

Leicester, Leicestershire & Rutland LSCBs

Joint Procedures & Development Sub Group

Terms of Reference

1. To be the principal strategic group to co-ordinate and deliver Leicester, Leicestershire and Rutland's Local Safeguarding Children Boards' function of:

".....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 in 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" (Taken from 5(1)(a) of the LSCB Regulations 2006).
2. To ensure that such local policies and procedures are compliant with:
 - Working Together 2015 and other Government guidance
 - Local thresholds guidance
 - Research findings
 - Recommendations from serious case reviews and other reviews/ audits of practice
 - Any significant practice issues raised
3. To support and coordinate lead reviewers to form 'task and finish' groups to create new or revised policies and procedures, as necessary.

4. Members of the group should Identify and bring to the group procedures that require review and amendments and 'sign off' amended and/or new procedures.
5. To coordinate the submission of new and revised procedures to TriX within agreed timescales.
6. To report on progress to the meetings of the LLR joint Executive group and provide Critical Messages to the L&R Executive group and Leicester City Business Delivery Group
7. To coordinate a bi-annual partnership procedures launch event following each TriX update.

Frequency of Meetings

8. Meetings will be held every three months.

Administration

9. Meetings will be administered by the office of the Leicester Safeguarding Children Board. Every effort will be made to ensure that agendas and supporting paperwork are sent to group members in the week prior to the meeting.
10. Arranging meetings arising from the Procedures and Development sub-group will be the responsibility of the office of the Leicester Safeguarding Children Board, where it is appropriate to do so.

Chairing Arrangements

11. The Chair of the sub group are the Heads of Service (Children's Safeguarding) in Leicester, Leicestershire and Rutland, on a rotating basis.

Membership of the sub group

12. Representatives will be required to attend from the following services:
 - Leicestershire Police
 - Clinical Commissioning Groups in the City and Counties
 - Leicestershire Partnership Trust
 - University Hospitals of Leicester
 - Children's Social Care Services in the City and Counties
 - Schools/Further Education colleges from City and Counties
 - Local Safeguarding Board Business Officers in the City and Counties
 - Housing from City and Leicestershire need to be added.

All members should have sufficient authority to act on behalf of their organisation.

Review of Terms of Reference

13. These Terms of Reference will be reviewed after 12 months, in December 2017.