



Version No	Date	Issued By	Approved	Date
V1	30.10.14	Business Group	CSCB Business Group	
V5	30.10.14	Business Group		
V6	27.11.14	Business Group		
V7	December 2014	Business Group		
V8	December 2014	Business Group	CSCB	4.12.14

Stage	Date
Date reviewed	December 2014
Date agreed	4 th December 2014
Next review date	December 2015

Contents

Acronyms	2
1. Context.....	3
2. Statutory Objectives and Functions	3
3. Governance and Accountability.....	5
4. Members	6
The CSCB Independent Chair	6
CSCB Scrutiny of Membership	7
Responsibilities of CSCB Members	8
5. Structure.....	9
6. Relationship of CSCB with other bodies	13
7. Communication and Engagement	13
8. Information Sharing	14
9. Finance and Support	14
10. Complaints	15
11. Amendment and Review	15
Appendices:	
Appendix 1: CSCB Escalation Procedure	16
Appendix 2: Board Members Appraisal Form	17
Appendix 3: Role Description for CSCB Board Members	22
Appendix 4: Expectations of Sub Group / Working Group Members	24
Appendix 5: Rolling Reports	25

Acronyms

Calderdale MBC	Calderdale Metropolitan Borough Council
CSCB	Calderdale Safeguarding Children Board
CYPPE	Children and Young People's Partnership Executive
CYPS	Children and Young People's Service
DCS	Director of Children's Services
DfE	Department for Education
HWB	Health and Wellbeing Board
LADO	Local Authority Designated Officer
LSCB	Local Safeguarding Children Board

1. Context

- 1.1 Children can only be kept safe if people work together and Local Safeguarding Children Boards (LSCBs) help make sure that this happens effectively. The Calderdale Safeguarding Children Board (CSCB) is a multiagency board that includes organisations from the statutory, voluntary and community sector. Working together they safeguard and promote the welfare of our children and young people.
- 1.2 This constitution has been drawn up to reflect the requirements and expectations of LSCBs as set out in:
- The Children Act 2004
 - The Local Safeguarding Children Board Regulations 2006,
 - Working Together to Safeguard Children (DfE, 2013)
 - Ofsted Review of LSCBs (2013)
- 1.3 The Children Act 2004 placed a duty on all local authorities to establish a Local Safeguarding Children Board (LSCB) for their area. Regulation 5 of the 2006 Regulations further sets out the functions of the LSCB in relation to the objectives described in the Children Act 2004.
- 1.3 Statutory guidance, Working Together to Safeguard Children (DfE, 2013), gives a clear framework for LSCBs to monitor the effectiveness of local services for children and their families, including early help.
- 1.4 The Ofsted review of LSCBs will evaluate the effectiveness of the LSCB in meeting its statutory functions. Inspectors will use a four-point scale of outstanding, good, requires improvement and inadequate to judge the LSCB.
- 1.5 The constitution for the CSCB incorporates these requirements and expectations, applying them within the local context of Calderdale.
- 1.6 This constitution is intended to provide a transparent and accessible description of how the Board “governs” itself and provides clear benchmarks for how its effectiveness can be established.

2. Statutory Objectives and Functions

- 2.1 Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on the LSCB.
- 2.2 The **statutory objectives** of LSCBs which are set out in Section 14 of the Children Act 2004 are:

- a) 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 children in the area;
 - b) To ensure the effectiveness of what is done by each person or body for those purposes.
- 2.3 The **functions** in relation to the above objectives are set out in Regulation 5 of the Local Safeguarding Board Regulations 2006 as:
- a) 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. The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - ii. Training of persons who work with children or services affecting the safety and welfare of children;
 - iii. Recruitment and supervision of persons who work with children;
 - iv. Investigation of allegations concerning persons who work with children;
 - v. Safety and welfare of children who are privately fostered;
 - vi. Co-operation with neighbouring children's services authorities and their Board partners;
 - b) Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
 - c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;
 - d) Participating in the planning of services for children in the area of the authority;
 - e) Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.
- 2.4 Regulation 5(2) covers the functions of the LSCB relating to serious case reviews and regulation 6 those that relate to the LSCB Child Death functions.
- 2.5 Regulation 5(3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.
- 2.6 In order to fulfill its statutory function under regulation 5 the CSCB will use data and quality assurance information from audits and, as a minimum:
- a) Assess the effectiveness of the help being provided to children and families, including early help;
 - b) Assess whether LSCB partners are fulfilling their statutory obligations;
 - c) Quality assure practice, including joint audits of case files

