

Wolverhampton Safeguarding Together One Panel Terms of Reference

1. Summary

The One Panel is a multi-agency senior officer group that has delegated responsibility from Wolverhampton Safeguarding Together Executive Group and Community Safety Partnership Board to take referrals for statutory reviews for Safeguarding Adults (SARs), Child Safeguarding Practice Reviews (CSPR) and Domestic Homicide Reviews (DHRs).

The One Panel also has delegated responsibility to initiate local multi-agency Learning Lessons Reviews and make recommendations against the statutory criteria for reviews to the Executive Group, National Panel and the Home Office.

The One Panel will work within a 'Think Family' framework. The family is a system and when supporting any member of a family/system, the needs of all members of the family need to be taken into account and explored so that all aspects of the system are addressed. This will be reflected in all reviews.

One Panel will be responsible for commissioning Task and Finish Groups who will lead on DHR'S, SAR's and Child Safeguarding Practice Reviews (CSPR's) on their behalf reporting into the Panel as requested.

Funding of DHR's will be by the Police and Crime Commissioner, SAR's and CSPR's will be funded by Wolverhampton Safeguarding Together.

2. Overall aims

To provide a multi-agency forum for:

- Consideration of all statutory review where they meet the criteria. DHRs are the only exception where the Home Office is the authority for approving the progression of a statutory review.
- Making recommendations to carry out local multi-agency learning lessons reviews which do not meet the statutory criteria, but the Panel feel there is significant learning to be had that will improve safeguarding policy, process and practice. This should also be relevant to good or exemplar practice.
- Recommending single agency reviews. If agencies decide not to proceed with a single agency review as recommended, One Panel can request a rationale as to why.
- Considering learning of national relevance across SAR's, CSPR and DHR's.
- Focussing on the opportunities to learn on a system wide basis rather than a blame culture approach.
- Ensuring that recommendations from learning, where agreed, are shared appropriately and revisited following any future learning review. This will be supported by the Partnership's Quality Assurance Framework.

- Escalating issues through the Partnership's governance where evidence suggests that positive change in practice is not being embedded.
- Having oversight of work that is commissioned by the One Panel and the resulting action plans in regard to both statutory and non-statutory reviews within a Think Family framework.
- Being responsible for responding to learning from single agency, multi-agency and Think Family learning and feed into the Learning and Improvement Group.
- Considering how recommendations for both children's and adults can be themed based on all learning reviews so that there is a clear commitment to positive change in practice.

3. Membership

This should include an identified person from each agency with a nominated deputy.

- **Probation Service**
- **West Midlands Fire Service**
- **Children's Social Care**
- **Adult's Social Care**
- **West Midlands Police**
- **NHS Wolverhampton CCG**
- **Wolverhampton Homes**
- **Education**
- **The Haven**
- **Voluntary Community Sector**
- **Safer Wolverhampton Partnership**
- **Royal Wolverhampton Trust**
- **Black Country Partnership Foundation Trust**
- **WST Partnership Manager**

4. Quoracy

To be quorate there must be representation from the three key statutory Wolverhampton Safeguarding Partnership agencies namely Wolverhampton Local Authority, NHS Wolverhampton Clinical Commissioning Group, West Midlands Police. In addition to be in line with Working Together 2018, Care Act 2014 and the Domestic Violence Crime and Victims Act 2004 to ensure quoracy Safer Wolverhampton Partnership must be in attendance.

In the event of non-quoracy the chair will need to make a decision based upon the meeting's agenda as to whether the meeting will need to be rescheduled, continue as planned and/or any key decisions will need to be virtually ratified by any missing quorate members.

The attendance of core 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 bi-monthly; task and finish groups will be established as and when required. Frequency will be reviewed after 12 months.

6. Responsibilities of members/ group

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.

One Panel will provide updates to Safer Wolverhampton Partnership Board and Wolverhampton Safeguarding Together.

The One Panel chair will decide on whether there is sufficient information at the meeting for One Panel members to make a decision on whether the relevant statutory criteria is met or not met.

