



BIRMINGHAM  
**Safeguarding  
Children**  
PARTNERSHIP



# Governance Arrangements

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# Foreword



This document sets out the multi-agency safeguarding arrangements of Birmingham Safeguarding Children Partnership (BSCP). It explains how the Safeguarding Partners in the city have agreed to fulfil their duties under the Children Act 2004 (as amended by the Children and Social Work Act 2017) and adhere to the guidance in Working Together to Safeguard Children 2018.

The three Safeguarding Partners for the city of Birmingham are:

- Birmingham City Council
- NHS Birmingham and Solihull Integrated Care Board
- West Midlands Police

As the Safeguarding Partners, we share equal responsibility for execution and oversight of the BSCP, enabling a common purpose and agreed behavioural values to reinforce shared priorities. We recognise that to be strong and effective, the Partnership must engage the right people. We have worked collaboratively with a wide range of partners across the city to identify the organisations and agencies which need to be involved to safeguard and promote the welfare of Birmingham's children and young people. These partners are known as 'Relevant Agencies'.

The BSCP views 'partnership' as a verb and agencies are expected to work together, share and co-own the vision of how to achieve improved outcomes for vulnerable children and young people in Birmingham. BSCP promotes appropriate support and challenge between partners; ensuring that leaders and staff within every organisation are held to account. We aim to create the conditions to develop a transparent learning culture, driving best collaborative practice for good and outstanding outcomes for children and young people.

All our work is underpinned by a consideration of the views and experiences of children and young people. We acknowledge that these arrangements are only effective if they make a difference to the wellbeing of Birmingham's children and young people and ask for help from professional partners and citizens of Birmingham in making this a reality.

Sue Harrison  
Director of Children's Services  
Birmingham City Council

Lisa Stalley-Green  
Accountable Officer  
NHS Birmingham and Solihull  
Integrated Care Board

Richard North  
Chief Superintendent  
West Midlands Police



# Introduction

Safeguarding and protecting children and young people is everyone's responsibility. Through collaborative working across organisations and agencies who work with children, young people and families, including those who work with parents and carers, the ambition of our arrangements is that everyone is able to recognise, respond and fulfil their responsibilities to children, young people and families in order to build their resilience and ensure that the children and young people are safeguarded.

This document sets out the multi-agency safeguarding arrangements to safeguard and protect children and young people in Birmingham. The emphasis will be on building children's resilience, putting them at the centre of the system to help realise our ambition for every child, that 'Birmingham is a great place for us to grow up'.

## **Legislative Framework**

Working Together to Safeguard Children 2018 clarifies that the three Safeguarding Partners in relation to a local authority area are defined under the Children Act 2004 (as amended by the Children and Social Work Act 2017) as:

- the local authority
- a clinical commissioning group for an area, any part of which falls within the local authority area
- the chief officer of police for an area, any part of which falls within the local authority area

Each has a shared and equal duty to plan how to work together to safeguard and promote the welfare of all children in a local area.

To fulfil this role, the three Safeguarding Partners must set out how they will work together with any 'Relevant Agencies'.

'Relevant agencies' are those organisations and agencies whose involvement the Safeguarding Partners mean they may be required to safeguard and promote the welfare of children. In Birmingham, Chief Executives, Chief Officers, and strategic safeguarding leaders from the three statutory 'Safeguarding Partners' and 'relevant agencies' are actively engaged in both the Executive Board and Safeguarding Leaders' Assembly. Details of Relevant Agencies can be found at Appendix 1.

The purpose of these local arrangements is to support and enable local organisations and agencies to work together in a system where:

- children are safeguarded and their welfare promoted
- partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children
- organisations and agencies challenge appropriately and hold one another to account effectively
- there is early identification and analysis of new safeguarding issues and emerging threats
- learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- information is shared effectively to facilitate more accurate and timely decision making for children and families
- local data from all agencies is developed to strategically identify and respond to the underlying conditions and factors that lead to the need for help and protection.

Safeguarding Partners work collaboratively with Relevant Agencies to:

- facilitate and drive action beyond usual institutional and agency constraints and boundaries
- ensure the effective protection of children is founded on practitioners developing lasting and trusting relationships with children and their families.

To be effective, these arrangements should link to other strategic partnership work happening locally to support children and families. This will include other public boards, including Health and Wellbeing, Adult Safeguarding, Channel Panels, Improvement Boards, Community Safety Partnerships, the Local Family Justice Board and Multi-Agency Public Protection Arrangements.



# Local Context

Birmingham is a super-diverse city and the second largest in the UK, with an estimated population of over 1,149,000 residents. Around 42% of the population comes from a minority ethnic group, with approximately 50 languages spoken. The vibrant heart of the city is home to iconic buildings such as Grand Central, the Library of Birmingham and Selfridges.

The city stretches from Villa Park in the north, to Longbridge Technology Park in the south, and is home to the famous Bullring Shopping Centre. With accessibility to air and rail transport links to the rest of the UK and beyond, living in Birmingham can be both challenging and exciting.

In 2017, safeguarding partners acted decisively to reshape the safeguarding arrangements to take account of the changing partnership landscape in the city, and the Government's response to the 'Wood Review' on the future role and function of Local Safeguarding Children Boards, published in March 2016. The Birmingham Safeguarding Children Partnership (BSCP) came into effect from 1st April 2019, streamlining and strengthening the existing safeguarding partnership arrangements.