- involving practitioners and identifying lessons to be learned; and
- d) Monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.
- 2.7 Whilst the CSCB does not commission or deliver front line services it will commission and deliver multi-agency training to complement single agency training and support partner agencies in meeting their statutory responsibilities with regards to safeguarding training.
- 2.8 The CSCB does not have the power to direct other organisations, however it does have a role in making clear where improvement is required. Board partners will retain their own existing lines of accountability for safeguarding.
- 2.9 The CSCB can require a person or body to comply with a request for information (Section 14A, Children Act 2004, inserted by section 8 of the Children, Schools and Families Act 2010).

3. Governance and Accountability

- 3.1 The governance structures in Calderdale also currently include the Improvement Board. (See [link](#) for governance structure) The Structure of the Board and its sub groups can be found [here](#).
- 3.2 The Independent Chair will publish an annual report on the effectiveness of safeguarding children and promoting the welfare of children and young people in Calderdale. The annual report will be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report will be formally commissioned and agreed by the CSCB. It is a requirement that the Annual Report is sent to the Chief Executive of the Local Authority, The Police and Crime Commissioner and the Chair of the Health and Well Being Board. It also submitted to the Scrutiny Committee for Children and Young People, the Health and Wellbeing Board and other strategic partnerships.
- 3.3 The report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action. The report will include lessons from case reviews undertaken within the reporting period.
- 3.4 The Chief Executive of Calderdale MBC, drawing on other LSCB partners will hold the Chair to account for the effective working of the LSCB. The Chair is accountable to the Chief Executive of Calderdale MBC. The Chair will be subject to an annual appraisal, to ensure the role is undertaken competently and that the post holder retains the

confidence of the CSCB members. Members of the CSCB will feed into the 360 degree appraisal.

- 3.5 The ultimate responsibility for the effectiveness of the CSCB rests with the Leader of Calderdale MBC and the Chief Executive of the Council is accountable to the Leader.
- 3.6 The Lead Member for Children and Young People's Service is the Councillor elected locally with responsibility for making sure that the local authority fulfills its legal responsibilities to safeguard children and young people. The Lead Member contributes to the CSCB as a participating observer and is not part of the decision-making process.
- 3.7 The meetings of the CSCB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and posted on the CSCB website. www.calderdale-scb.org.uk

4. Members

- 4.1 Membership of Local Safeguarding Children Boards is defined in Chapter 3 of *Working Together to Safeguard Children 2013*. Members are required to be of sufficient seniority to be able to
 - Speak for their organisation with authority.
 - Commit their organisation or team on policy and practice matters.
 - Hold their organisation to account.
- 4.2 The CSCB will include at least one representative where applicable, from each of the agencies or organisations as set out in the Children Act 2004, section 13 (3):
<http://www.legislation.gov.uk/ukpga/2004/31/section/13>
- 4.3 CSCB will be supported through the appointment of at least 2 Lay Members. These appointments will be for a fixed term (usually 3 years) through a formal selection process with performance reviewed annually and continuation subject to a satisfactory appraisal.
- 4.4 CSCB Members will have their performance reviewed annually through the Board Member Appraisal process (See Appendix 2).
- 4.5 Membership of all groups will be reviewed annually by the Independent Chair in consultation with partner agencies and will include the appointment of, the succession of and the departing of Board Members.

The CSCB Independent Chair

- 4.6 CSCB will be chaired by an Independent Chair, who is accountable to the Chief Executive of Calderdale MBC for the effectiveness of the work of CSCB.

