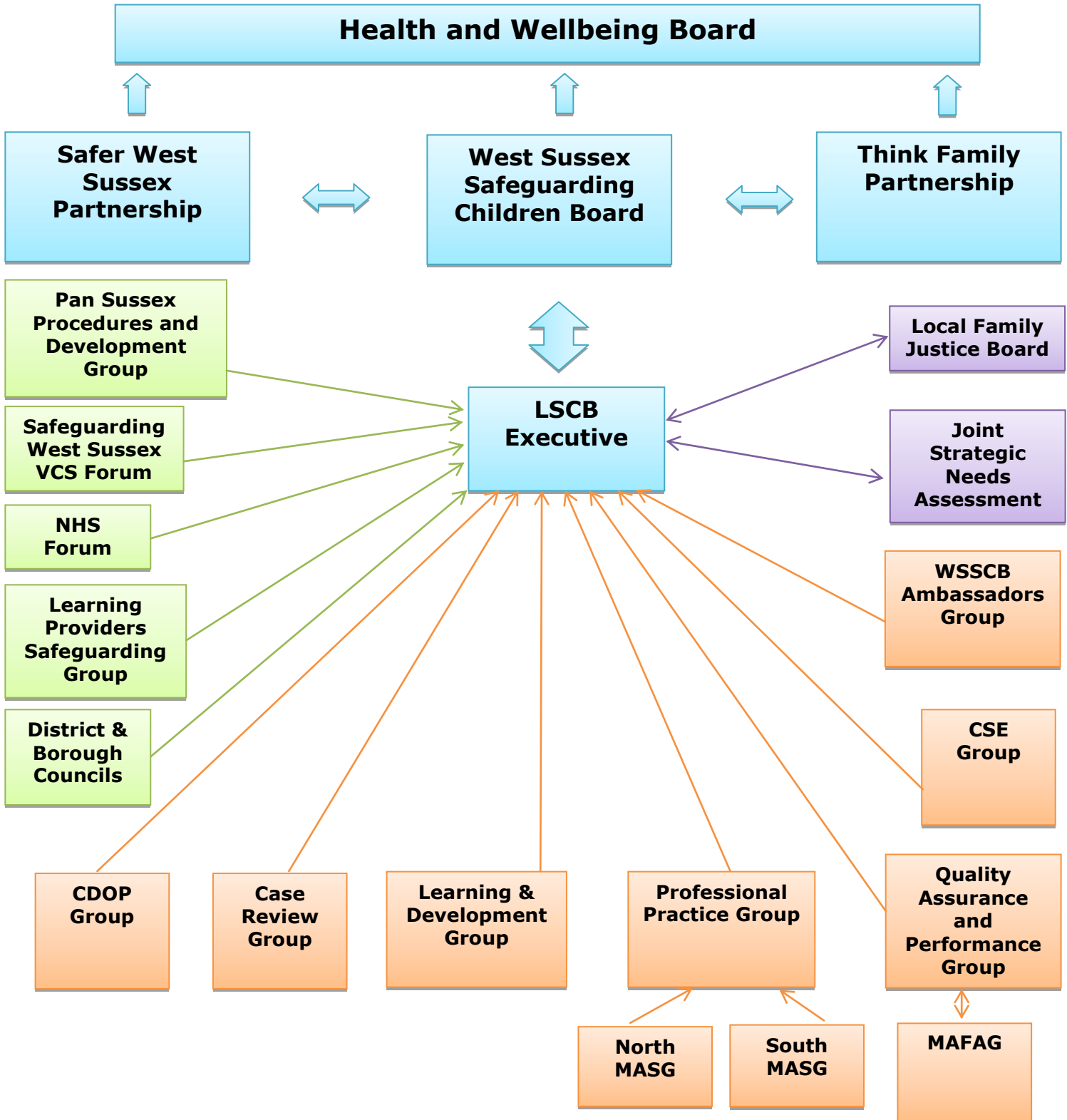
WSSCB Constitution

	Victoria Daley	Head of Quality Assurance, North & Mid-Sussex CCG	Susan Kelly, Consultant Nurse, CAMHS Named Nurse
	Helen Greatorex	Director of Nursing, Sussex Partnerships NHS Trust	Simone Button, Sussex Partnerships NHS Trust
	Susan Marshall	Chief Nurse, Sussex Community Trust	Sue Giddings, Deputy Chief Nurse, Sussex Community Trust
CAFCASS	Nigel Nash	Service Manager CAFCASS	N/A
Governor of secure setting (Children)	Sally Kendal	Area Manager & Safeguarding Coordinator, Cedars Pre-Departure Accommodation	
Lay Member	John Thompson		N/A
Lay Member	Sarah Maddox		N/A
Governing Body (Maintained School)			
Proprietor (Non-Maintained School)			
Proprietor City Technology College			
Governing Body FE Institution			
All Schools	Lesley Dyer	Head of QE2 Special School	
	Mary Claffy	Head of St. Peter's Catholic Primary School	
Independent Schools			
Academies	Heather Ward	Vice-Principal, Littlehampton Academy	
Free Schools			
Designated Doctor	Jo Crane		
Director of Public Health	Judith Wright	Director of Public Health WS	
Principal C&F Social Worker			
Voluntary & Community	Su Parrish	Chair of VCS	Liz Burt Vice Chair