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

The Chair of this group is required to:

1. Remain in post for a 12-month period until a Chair elect is identified
2. Escalate non-engagement of listed members to the Executive group
3. Organise agendas with support from WST including relevant papers
4. Nominate a deputy from within the One Panel to chair and organise meetings with support from WST in the absence of either Vice Chair.
5. If any member of the One Panel is not able to discharge their duty the chair will discuss this with them and advise their relevant agency and make a request for a replacement.

Members of the group are required to:

1. Read all the briefing information ahead of the panel to ensure they are able to participate fully in the discussion and decision making.
2. Provide their professional opinion on whether the relevant statutory criteria is met or not for a review.
3. Be conduits for referrals and proactively look at their agency to identify cases that could be referred to the Panel.
4. Be the conduit for the dissemination of Learning Lessons Briefings across their agency.

5. Be part of review panels undertaking statutory reviews, local multi-agency learning lesson reviews and single agency reviews.
6. Use documentation provided by the Partnership, WST Task and Finish Mandate and Highlight Reports, to ensure consistency in reporting.
7. Use a WST case tracker for all referrals. Agencies have responsibility for updating allocated action plans in advance of a One Panel meeting.
8. All members are expected to nominate experts from within their organisation most appropriate to be part of any review Task and Finish Group.
9. When agencies are undertaking single agency, reviews recommended by the One Panel, once completed they are required to report back to the One Panel any multi-agency lessons learnt.
10. All members are to contribute their professional perspective in all aspects of One Panel work whether statutory or non-statutory duty.
11. Agree any required multi-agency response to a family making a SAR referral where they do not meet the criteria for a full review.

7. Disagreements

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

See appendix 1: WST Escalation Process.

8. Risk Management

Identified risks need to be escalated to the Executive Group where relevant, who will be responsible for recording and manage these. One Panel have authority to mitigate risk within the Panel where appropriate.

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 members five working days before the meeting. Meetings are to be 2.5 hours in length (where possible).

The WST Business Unit are to ensure that referral processes and criteria for learning reviews are included as standard in agenda packs to panel members. This will support the Chair in deciding on a referral and will allow the panel easy access to processes that may result in cross over in referrals.

Standing Agenda items:

1. At each One Panel meeting, the agenda should include the following statement and be read out by the Chair as a reminder about our commitment to a Think Family approach:

“As a One Panel we are committed to enhancing a Think Family approach in our practice by utilising and embedding our learning using a whole family approach

2. Matters Arising/Action Log
3. Case tracker review
4. New referrals
5. Panel business:
 - Exception reports from Panels
 - Sign off of action plans/LLB from Panels
 - LLB – Single Agency Reviews
 - Referrals to Q&A Group; L&I Committee; WST Business unit for information to be included on website
6. Learning from National Panel

10. Record of the meeting

Meetings will be recorded and minutes distributed by the WST Business unit.

Papers may not be copied or distributed further without the written permission of the Chair.

A record of attendance will also be kept.