- 4.7 The Chair is responsible for chairing all main CSCB meetings. The Chair will agree the agenda and agree the minutes for acceptance by the Board.
- 4.8 Board members will be consulted on the appointment of the Chair and with the DCS review the appointment at least every 3 years to consider how effective the current arrangements are and whether the objectives of the CSCB are being met under the current Chair.
- 4.9 The Independent Chair will also be a member of the Children and Young People's Partnership Executive (CYPPE) and attend other strategic partnerships as required
- 4.10 A Vice Chair will be elected by Board Members at least every three years. The Vice Chair will be a Board Member. The main responsibilities for the Vice Chair are:
- In the absence of the Chair to prepare for and Chair the CSCB as and when required including setting the agenda with the Chair.
 - If a conflict of interest arises between the role of Vice Chair of CSCB and the role held within their organisation, the Vice Chair will inform the Chair who will deal with the matter accordingly.

CSCB Scrutiny of Membership

- 4.11 Quoracy - A meeting of the CSCB requires at least eight members, representing at least four separate agencies, to be quorate. No decisions can be made without the meeting being quorate
- 4.12 It is expected that any necessary employment checks will be undertaken by the member's organisation. It will be a requirement that organisations will, in confidence, inform the Independent Chair of findings within their member's employment checks that may place in doubt their suitability to be a member of CSCB.
- 4.13 Information arising from such checks is confidential; except that the Independent Chair of CSCB will be alerted to the identity of individuals whose checks have indicated that they may not be suitable to be a member of CSCB. Those individuals can be required to resign with immediate effect from the Board or, in the case of potential members, not be allowed to take on membership.
- 4.14 The final decision following an opportunity to make representations and due process shall rest with the Independent Chair.
- 4.15 a) If a CSCB member misses two consecutive Board Meetings without sending apologies and/or their designated deputy, then the Independent Chair, on behalf of CSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the Chief Executive of that agency

requiring a permanent replacement.

b) If a member of a sub group misses two consecutive sub group meetings without sending apologies, and/or their designated deputy then the Sub Group Chair, on behalf of CSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the sub Group Chair will notify the Independent Chair.

4.16 Attendance at CSCB Board meetings and sub-groups will be monitored assessed and reported at least annually as part of the CSCB Annual Report

Responsibilities of CSCB Members

4.17 All members of the CSCB are expected to:

- a) Contribute to the effective working of CSCB in promoting high standard of safeguarding work and fostering a culture of learning and continuous improvement;
- b) Make available such information as may be required for the Board to be effective and fulfill its responsibilities
- c) Hold other members to account for their contribution to the safety and protection of children and young people, including children and young people living in the area away from their home authority;
- d) Represent their organisation on CSCB, speaking with authority for that organisation, and commit the service or organisation on policy and practice matters;
- e) Represent CSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children;
- f) Be responsible for ensuring their organisation makes a proportionate financial and resource contribution to CSCB and the audit and scrutiny activity of any sub groups;
- g) Be an objective member in undertaking scrutiny of the performance of CSCB and the services provided by all organisations. This should take precedence over their role as their organisation's representative;
- h) Be an active and influential participant in informing and planning services for children, young people and families to influence the priority setting of the Health and Wellbeing Board and the Children and Young People's Partnership Executive;
- i) Support access to the multi-agency training made available

through CSCB for staff in their organisation; and

- j) Work to the agreed terms of reference for the Board and its sub groups where they are members, including the explicit lines of reporting and communication.

4.18 Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at CSCB meetings.

4.19 Upon taking up membership a member will be expected to confirm an acceptance of the roles and responsibilities as set out in this constitution.

4.20 A named deputy may attend in lieu of the nominated representative in the event that the nominated representative is unable to attend any particular meeting. When attending a meeting in such circumstances, the deputy shall be entitled to take part fully in the meeting with the right to speak and to vote.