The BSCP has forged closer links with the Birmingham Children and Young People Partnership and the Birmingham Community Safety Partnership, enhancing system leadership and partnership collaboration to combat Serious Youth Violence and Child Exploitation. We continue to build capacity, concentrating on workforce development, and evaluating the quality of safeguarding practice.





## Our Shared Ambition, Principles and Priorities

The safeguarding arrangements bring organisations and agencies together to collaborate, share and co-own the vision of how to achieve improved outcomes for vulnerable children in Birmingham.

The ambition, principles and priorities have been developed through consultation with Safeguarding Partners and 'Relevant Agencies' and were endorsed by the partnership Executive Board on 22nd March 2023.

### **Our Shared Ambition**

*"Birmingham is a great place for us to grow up."*

### **Our Shared Purpose**

Providing strong leadership and strong partnership assuring local delivery, partnership practice, shared risk and accountability, by:

- setting standards, providing guidance and procedures for multi-agency safeguarding practice;
- assuring sound practice with a positive impact on outcomes for children and young people;
- ensuring a programme of learning and development which supports leadership and practice whilst also learning from the best and from Local Child Safeguarding Practice Reviews;
- modelling a culture of evaluation, learning and continuous improvement;
- communicating effectively with the wider safeguarding system of organisations and individuals, including voluntary organisations and those who experience services;
- driving progress through Sub-Groups and work-streams which regularly account to our Executive Board.

## Our Shared Principles

The work of the BSCP is based on four key principles:

- **Effective Partnership Working:** Committed to effective collaborative partnership working which delivers the best possible protection of children in this young, diverse, creative city.
- **Focus on the Family:** Supporting families to enable their children to flourish and learn in preparation for a long, productive, happy life.
- **Committed to Early Help:** Recognising that those with economic, health and other disadvantages will need additional support to achieve the same outcomes as their peers.
- **Promotion of a Learning Culture:** Operating as a learning system; open and ambitious to improve.

## How we work

As a partnership, all our work together is underpinned by our shared values and principles.

1. **OPENNESS:** - We are open and honest as with each other, and with children, young people, families, and communities
2. **INTEGRITY:** - We take responsibility for our actions, and we keep the commitments we make to partners and to children, young people, and their families
3. **BOLDNESS:** - We support and challenge each other to take risks, we are committed to action, and making things happen
4. **COLLABORATION:** - We value the contribution made by all our partners, we build and maintain good quality relationships with children, young people, and families
5. **LEARNING:** - Our partnership will achieve the best possible outcomes for children and young people if we create opportunities to learn together as a system
6. **PROFESSIONAL CURIOSITY:** - We will demonstrate appropriate professional curiosity in all our work, in all our agencies

## Our Shared Priorities

The Safeguarding Partners have identified four priorities for the next two years, which the Executive Board will oversee the effective implementation of through its Business Improvement Plan 2023-2025.

**Priority 1:** Ensuring effective implementation of 'Working together to Build Strong Family Foundations'. (Childhood Neglect Strategy 2022-2026)

**Priority 2:** Assuring a coordinated and coherent inter-agency response to children impacted by domestic abuse and violence in families

**Priority 3:** Developing a joint approach to understanding and responding to children who are, and who become, invisible to services



**Priority 4:** Enhancing cultural competency and confidence, by improving partnership focus on the work we do, in the context of equality, inclusion and diversity