11. Conflicts 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)

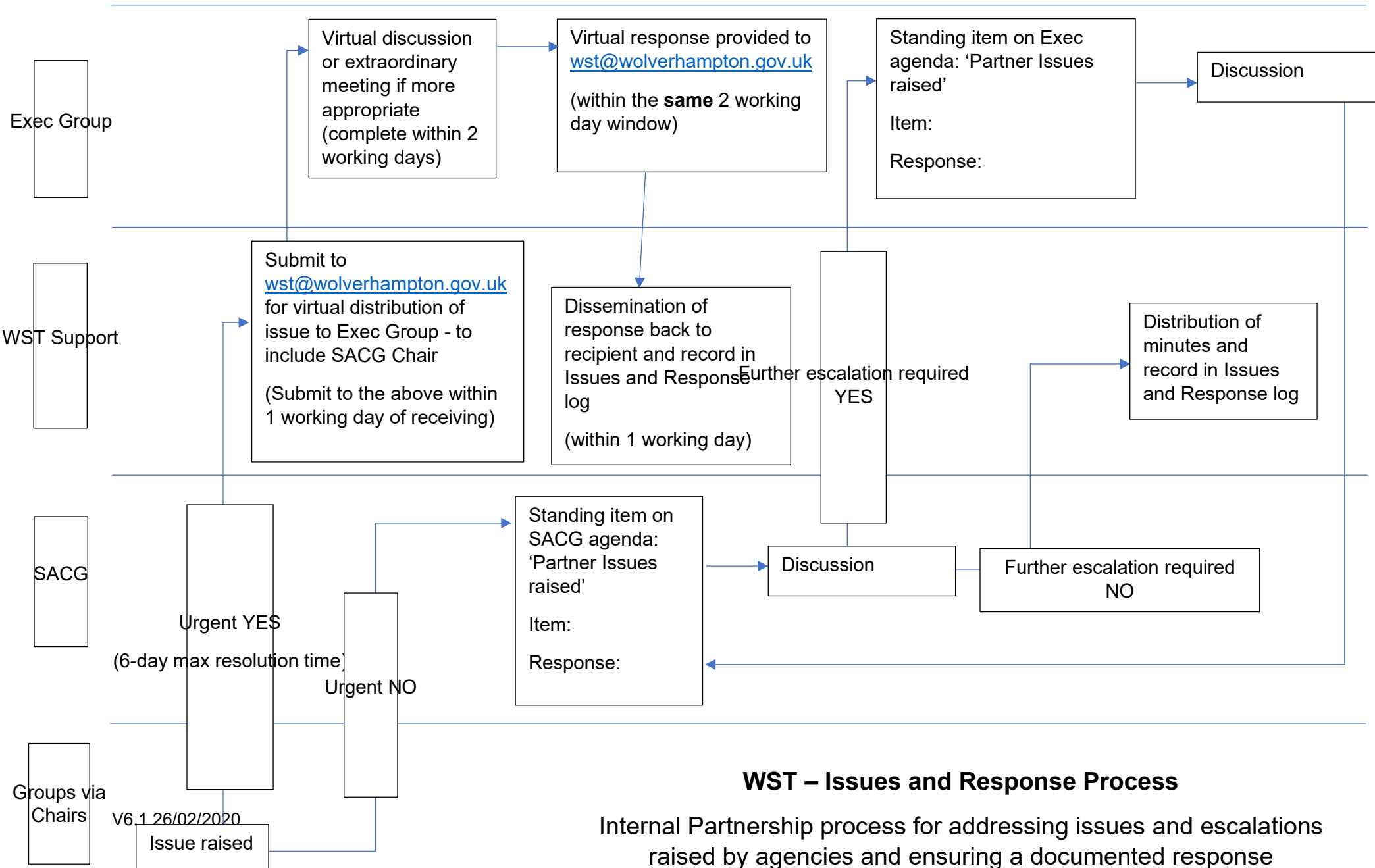
14. Freedom of Information Act 2000

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.

Appendix 1 – WST Escalation Process



WST – Issues and Response Process

Internal Partnership process for addressing issues and escalations raised by agencies and ensuring a documented response

Definitions:

Terminology	Definition
Issue	Any item that needs input/discussion/response from the statutory partners at a leadership level or; Any item that needs review/input/discussion/response from SACG
Extraordinary meeting	Any item that requires urgent attention from the Statutory Partners at a leadership level. This could involve, noncompliance with statutory responsibilities where a safeguarding breach has occurred or changes in legislation that would seriously affect multi-agency working, practice, policy or has financial implications to the Partnership.
Virtual	Email
Response	The 'minuted' or 'virtual' response to the item raised
Urgent	Any item that needs to be addressed sooner than the next available SACG or EXEC meeting as per the governance at the time or that may require an extraordinary meeting. <i>This does not include issues that require a statutory response, nor does it supersede national or regional timescales for serious incident reviews.</i>
Item	Brief title and description of item raised