4.21 For Board Member Role Description and Appraisal: See Appendices 2 and 3. For Induction Policy contact LSCB.

4.22 Members of statutory bodies will be expected to confirm annually to the CSCB Board the compliance of their organisation with their statutory duty through an annual return to the Board as a part of the Board Annual Report

4.23 Decision making and resolution: The Board may form agreements, recommendations, advice and where necessary resolve to act, thus binding members to the outcome. As a partnership the Board will rely on informal and formal processes, applying formal decision making and voting to matters of policy, and procedure (internal and multi agency), priorities, business plan, the Annual Report, learning and recommendations from Serious Case reviews and other forms of learning from practice, commissioning and other areas that may require formal and binding action.

4.24 Voting: Questions arising at any meeting shall be decided by a simple majority of votes. All members of CSCB are entitled to vote. In cases where there is an equal number of votes cast, the Chair of that meeting shall have a second or casting vote.

5. Structure

CSCB

5.1 The CSCB will discharge its statutory functions and deliver its strategic priorities through the groups as described below, and the establishment of short term task and finish groups where appropriate and agreed by the Board. The Structure of the CSCB and its sub groups can be found [here](#) or at www.calderdale-scb.org.uk.

5.2 CSCB Board

The Board is responsible for effectively identifying priorities according to local issues and needs. It must ensure there is evidence of clear improvement priorities identified that are incorporated into its business plan that will improve outcomes for children and young people. Its membership comprises senior representatives from all agencies responsible for child protection arrangements in Calderdale.

5.3 Business Group

Enables the Board to fulfil its functions through effective business planning, risk management and scrutiny of sub groups. The Business Group develops and monitors the CSCB work programme, advises on the agenda for CSCB meetings, commissions work required for meetings and ensures that before items are taken to the Board clear solutions and/or proposals have been formulated. On occasions where discrete items are discussed and agreed, these will be presented as recommendations to the Board to approve.

The Business Group is responsible for:

- Co-ordinating and overseeing compliance with the statutory functions required of the LSCB's in Working Together 2013 through the effective operation of the Boards Performance Management & Quality Assurance Framework and the Learning and Improvement Framework
- Supporting and coordinating delivering on the day to day functions of the Board with the Business Manager and the sub groups
- Agreeing and monitoring the delivery against the CSCB Business Plan
- Ensuring that business is being carried out by the appropriate sub groups
- Ensuring that information and reports going to the Board have been subject to scrutiny and quality assurance and where necessary highlighting issues and recommendations for the Board to consider.
- Considering the use of shared resources across partner agencies to enable the LSCB to carry out its duties and propose efficiencies and making such recommendations to the Board as would support this and be in the interests of the LSCB
- Identifying issues for further consideration by LSCB
- Distilling information coming to the Board and refine decision making in the main Board
- Ensuring that the Independent chair is advised and supported in delivering his/her role

The CSCB Business Group meets 12 times a year under a Chair Person determined by the Board. It consists of the Chair Persons of each of the sub groups, the CSCB Business and Quality Assurance Manager and may include additional co-opted members as determined by the Board. The Terms of Reference and current membership of the

Business Group can be found at <http://www.calderdale-scb.org.uk/home/about-us/>

5.4 Decision Making

Any matter requiring a decision to be made by CSCB between Board meetings and which does not, in the opinion of the Chairperson, require a special meeting to be convened, will be decided by the Business Group or in emergency situations through Chair's action. Any decision made should be reported and ratified at the next full CSCB Meeting.

5.5 CSCB Sub Groups

5.6 The following sub groups have been established and reviewed on an annual basis:

- Performance Management Sub Group
- Early Help and Prevention Sub Group
- Case Review Sub Group
- Learning and Improvement Sub Group
- Communication and Engagement Sub Group
- Child Death Overview Panel (CDOP)
- Proactive and Response Sub Group
- Multi Agency Audit Group

For the Terms of Reference for each of the sub groups visit: <http://www.calderdale-scb.org.uk/home/about-us/the-safeguarding-board/>

5.7 Each sub-group will have a chair and vice-chair, and clear terms of reference reviewed annually. Sub-groups will report to the Business Group in the first instance.