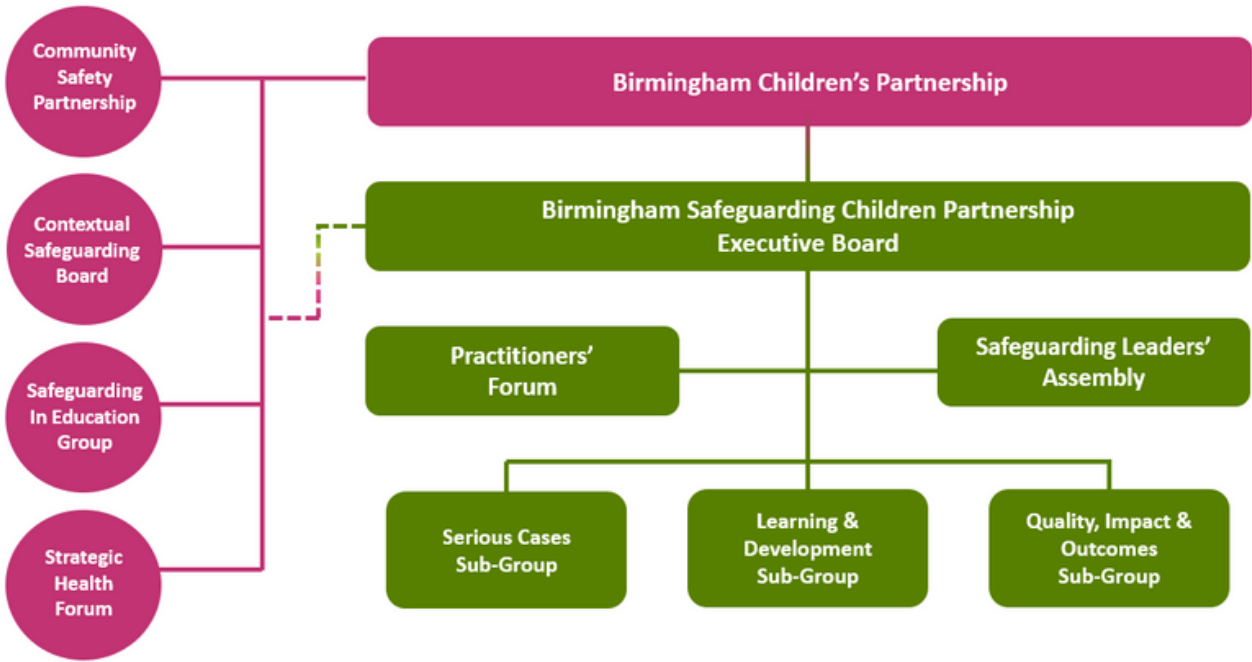


**Organisational Structure**

The Safeguarding Partnership has taken account of the changing strategic leadership and partnership landscape across the city, to streamline and strengthen the governance and accountability arrangements aimed at continuously improving outcomes for children and young people in Birmingham.



**Structure Chart**



## **Executive Board**

The Executive Board provides strategic oversight of the multi-agency safeguarding arrangements, co-ordinating safeguarding services and evaluating the effectiveness of partnership working. The Executive Board is chaired by an Independent Scrutineer, appointed by the Safeguarding Partners, with the strategic leaders from Birmingham Children's Trust, Birmingham City Council, West Midlands Police and NHS Birmingham and Solihull Integrated Care Board undertaking the role of the Vice Chair on an annual rotational basis.

The Executive Board meets bi-monthly to provide strategic direction, challenge and oversight on implementation of the priorities set out in the Business Improvement Plan 2023-2025. The three Safeguarding Partners are responsible for leading the Partnership's Sub-Groups. An elected member of Birmingham City Council acts as a participant observer. Details of membership of the Executive Board can be found at Appendix 2.

## **Safeguarding Leaders' Assembly**

A Safeguarding Leaders' Assembly was introduced in 2017 as part of the city's response to the 'Wood Review'. This twice-yearly meeting brings together Chief Executives, Chief Officers and Strategic Safeguarding Leaders from Safeguarding Partners and all 'relevant agencies' to share good practice, discuss emerging safeguarding challenges and agree a collective way forward and importantly to evaluate progress on implementation of the share priorities set out in the Business Improvement Plan.

## **Sub-Group Structure**

The Executive Board is supported by a Sub-Group structure to specifically fulfil the statutory requirements of embedding learning from local child safeguarding practice reviews, commissioning of multi-agency training and oversight of the quality assurance and audit programme. Terms of Reference for each Sub-Group can be found at Appendix 3.

## **Learning and Development Sub-Group**

The Learning and Development Sub-Group oversees the commissioning and evaluation of multi-agency safeguarding training and workforce development. The Executive Board endorses an annual Multi-Agency Safeguarding Training Offer providing a blended mix of face to face and virtual training together with a seminar and conference programme.

## **Serious Cases Sub-Group**

The Serious Cases Sub-Group oversees commissioning of independent reviews where a child dies or is seriously injured, and child abuse is suspected to be a contributing factor.

Whenever these cases come to our attention, a Rapid Review will be immediately undertaken to maximise learning and ascertain if there are national implications or whether a Local Child Safeguarding Practice Review should be commissioned to identify and cascade learning to front-line practitioners. The group will also be responsible for ensuring that agencies are able to demonstrate how the learning has been implemented and what difference it has made to improving partnership practice.

## **Quality, Impact and Outcomes Sub-Group**

We are committed to using effective outcome and performance measures that can provide meaningful analysis of system and practice improvement. The Quality, Impact and Outcomes Sub-Group oversee a programme of quality assurance, audit and scrutiny of partnership safeguarding practice. The Partnership has developed a 'Quality Assurance Framework' triangulating quantitative, qualitative and experiential data, to assist in evaluating the effectiveness of partnership intervention in improving outcomes for children and families.

### Relationship with other Strategic Partnerships



Our multi-agency safeguarding arrangements complement the citywide work that has been undertaken to clarify lines of accountability and the performance of strategic partnership arrangements.

Our Partnership reports to the Birmingham Children and Young People Partnership (BCYP) which has Chief Executive level representation from across this city.[1] The BCYP will provide leadership and take responsibility for co-ordinating the work of the below key strategic partnerships:

- Health and Wellbeing Board
- Birmingham Safeguarding Children Partnership
- Birmingham Housing Partnership
- Youth Offending Board
- Birmingham Community Safety Partnership
- Greater Birmingham and Solihull Local Enterprise Partnership

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[1] This includes Birmingham City Council, Birmingham and Solihull ICB and West Midlands Police as well as Birmingham Children's Trust, Birmingham Community Healthcare NHS Foundation Trust, Birmingham Women's and Children's NHS Foundation Trust, an education sectors representative, and the Independent Chair of the BSCP.

BSCP also works closely with partnerships beyond this list where their work interfaces with ours. This includes Birmingham Safeguarding Adults Board, the Channel Panel, Local Family Justice Board, Gangs Strategic Board, Contextual Safeguarding Board, Birmingham Early Help Partnership, Safeguarding in Education Group, Strategic Health Forum and Multi-Agency Public Protection Arrangements.



