

Wolverhampton Safeguarding Together

Priority Group Early help and Prevention Terms of Reference

1. Summary

To work collaboratively to deliver against the Wolverhampton Safeguarding Together Strategic Plan 2019-21 priorities, specifically; the questions set by the WST Executive Group in relation to the partnership's agreed themes: Mental Health (Think Family), Early Help and Prevention and Exploitation.

For this group:

Lead question:

Does the early help and prevention offer de-escalate safeguarding concerns within the city for children and adults? How do we know?

Sub-questions:

- Are agencies clear around their early help responsibilities as per the guidelines within the pathway? How do we know?
- How do agencies demonstrate that they offer the right support at the right time?
- How are agencies improving their offer on the back of learning from SARs, SCRs and DHRs?

2. Overall aims

This group is a multi-agency forum which exists to enable Wolverhampton Safeguarding Together to:

- Champion their own agency to support and progress the work of WST's Strategic Priorities and ensure that group, through its members and the wider workforce within individual agencies, are actively involved in its successful delivery.
- Work individually and collectively with other WST groups to respond to safeguarding learning and make tangible improvements to multi-agency practice across the city.
- Be accountable to the Scrutiny and Assurance Co-ordination Group, who in turn report to the Executive Group.

To achieve its purpose the group will:

- Align work plans to the questions set by the Executive Group and work together to deliver an agreed work plan
- Review safeguarding learning, data and professional opinion to ensure that evidence and lessons learned drive group activity.

- Work with the wider partnership to agree how WST can best measure impact.
- Be bold in making recommendations for change to the Executive Group to ensure the best safeguarding outcomes for vulnerable children and adults
- Utilise the skills, knowledge and reach of individual agencies that are represented within the partnership.
- Successfully link in with other WST group to ensure a strengthened joined-up approach to safeguarding practice.
- Build upon existing good practice, either as a single or multi-agency.
- Utilise the Partnership's agreed 'Experts by Experience' approach to ensure that the voice of the child/adult is present in any recommended improvements
- Be supported by its Chair in meeting the governance, reporting and meeting requirements of the wider WST partnership.

3. Membership

- **Consultant in Public Health, CoWC**
- **Healthwatch**
- **Head of Midwifery, RWT**
- **Head of Safeguarding, RWT**
- **Community Support Manager, CoWC**
- **Deputy Designated Nurse Safeguarding Children, CCG**
- **Head of Service, Adults - CoWC**

4. Attendance

The attendance and contribution of members will be monitored throughout the year, any concerns around attendance will be escalated to the relevant senior officer.

5. Frequency of Meetings

Meetings will be quarterly; task and finish groups will be established as and when required.

6. Responsibilities of members

As members, each individual is required to represent their professional background and the view of their agency and this will support decisions made by the group.

The work of this group will be steered by the Scrutiny and assurance co-ordination group and is accountable to the Executive Group.

Each member of this group should take equal ownership and responsibility to support the activities of this group.

The chair of this group has the remit to escalate non-engagement of listed members to the Scrutiny and assurance group.

Members of the group are required to:

1. Read all relevant agenda and documentation.
2. Engage with colleagues and or other experts to report from meetings and collate feedback for agenda items prior to the meeting.
3. Ensure a joined up approach to partnership work making reference to relevant initiatives already ongoing in individual organisations or wider.
4. Notify Chair or Safeguarding Partnership Manager (previously Safeguarding Board Manager) if unavailable to attend.
5. Nominated representatives must be fully briefed and accountable for decisions made
6. Be accountable for ensuring actions assigned are completed and fully reported upon.

7. Disagreements

Where members of the partnership find themselves to be in disagreement these are to be escalated to the Executive Group.

8. Risk Management

Identified risks need to be escalated to the Executive working Group, who will be responsible for record and manage these.

9. Agenda Items

Agenda items should be submitted 10 days in advance of the meeting to the designated officer who will subsequently ratify the next agenda with the Chair. The papers for the meeting will be circulated to enable members five working days before the meeting

10. Recording of the meeting

At the start of the meeting a member of the group will be nominated to take action notes to share with the chair and distributed by the WST Business unit. Alternatively, if the meeting is hosted virtually, it can be recorded by the chair and the transcript sent to the WST Business Unit for actions and notes to be typed up and disseminated accordingly.

Papers may not be copied or distributed further without the written permission of the Chair. Virtual recordings will be stored securely by the host.

11. Conflict of Interest

All members of the group must complete a declaration of interest form if there are any conflicts of interest to ensure that they are appropriately managed. If any member becomes aware of a conflict of interest which has, is likely to have or could be perceived to have an adverse effect on any decision, this shall be declared, and the Chair will determine whether the member concerned should withdraw from the meeting whilst the relevant discussion or decision related to the agenda item is in progress. All declarations and conflicts of interest and the action to manage the interest shall be minuted.

12. Confidentiality

Papers that are marked 'in confidence, not for publication or dissemination' shall remain confidential to the members of the committee unless the Chair indicates otherwise. Members, representative or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of the Chair. This prohibition shall apply equally to the content of any discussion during the meeting which may take place on such papers.

13. Data Protection Act 2018

Executive members will give due regard to their responsibilities to comply with Data Protection Act 2018 and General Data Protection Regulation Principles (GDPR)

14. Freedom of Information Act 2000

All papers are subject to the Freedom of Information (FOI) Act. All papers that are exempt from public release under the FOI Act must be clearly marked 'in confidence, not for publication'. These papers may not be copied or distributed outside of the executive Group membership without the expressed permission of the Chair. FOI exemption 41 (duty of confidence) applies.

15. Review

After initial endorsement the Executive Group will review these terms of reference in September 2020 and annually thereafter.