5.8 Quoracy - For sub-group meetings to be considered quorate there should be the chair, or vice chair, plus two other agencies represented. In such circumstances where communication with all sub-group members is necessary to progress the work, this can be by email.

5.9 An annual review of Board Membership will give consideration to whether the sub group chairs are to be members of the Board.

5.9 Expectations of Sub-Groups

All sub-groups will:

- Take forward the CSCB Business Plan priorities that are identified as the responsibility of the sub-group.
- Provide reports as required to the CSCB Business Group on the progress against the Business Plan, highlighting any barriers to achieving the objectives within the agreed timescales.
- Provide an annual report on the work of the sub group for inclusion in the CSCB Annual Report, highlighting achievements and areas for improvement
- Review their terms of reference annually and propose any changes required for agreement by CSCB
- For expectations of sub group members, see Appendix 4

5.10 There may be additional task and finish, or working groups to address particular priorities in the business plan or to address national initiatives.

5.11 The Chairpersons for each of these groups will be agreed and appointed by the CSCB Board and reviewed annually.

5.12 CSCB Board members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the sub groups. They will be expected to act on behalf of their organisation and have sufficient authority to make decisions and be able to allocate resources.

5.13 *'The LSCB should either include on its Board, or be able to draw on appropriate expertise and advice from, frontline professionals from all the relevant sectors. This includes a designated doctor and nurse, the Director of Public Health, Principal Child and Family Social Worker and the voluntary and community sector'*. (Working Together 2013, p62 Chapter 3). Calderdale Safeguarding Children Board draws on expertise from:

- The Legal Services Advisor for Calderdale MBC who provides legal advice to CSCB meetings. (It is recognised in certain circumstances that the Board may need to seek independent legal advice)
- The LSCB includes a designated doctor and nurse on its Board, and is able to draw on appropriate expertise and advice from frontline professionals from all the relevant sectors including the Director of Public Health, Principal Child and Family Social Worker and the voluntary and community sector.
- Young Advisors offer innovative and enthusiastic problem solving skills guided by the direct experience of being a young person in today's rapidly changing world. Young Advisors offer the following services: youth proofing, consultation, research, advice, facilitation and training.

6. Relationship of CSCB with other bodies

Health and Wellbeing Board and Children and Young People's Partnership Executive

- 6.1 The relationship and governance to the Health and Wellbeing Board and the Children and Young People's Partnership can be seen [here](#). The protocol between the strategic bodies can be accessed by contacting the CSCB.

Calderdale Adult Safeguarding Board

- 6.2 The CSCB will seek to agree joint strategic priorities with the Adult Safeguarding Board within the wider Health and Wellbeing Board led process, aligned to its current business plan priorities and recognising the impact of adults on the welfare of vulnerable children and young people, in addition to seeking to implement joint processes and share resources in relation to adult and children serious case reviews.

7. Communication and Engagement

- 7.1 CSCB will seek to engage with local stakeholders and the media to ensure wider understanding of safeguarding across Calderdale. It will aim to ensure that any publicity describing policies, aims, decisions and review results is objective, concentrates on facts and explanations and promotes clearly what CSCB aims to achieve for the children and young people in the borough.
- 7.2 CSCB will seek out and ensure the voice of children, young people and their families are heard and represented in the work of the Board and in how partners work together to protect children and promote their welfare
- 7.3 CSCB will have direct contact and dialogue with practitioners through the organisation of workshops and learning events each year that reflect the practice improvements arising out of audits, case reviews and inspections.
- 7.4 CSCB will appropriately share with and seek information from the Health and Wellbeing Board and the Children and Young People's Partnership Executive. The aim of this is to challenge and scrutinise the local commissioning of services to ensure they reflect the practice improvements identified in CSCB audits and case reviews and the current challenges highlighted in the CSCB Annual Report.
- 7.5 CSCB is committed to publishing the final reports of all Serious Case Reviews commissioned in Calderdale, taking into account the need to fully anonymise and remove sensitive data before reports are placed in the public domain.