## Escalating Concerns and Dispute Resolution



The safeguarding arrangements outlined in this document have been developed collaboratively and adopted by the three Safeguarding Partners and ‘Relevant Agencies’. We aim to operate our partnership in a consensual manner and avoid unnecessary disputes. However, we have also put in place processes whereby partners – and individuals within these partner agencies – can raise concerns and disputes can be resolved. The Partnership revised and published its Resolution and Escalation Protocol in March 2019.





## The Voice of the Child

The voice of the child is at the heart of the Partnership. All our work is underpinned by a consideration of the views and experiences of Birmingham's children and their families. We draw on information from a wide range of sources to build up a comprehensive picture of their aspirations and concerns.

This includes:

- consultation on new policy and procedures
- incorporation into our Quality Assurance Framework
- seeking the views from looked after children
- acting upon the analysis of findings from citywide pupil surveys
- engaging with the city's Youth Parliament
- seeking assurance from agencies on how they listen and respond to the views of children
- encouraging children and families' participation in Local Child Safeguarding Practice Reviews to maximise the opportunity to learn.



# Information Sharing and Data Protection



We recognise the crucial importance of effective information sharing to facilitate accurate and timely decision making for children and families. Our formal procedures provide detailed guidance on when and how to appropriately share information. Our threshold guidance 'Right Help, Right Time' provides front-line professionals with simple guidance on the practical application of information sharing. We have also adopted and made a commitment to promote three key principles for information sharing:

1. We are committed to gaining the informed consent of children and/or parents when we wish to share their confidential/personal information.
2. We will respect the wishes of those who do not give consent, except where safety may be at risk or when it is inappropriate to seek their agreement.
3. In each case we will record the: necessity; proportionality; relevance; adequacy; accuracy; timeliness; and security of the information shared. We will take reasonable steps to obtain consent, and if not given, we will record why we believe safety may be at risk, or why it was inappropriate to seek their agreement.

The Partnership is a signatory to the Birmingham Children's Collaborative Working Information Sharing Framework/Policy published in March 2019, which describes the personal data shared between organisations for the purpose of safeguarding and promoting the welfare of children and young people and their families. This will facilitate the use of information for the evaluation of provision and improvement of services.

The Partnership will ensure confidentiality and compliance with Data Protection Registration and requirement under the General Data Protection Regulation 2018 (GDPR).

Members of the Partnership will make appropriate arrangements to ensure that it complies with the provisions of the Freedom of information Act 2000.

# Local Child Safeguarding Practice Reviews



Responsibility for how our system learns lessons from serious child safeguarding incidents[2] rests with our three Safeguarding Partners and are overseen in practice by our Serious Cases Sub-Group, reporting to the BSCP Executive Board.

As part of the DfE 'Early Adopter' programme, Birmingham led the development of regional practice guidance for commissioning and undertaking local Child Safeguarding Practice Reviews across the wider West Midlands area. The guidance is currently revised to take account of national guidance and experience gained in undertaking Rapid Reviews and Local Child Safeguarding Practice Review as prescribed in Working Together to Safeguard Children 2018.

In Birmingham there is an explicit commitment to publish, share and embed the findings. A 'Publication and Media Planning' (Gold Group) meeting is convened to oversee publication and effectively liaise with family members' subject of the review and practitioners involved in the case.

The full report is sent to the National Panel, Ofsted and the Secretary of State a minimum of seven working days prior to publication and subsequently shared with the NSPCC for inclusion in their national repository. Reports will be made available to read and download from our website for at least three years and archived reports will be available on request.

## Maximising learning

The purpose of a Local Child Safeguarding Practice Review is to identify and inform improvement in safeguarding practice. The partnership has established a dedicated team of experts to oversee the commissioning arrangements and ensuring that learning leads to improvement in front-line practice. A clear plan for disseminating and sharing the learning from the review with all 'relevant agencies' is developed for each case. An ongoing programme of training targeted at practitioners focus on emerging key themes and learning from reviews to improve practice.

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[2] Working Together 2018 defines serious child safeguarding cases are those in which abuse or neglect of a child is known or suspected and the child has died or been seriously harmed. Serious harm includes (but is not limited to) both impairment of physical health and serious / long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development.

For every review we host a webinar facilitated by the Lead Reviewer to share the key findings with front-line managers and practitioners and publish a 'Learning Lessons Briefing', this provides a short summary of the background to the case, identifies key learning and highlights areas for practice improvement for use in team meetings and/or supervision sessions.

The Partnership regularly audit agency implementation of learning to ensure that the necessary improvements take place.

## Engagement and Communication



Our Partnership structures are designed to promote engagement with all those involved in safeguarding our city's children. The website raises understanding of the Partnership's work and cascades learning from our audit programme and Local Child Safeguarding Practice Reviews with team leaders and frontline practitioners.

Through our regular communications, website and Twitter feed we pro-actively reach out to the public so they are aware of what they can do and who they should contact if they feel a child in our city is at risk. As part of this, we plan to build on the LCSB's awareness raising campaign 'Keeping Children Safe is Everybody's Business' which was extended into 2020/21.