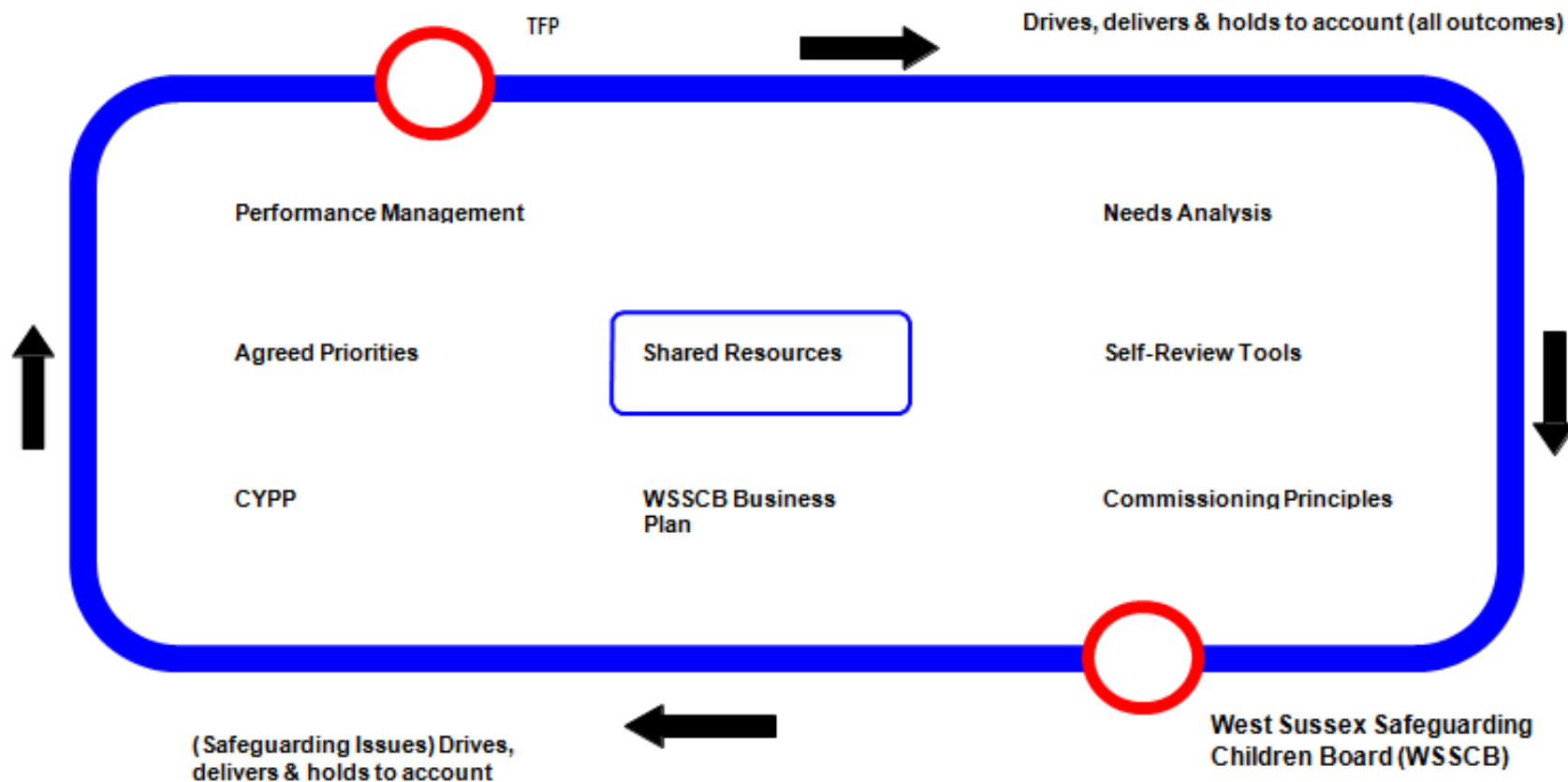
WSSCB Constitution

sector		Safeguarding Forum	VCS
	Sarah Kreffer	Barnardos Locality Children's Services Manager	
Lead Member for Children	Cllr. Peter Evans	Lead Member for Children	Cllr. Debbie Kennard
Director of Children's Services	Kevin Peers	Director of Children's Services	Annie MacIver
Head of Safeguarding - LA	Sam Bushby	Head of Adults & Children's Safeguarding	
Head of Learning - LA	Brin Martin	Strategic Com. Mgr. Learning	
Faith Groups			
Adult services			
General Practice – Named GP	Dr Nick Lewis		
UKBA	Stuart Percival	Border Force, Gatwick	
Fire & Rescue Service	Sean Ruth	Chief fire Officer, West Sussex	
Ambulance Service	Jane Mitchell	Safeguarding Lead Surrey & Sussex Ambulance Service	
Early Years	Amanda Radley	Early Help Strategic Com. Mgr.	
Early Childhood Service	Marilyn Barton	Principal Mgr. E. Childhood Services	
WSSCB Board Manager	Shona McMinn	Officer	N/A
Principal Manager Children's Safeguarding Unit	Susan Ellery	Officer	N/A
CP & Safeguarding Manager - Sussex Police	Eddie Hick	Officer	N/A
Designated Nurse	Sarah Smith	Officer	N/A
Director of Legal Services WSCC	Tony Kershaw	Board Legal Adviser	N/A