8. Information Sharing

Data Protection, Confidentiality and Freedom of Information

- 8.1 See www.calderdale-scb.org.uk for the West Yorkshire Interagency Information Sharing Agreement
- 8.2 Any requests made under the Freedom of Information Act 2000 about the LSCB or its sub-groups will be channelled through the Business and Quality Assurance Manager for the Board in the first instance and will be referred to the LSCB Chair if they are in any way contentious. Under the Ministry of Justice extension to the Freedom of Information Act 2000 LSCBs are not deemed as Public Authorities under the Act and therefore are exempt from requests for the disclosure of information under the Freedom of Information Act 2000. The CSCB's usual response will be to acknowledge the request only and any disclosure of information will be at the discretion of the CSCB chair as the Board seeks to be as open and transparent as possible
- 8.3 The CSCB can require a person or body to comply with a request for information (Section 14A, Children Act 2004, inserted by section 8 of the Children, Schools and Families Act 2010). This will only take place where the information is essential to carrying out LSCB statutory functions. Any request for information about individuals will be 'necessary' and 'proportionate' to the reasons for the request. CSCB will be mindful of the burden of requests and will explain why the information is needed

9. Finance and Support

- 9.1 The CSCB member agencies will contribute annually, in cash or in kind, at an agreed level, having regard to the differing size, resources and responsibilities of each agency.
- 9.2 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.
- 9.3 See <http://www.calderdale-scb.org.uk/home/about-us/> for CSCB financial contribution information.
- 9.4 To support the work of the CSCB, a Secretariat will be maintained, consisting of the Business and Quality Assurance Manager for the Board, Administrative Officers and Multi-Agency Training Officer. The expenses of the Secretariat will be met from the budget or from direct contributions from partner agencies.

10. Complaints

- 10.1 The CSCB will respond to any complaints related to its functions in line with the Complaints Policy of the Safeguarding and Quality Assurance Department within Calderdale MBC. 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.

11. Amendments and Review

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

Appendix 1: CSCB Escalation Procedure

There is an expectation that CSCB members will draw to the attention of the Independent Chair those circumstances likely to result in deterioration of services to children and young people. This procedure may be used where there is recognition of issues that are adversely affecting the quality of provision, and result in the safety of children and young people being potentially compromised

What type of situation is likely to require this?

Examples; Sudden deterioration in staffing levels that potentially impacts on the agency's ability to deliver its safeguarding responsibilities

Unexpected spikes in demand for a service resulting in deterioration in agency's ability to deliver its safeguarding responsibilities

Safeguarding issue that is likely to lead to media attention.

How do you do it?

Notify the Independent Chair in writing of your reasons for invoking the procedure and any actions that you have previously taken.

What information do you need to provide?

Reasons for notification of the Chair

The likely consequence of the situation

Any mitigating steps already taken

Any further support that might be required from the SCB

When you think it might be resolved

What will happen?

The Independent Chair will discuss the information with members of the CSCB Business Group in order to consider a suitable response/action. The response could include discussion with the Chief Executive or equivalent of the agency concerned in order to ensure all appropriate support is provided

Should contact be made with senior officers in my own agency first?

Yes. However, if no remedial action is taken and the risk remains, it is your responsibility as CSCB member to take the matter further.

Can I use this procedure in respect of another agency?

Yes. However, you should discuss this with the responsible head of service/SCB member first.

In cases where issues are brought to the attention of the SCB by individuals who are not Board members

The Independent Chair should be notified who will then contact the SCB representative accountable for that agency for information/assurance.

Appendix 2: Board Member Appraisal Form

Calderdale Safeguarding Children Board Board Member Annual Review Form

Name	
Agency	
Additional Role within CSCB E.G Sub Group Chair	
Date of Review	

Record of meeting attendance (inc. by deputy):- (pre-populated)	Title(s)	Number attended	Total number where attendance was required
CSCB			
Sub-Groups			
SCR Panels			
CDOP			
Task & Finish			
Others			
Explanations...			