## Funding and Business Support Unit

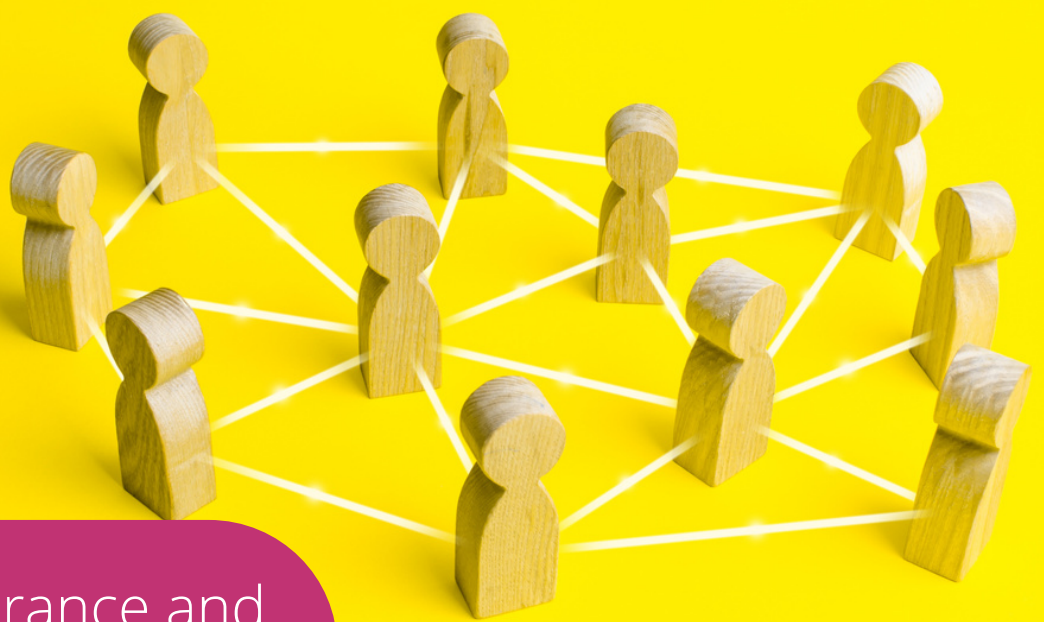


The work of the Partnership is supported by a dedicated Business Support Unit hosted by Birmingham Children's Trust.

The Safeguarding Partners are committed to equitable and proportionate funding of the priorities set out in the Business Improvement Plan, together with the oncosts of the Business Support Unit. The Budget and agency contributions are agreed on an annual basis in readiness for the new financial year. A breakdown of the agency contributions and the partnership operating budget is included within the BSCP Annual Report.

Birmingham City Council and Birmingham Children's Trust both make a significant in-kind contribution in the form of provision of office accommodation and IT, Legal, Financial and HR support of the Partnership's Business Support Unit.





## Quality Assurance and Independent Scrutiny

To ensure our safeguarding arrangements are effective, we have established a number of mechanisms to hold both the Partnership, and its partners, accountable. We have also established an independent scrutiny role and made a commitment to regular reporting.

### **Independent Scrutineer**

Penny Thompson CBE has been appointed by the safeguarding partners as the Independent Chair to help scrutinise the effectiveness of multi-agency arrangements in safeguarding and promoting the welfare of children in Birmingham. This includes providing strategic oversight of the arrangements to identify and review serious child safeguarding cases. Penny Thompson CBE is the Chair of the Partnership's Executive Board and Safeguarding Leaders Assembly.

### **Independent Lead Reviewers**

To ensure robust and independent scrutiny, an Independent Lead Reviewer will be appointed to manage all Local Child Safeguarding Practice Reviews undertaken in Birmingham. The Lead Reviewer will manage the review process, chair meetings of the Review Team, facilitate the Reflective Learning Workshops and author the final report.

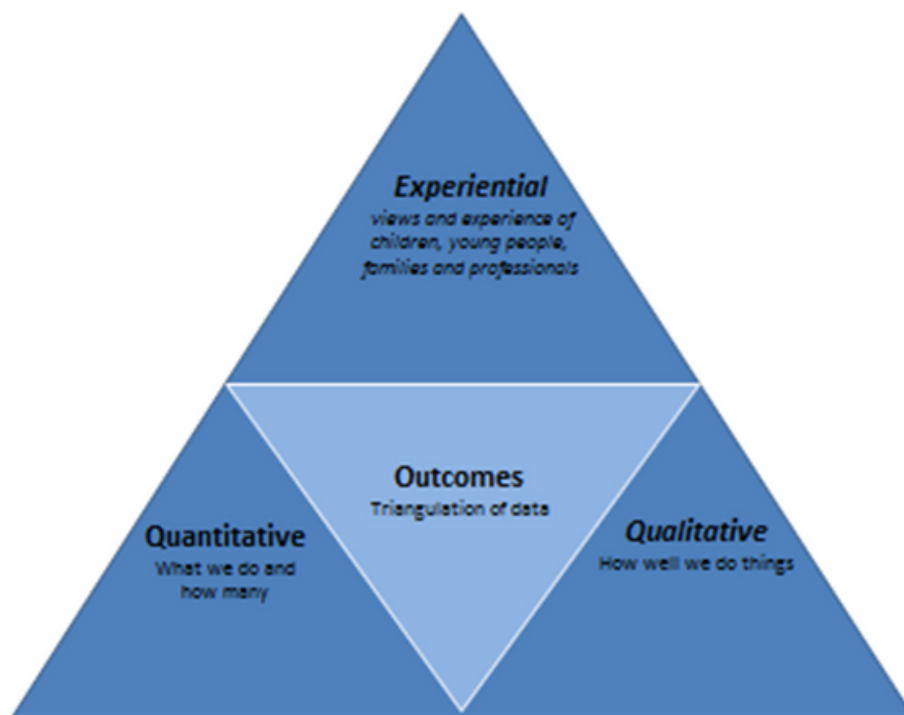
### **Inter-agency Challenge and Feedback**

We foster a culture of challenge in which partners hold each other to account whilst also supporting each other to improve. Indeed, our Partnership arrangements are designed to facilitate professional challenge at all levels across the safeguarding system. The Independent Scrutineer hosts a quarterly 'Practitioners Forum' to consult front-line staff about new safeguarding initiatives and get direct feedback from a broad cross section of the children's workforce in Birmingham.