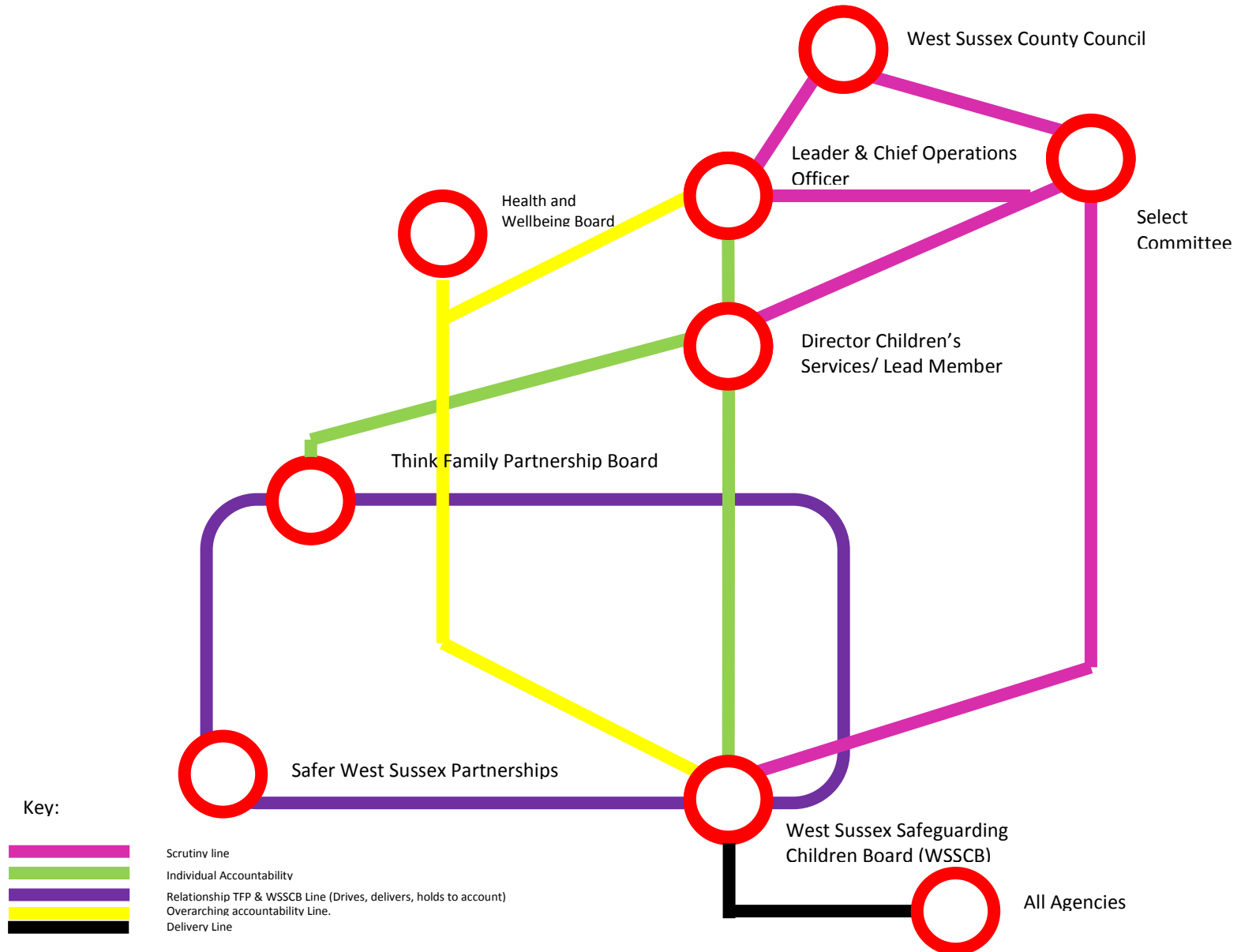
Appendix 4 – WSSCB Structure Chart



Appendix 5 – Relationship between WSSCB and TFPB



Appendix 6 – Accountability and Scrutiny of Safeguarding in West Sussex



Appendix 7 – WSSCB Table of Sub Group Chairs

Subgroup	Chair	Vice Chair
Executive	Jimmy Doyle	TBC
Ambassadors Group	Frankie Shaw-Verlardo	TBC (YP)
CSE	Pierre Serra (Police)	Susan Ellery (CSU)
QA & Performance	Cathy Stone (Health)	Jo Crane (Health)
Professional Practice Group	Mark Frankland (CSC)	Christine Marsh (Probation)
Learning & Development	Joel Finney (LSCB)	Matt Ansell (CSC)
Case Review Group	Susan Ellery (CSU)	Shona McMinn (Board Manager)
CDOP	Ann Corkery (Public Health)	Eddie Hick (Police)

Appendix 8 – Template for Board Scrutiny Item



SCRUTINY REPORT TEMPLATE

Report on: (insert area of practice or service delivery)

Author:

Date:

Outcomes for children and families over the last 12 months: (Please provide summary data on outcomes, improvements (or decline) in outcomes over this period and analysis of any key points it reflects)

Lesson learned over the past 12 months: (Please provide summary headlines from any audit, case review activity, significant complaint or external inspection/evaluation)

Improvements made in practice/service arrangements over the past 12 months: (Please include any changes made in light of audit/case review/inspection and include any changes arising from service user / C&YP views that have been obtained)

Challenges facing the service area: (Please provide a clear statement of any aspects of the context that constrain the effectiveness of the service area, any significant risk to safeguarding arrangements, adequacy of numbers of appropriately trained staff who are suitably supported together with any issues where the WSSCB may need to provide challenge to agencies)

Future plans: (Please summarise identified priorities for the next 12 months and how you plan to achieve progress against them)

Support from WSSCB: (Please outline any way you can identify that WSSCB could assist in achieving the desired improvements in outcomes e.g. securing inter- service agreements, developing protocols and procedures, supporting training and awareness raising initiatives, focusing on particular areas of concern to raise the profile and promote new action or new ways of working.)



Report for WSSCB Executive Group

Date:

Group title	
Chair/Lead Officer	
Group members	

Progress/activity over the past three months:

--

Any Issues for the LSCB, which have not been resolved in the Group, or for information/decisions

--

Any key issues for the future, including funding required

--