1	<p>Please review your commitment to the CSCB over the last twelve months, reflecting on:</p> <ul style="list-style-type: none"> a) Your attendance at Board/Business Group/Sub Group b) Contribution to discussion/sharing of information/learning at Board/Business Group/Sub Group c) Anything you would identify as positive or would like to change /improve in relation to you/your agency's commitment to CSCB

2	Reflecting on you/your agency's contribution to the CSCB in the last twelve months. Please provide at least one example of impact/improvements to safeguarding children as a result of your contribution.
3	Please outline how you effectively share information and learning between CSCB and your own agency. How do you ensure that the CSCB aims/objectives are promoted at other strategic partnerships that you/your agency attend? What Impact does your attendance at other strategic partnerships have on improving safeguarding for children in Calderdale.

4	In relation to safeguarding children, what are your organisations' priorities for the next twelve months? What would you see at the priorities for the CSCB?
5	In relation to your role as Board member or advisor to the Board, what are the key actions arising from this self-assessment that will help to develop your personal and professional contribution?

6	Finally, do you have any additional comments/recommendations you would like to share as part of this review? E.g. improvements to the CSCB, examples of good practice, skills/experience you have that is not being used effectively by the CSCB etc.
7	Feedback to Board Members from Independent Chair/Business Group (not to be completed by LSCB member).

Appendix 3: ROLE DESCRIPTION FOR CSCB BOARD MEMBERS

1. The Board Member shall proactively and enthusiastically lead on the safeguarding agenda both in terms of partnership arrangements and in individual partner agencies.
2. The Board Member shall attend all meetings and sub meetings as agreed at Board level or send an identified deputy who is authorised to the appropriate level of responsibility and to actively contribute to all meetings.
3. The Board Member must be able to (or be given the authority to) commit the resources of their agency to support the work of the Safeguarding Board.
4. Lay members of the Board should have an understanding of the wider safeguarding agenda and child protection
5. The Board Member shall actively contribute to the Annual Report and Business Plan and reach a collective agreement on the safeguarding priorities for Calderdale children and young people and ensuring partner agencies contribute to the implementation of that Business Plan
6. The Board member must ensure that the Board is informed of all relevant professional and practice issues that will impact on the ability of the agencies represented on the Board to work together to safeguard and promote the welfare of children in the Borough.
7. The Board member must be able to influence the strategic planning for safeguarding children within their agency.
8. The Board member must be able to secure appropriate information from their agency to support the work of the Board.
9. The Board member must represent the position of the Board within their own agency, whether this is in conflict with their agency or not.
10. The Board member must ensure that decisions of the Board are taken forward within their own agency, and any impediments or delays to their implementation are reported to the Board.
11. The Board member must ensure that the work of the Board, its policies and decisions, is communicated effectively within their agency and shall communicate the safeguarding message that Safeguarding is everyone's responsibility effectively and enthusiastically within their own agency.

12. The Board member must be able to confirm their agency's commitment to the Budget of the Board.

Skills and Experience required

The following is a guide to agencies to assist agencies in the identification of appropriate Board Members.

Representing own agency

- Political Intelligence
- Analytical Skill
- Understand Capacity of own organisation
- Understanding of legislation
- Leadership Skills
- Strategic skills that can be related to safeguarding issues

Knowledge and Experience

- Experience at managing at a senior level
- In-depth knowledge of their own agency and strategic duties and responsibility
- Ability to link own agency's responsibility to local safeguarding agenda
- Experience of working strategically at senior level on multi agency boards and groups
- Experience of influencing and persuading own agency to accept their recommendations
- General awareness of issues of national and local issues affecting vulnerable children and their families
- Experience of priority and monitoring of business planning

Communications

- Ability to communicate and interpret policies and procedures
- Required to have role on the Board recognised by own hierarchy
- Ability to establish communication links to executive level and to practitioners
- Ability to communicate in a clear reporting structure

Lay Members

- Understanding of working with children and young people (professional qualification not necessarily required)
- Ability to communicate effectively and challenge constructively
- A commitment to improving the outcomes for children and young people and keeping them safe
- A commitment to equality and diversity
- Some experience or knowledge in respect of child protection or safeguarding issues is desirable.