## Quality Assurance Framework

The Partnership have developed a Quality Assurance Framework that provides assurance on the effectiveness of the multi-agency safeguarding arrangements, utilising a wide range of quantitative, qualitative and experiential data. The framework incorporates important learning from Peer Reviews and the findings from inspection by single agency inspectorates or Joint Targeted Area Inspections.

This Framework sets out how the Quality Assurance function will be undertaken. The Partnership has established a dedicated Quality, Impact and Outcomes Sub-Group to evaluate the effectiveness of, and support improvements in, policy, procedure and practice.



By triangulating data we build a more holistic picture of safeguarding performance and gain a much better understanding of 'what difference we have made' (through our services, strategies and intervention) to the lives of children and their families:

- What difference have the interventions and services made to their lives?
- Are things better as a result, and in what way?
- Do the professionals working with the families agree with them?

## Partnership Engagement

Multi-agency partners actively contribute to the Quality Assurance Framework to gain a collective understanding of performance and identify areas for improvement by:

- Sharing the findings from external inspections and internal Quality Assurance outcomes to inform learning and practice;

- Providing analysis of their agency's data and trends to the Quality, Impact and Outcomes Sub-Group on a quarterly basis;
- Bringing together subject matter experts and operational managers from a range of organisations to provide a reactive team to quickly undertake reviews on areas requiring improvement, to identify learning and outcomes;
- Engaging frontline practitioners and their managers in a programme of multi-agency case file audits;
- Utilising surveys/direct conversations with partner agencies and children and young people to see how effectively the arrangements are working, enabling sharing of information, in particular good practice, and ensuring learning is being embedded;
- Carrying out statutory self-assessment of safeguarding partners (Section 11) on a bi-annual basis, utilising a tool developed with regional partners;
- Carrying out a Safeguarding in Education self-assessment (Section 157/175) on an annual basis (Education Settings);
- Further developing the peer review process to enable partners to engage in transparent and open conversations to challenge and learn from each other's safeguarding practice;
- Providing feedback from the direct work with families about their experience and what they have done to implement learning. Ascertaining how effectively local arrangements are working for them.







## Business Improvement Plan and Annual Report

The BSCP published a Business Improvement Plan 2023-2025 which sets out the strategic priorities, outcomes, and specific action to be undertaken during the next two years. The Executive Board will oversee implementation and undertake an annual review and refresh. The Partnership will publish an Annual Report detailing progress and performance against these priorities.

The Business Improvement Plan is a 'live' document amended in-year when necessary, to ensure the partnership responds promptly to new safeguarding issues and emerging threats.

The Annual Report will include:

- evidence of where our work has had a positive impact on outcomes for children and families (from Early Help, to looked-after children and care leavers);
- an overview of the extent and effectiveness of safeguarding training;
- an analysis of any areas where there has been little or no evidence of progress on agreed priorities, setting out the remedial action undertaken to improve performance;
- an overview of the emerging learning from Local Child Safeguarding Practice Reviews and the actions taken to disseminate learning to improve front-line practice, together with our local response to any national reviews;
- a summary of the ways in which the Partnership has sought and utilised feedback from children and families to inform work and influence service provision.



## Appendices

Appendix 1: Full List of 'Relevant Agencies'

Appendix 2: Membership of the Birmingham Safeguarding Children Partnership

Appendix 3: Terms of Reference for the Birmingham Safeguarding Children Partnership

- Executive Board
- Safeguarding Leaders' Assembly
- Learning and Development Sub-Group
- Child Safeguarding Practice Review Sub-Group
- Quality, Impact and Outcomes Sub-Group
- Child Death Overview Panel

## **Appendix 1: Full List of ‘Relevant Agencies’**

- Birmingham and Solihull Mental Health NHS Foundation Trust
- Birmingham Children’s Trust
- Birmingham Community Healthcare NHS Foundation Trust
- Birmingham Council of Faiths
- Birmingham Education Partnership
- Birmingham Forward Steps
- Birmingham Safeguarding Adults Board
- Birmingham Community Safety Partnership
- Birmingham Early Help Partnership Board
- Birmingham Gangs Strategic Board
- Birmingham Voluntary Sector Council
- Birmingham Women’s and Children’s NHS Foundation Trust
- CAFCASS
- Education: Early Years Forum
- Education: Post-16 Education Forum
- Education: Primary Schools Forum
- Education: Secondary Schools Forum
- Education: Special Schools Forum
- Staffordshire and West Midlands Community Rehabilitation Company
- National Probation Service
- NHS England
- NSPCC
- Public Health
- Royal Orthopaedic Hospital
- University Hospitals Birmingham NHS Foundation Trust
- Youth Offending Service
- West Midlands Ambulance Service

## **Reviewing our List of ‘Relevant Agencies’**

The Partnership reviews engagement and participation of ‘relevant agencies’ annually.

## Appendix 2: Membership of the Birmingham Safeguarding Children Partnership

Representative Job Title	Organisation	Executive Board Status
<b>Members</b>		
Independent Scrutineer	Birmingham Safeguarding Children Partnership	Independent Chair
Chief Executive	Birmingham Children's Trust	Member
Director of Practice	Birmingham Children's Trust	Member
Assistant Director Safeguarding	Birmingham Children's Trust	Member & Co-Chair Quality Impact & Outcomes Sub-Group
Director of Education and Skills (Director of Children's Services)	Birmingham City Council	Member
Acting Director of Neighbourhoods	Birmingham City Council	Member
Assistant Director Public Health	Birmingham City Council	Member
Deputy Chief Nurse	Birmingham Community Healthcare NHS Foundation Trust	Member
Director of Safeguarding	Birmingham Women's and Children's NHS Foundation Trust	Member
Chief Nurse	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Learning and Development Q Sub-Group
Designated Doctor for Safeguarding	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Serious Case Sub-Group
Head of Safeguarding	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Quality Impact & Outcomes Sub-Group
Head of Probation, Birmingham	Probation Service	Member
Head of Public Protection	West Midlands Police	Member
Commander – Birmingham East	West Midlands Police	Vice Chair
<b>Participant Observer</b>		
Cabinet Member for Children's Wellbeing	Birmingham City Council	Participant Observer

Representative Job Title	Organisation	Executive Board Status
<b>Specialist Advisors and Administrative Support</b>		
Business Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Learning and Development Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Performance and Quality Assurance Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Serious Cases and Communications Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Administration Officer	Birmingham Safeguarding Children Partnership (Business Support Unit)	Secretary



## Appendix 3: Terms of Reference for the Birmingham Safeguarding Children Partnership



### Executive Board Terms of Reference

#### Statutory Role and Function

Birmingham Safeguarding Children Partnership (BSCP) is a statutory body established under the Children Act 2004 (as amended by the Children and Social Work Act 2017). *Working Together to Safeguard Children (2018)* sets out the role of the Local Authority, Clinical Commissioning Group and the Police to “coordinate their safeguarding services act as a strategic leadership group, supporting and engaging others, and implement local and national learning, including from serious child safeguarding incidents”.

#### Key Principles

- ***Effective Partnership Working:*** Committed to effective collaborative partnership working which delivers the best possible protection of children and young people in Birmingham.
- ***Focus on the Family:*** Supporting families to enable their children to flourish and learn in preparation for a long, productive, happy, life.
- ***Committed to Early Help:*** Recognising that those with economic, health and other disadvantages will need additional support to achieve the same outcomes as their peers.
- ***Promotion of a Learning Culture:*** Operating as a learning system; open and ambitious to improve.

#### Governance and Accountability

- BSCP is the accountable body for safeguarding partnership working.
- The Executive Board reports into the Children and Young People’s Strategic Partnership (CYPSP) and actively engages relevant agencies via the Safeguarding Leaders Assembly (SLA).
- BSCP’s Independent Scrutineer is directly accountable to the three Safeguarding Partners.
- BSCP convenes organisations charged with leadership of safeguarding and protecting children in order to:
  1. Set standards and procedures for multi–agency practice

2. Promote working together in practice, supported by behaviours of respect and trust
3. Assure sound quality practice with a positive impact on outcomes for children and young people
4. Ensure a programme of learning and development which supports leadership and practice learning from the best and from reviews of serious cases
5. Model a culture of evaluation, learning and development
6. Communicate effectively with the wider safeguarding system of organisations and individuals, including voluntary sector organisations and those who experience services
7. Drive progress through the below Sub-Groups and work streams which will regularly account to the Executive Board:

1. Quality, Impact and Outcomes
2. Learning and Development
3. Child Safeguarding Practice Review Group

#### **Frequency:**

The Executive Board will meet six times per annum. To ensure continuity and the effective functioning of the group, each member is expected to attend all meetings. In the event of an unavoidable absence, an attendee will be nominated to update the absentee.

#### **Membership:**

The group will be chaired by the Independent Scrutineer who will be appointed by the Safeguarding Partners. It will have a permanent core membership of strategic safeguarding leads from the statutory safeguarding agencies detailed below.

Representative Job Title	Organisation	Executive Board Status
<b>Members</b>		
Independent Scrutineer	Birmingham Safeguarding Children Partnership	Independent Chair
Chief Executive	Birmingham Children's Trust	Member
Director of Practice	Birmingham Children's Trust	Member
Assistant Director Safeguarding	Birmingham Children's Trust	Member & Co-Chair Quality Impact & Outcomes Sub-Group
Director of Education and Skills (Director of Children's Services)	Birmingham City Council	Member

Representative Job Title	Organisation	Executive Board Status
Acting Director of Neighbourhoods	Birmingham City Council	Member
Assistant Director Public Health	Birmingham City Council	Member
Deputy Chief Nurse	Birmingham Community Healthcare NHS Foundation Trust	Member
Director of Safeguarding	Birmingham Women's and Children's NHS Foundation Trust	Member
Chief Nurse	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Learning and Development Q Sub-Group
Designated Doctor for Safeguarding	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Serious Case Sub-Group
Head of Safeguarding	NHS Birmingham and Solihull Integrated Care Board	Member & Co-Chair Quality Impact & Outcomes Sub-Group
Head of Probation, Birmingham	Probation Service	Member
Head of Public Protection	West Midlands Police	Member
Commander – Birmingham East	West Midlands Police	Vice Chair
<b>Participant Observer</b>		
Cabinet Member for Children's Wellbeing	Birmingham City Council	Participant Observer
<b>Specialist Advisors and Administrative Support</b>		
Business Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Learning and Development Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Performance and Quality Assurance Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor
Serious Cases and Communications Programme Manager	Birmingham Safeguarding Children Partnership (Business Support Unit)	Specialist Advisor