Appendix 4: Expectations of Sub-Group/Working Group members:

1. To be mandated to act on behalf of their organisation and act as the point of reference, communication and dissemination of information for their agency
2. To read papers in advance of meetings.
3. To bring a copy of meeting papers as distributed.
4. To attend meetings, and when unable to, to send apologies in advance and supply an appropriate deputy.
5. To arrange for an appropriate representative to attend when the identified member is unable to attend a meeting. This should not occur in more than 20% of each year's scheduled meetings.
6. To respond to communications and act as a channel of communication between their own agency and the Board.
7. To participate in meetings both as a member of the Group and as a representative of their agency.
8. To promote the aims of the Group in their own agency.
9. To contribute to the development of the Group as an effective, efficient and inclusive team.
10. To raise concerns with the Chair as necessary.
11. To share responsibility with partners for ensuring delivery of the business plan.
12. To be responsible and accountable for agreeing their respective Terms of Reference and delivering the Group's objectives.
13. To be the named safeguarding 'champion' for their agency in all matters relating to the Group.
14. To take a lead role for safeguarding children within their agency/professional group and lead on work as required by the Group.
15. To contribute to and examine regular updates, data and analysis on individual agency and joint agency safeguarding children performance indicators as requested by the Chair.

Appendix 5 –Annual Rolling Reports for CSCB

Report	Rationale	Business Plan link	Report to:	Timescale
Children Looked After	Update inc: Out of Authority Placements, Use of Restraint in Child's Homes and Leaving Care, longer term aspiration / plans & child's voice.	P2	CSCB	April & October
Early Intervention	Annual Report	P3	CSCB	August
Safeguarding and Faith Group	Biannual update on safeguarding within faith groups	P3	C&E sg	June, February
Safeguarding School Advisor	Annual, including School Section 11, concerns, training, progression, recommendations for Board	P1	Bus Gp	June
Private Fostering	Update briefing	P2	CSCB	June
LADO	Annual Report	P5	CSCB	June
MAPLAG	Include how Baby E SCR inform & improve MAPLAG process: Risk Assessment/Info sharing.	P3	PM sg	June
IRO – LAC	Determine LAC outcomes, voice of the child and areas for improvement	P2	CSCB	October
IRO – CP	Determine CP timescales, process, outcomes and areas for improvement	P2	CSCB	October
CDOP	Annual Report	P5	Bus Gp	December
eHNA	Opportunity for communication and engagement with young people	P5	Bus Gp	December
NET	Including Children Missing and Missing Education	P1	P&R sg	December
Young Advisors	Update	P5	Bus Gp	Feb & Aug
JSNA	Annual Report	P5	Bus Gp	February
Section 11	Analysis report	P5	CSCB	February
Sub Group	Update from each sub group	Whole	CSCB	Quarterly
MA Training	Quarterly report Impact and Evaluation of MAT	P4	L&I sg	Quarterly*
Risk Register / Analysis	Produced by Bus Gp for the Board, quarterly	P5	CSCB	Biannual
Single Agency Reports	As and when required	P3	CSCB	TBA

*Quarterly reporting = August, December, February and June

Other Boards which may be asked to provide their existing reports to CSCB as a test of assurance			
Board	Rationale	Business Plan link	Timescale
Corporate Parenting Panel			
Youth Offending Team			
Health & Wellbeing Board			
Scrutiny Panel			

Required reporting from CSCB to other Boards				
Report	Rationale	BP link	Report to	Timescale
Annual Report	Statutory report from the CSCB	P5	Scrutiny, CYPPE, IB	October
CSCB Update	Report progress, improvement and risks	P5	IB	Every IB
CSCB Update	Biannually		HWBB	May & Nov