Representative Job Title	Organisation	Executive Board Status
Administration Officer	Birmingham Safeguarding Children Partnership (Business Support Unit)	Secretary

#### **Decisions and Disputes:**

Decisions will normally be reached by consensus. In the event of a disagreement a vote will be taken of members. The vote will be ruled by the number of agencies represented rather than the number of agencies present. In the event of a split the Independent Scrutineer will have the casting vote.

#### **Conflict of Interest:**

Members must declare any conflict of interest as soon as it becomes clear. This will disqualify the member from participation in making the relevant decision on the issue but may not disqualify them from involvement in the discussion on the issue by agreement from other members of the group that are involved.

#### **Confidentiality:**

All information discussed at the Executive Board with regards to Child Safeguarding Practice Reviews, identified individuals and single agencies is STRICTLY CONFIDENTIAL, and must not be disclosed to third parties without discussion and agreement of the Independent Scrutineer. The disclosure of information outside the meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of agencies involved.

#### **Terms of Reference Review Dates:**

The terms of reference of the Executive Board will be subject to review every two years.

Last Reviewed: 20 February 2023

Next Review Scheduled: 31 March 2025



## Safeguarding Leaders' Assembly Terms of Reference

### Role and Function

The Safeguarding Leaders' Assembly brings together strategic leaders from all relevant agencies engaged in safeguarding and promoting the welfare of children and young people in Birmingham. Biannual meetings provide opportunities for local organisations to focus on shared strategic priorities and identify how they can work more effectively together.

### Key Principles

- ***Effective Partnership Working:*** Committed to effective collaborative partnership working which delivers the best possible protection of children and young people in Birmingham.
- ***Focus on the Family:*** Supporting families to enable their children to flourish and learn in preparation for a long, productive, happy, life.
- ***Committed to Early Help:*** Recognising that those with economic, health and other disadvantages will need additional support to achieve the same outcomes as their peers.
- ***Promotion of a Learning Culture:*** Operating as a learning system; open and ambitious to improve.

### Governance and Accountability

- BSCP is the accountable body for safeguarding partnership working.
- The Executive Board reports into the Children and Young People's Strategic Partnership Executive (CYPSPE) and actively engages relevant agencies via the Safeguarding Leaders Assembly (SLA).
- BSCP's Independent Scrutineer is directly accountable to the three Safeguarding Partners.
- BSCP convenes organisations charged with leadership of safeguarding and protecting children in order to:
  8. Set standards and procedures for multi-agency practice
  9. Promote working together in practice, supported by behaviours of respect and trust
  10. Assure sound quality practice with a positive impact on outcomes for children and young people

11. Ensure a programme of learning and development which supports leadership and practice learning from the best and from reviews of serious cases
12. Model a culture of evaluation, learning and development
13. Communicate effectively with the wider safeguarding system of organisations and individuals, including voluntary sector organisations and those who experience services

### **Frequency:**

The Safeguarding Leaders will assemble bi-annually. To ensure continuity and the effective functioning of the group, each member is expected to attend all meetings. In the event of an unavoidable absence, an attendee will be nominated to update the absentee.

At the first annual meeting, Safeguarding Leaders discuss BSCP's priorities for the year ahead, as outlined in the BSCP Business Improvement Plan, and identify emerging issues and themes from the Independent Scrutineer's Accountability Report.

At the second annual meeting, Safeguarding Leaders will receive the BSCP Annual Report, with a focus on the impact of Safeguarding Partners' and relevant agencies' actions in the safeguarding of the city's children and young people.

Both assemblies will provide opportunities to showcase good practice and share local and national learning to inform the continuous improvement of safeguarding practice. At both assemblies, an interactive workshop is facilitated, during which Safeguarding Leaders are consulted on and encouraged to engage with strategic safeguarding topics.

### **Membership:**

The group will be chaired by an Independent Chair who will be appointed by the Local Authority Chief Executive Officer with the agreement of a panel including BSCP partners. It will have a permanent core membership of strategic safeguarding leads from statutory Safeguarding Partners and relevant agencies.

<b>Agency</b>	<b>Representation</b>
Birmingham Safeguarding Children Partnership	Independent Scrutineer (Chair)
West Midlands Police	Commander (Vice-Chair) Detective Chief Superintendent
Birmingham City Council	Chief Executive Cabinet Member for Children's Wellbeing Chair Children's Social Care Overview and Scrutiny Committee Chair Health and Wellbeing Board

Agency	Representation
	Director Children and Families Assistant Director, Education & Early Years Director Strategy Quality & Partnerships Managing Director – City Housing Directorate Director of Public Health Assistant Director of Public Health Director of Adult Social Care
Birmingham Children's Trust	Chair: Non-Executive Director Chief Executive Director of Practice Assistant Director, Safeguarding (Co-Chair QIO Sub-Group) Assistant Director, Early Help and Youth Justice
Birmingham Community Healthcare NHS Foundation Trust	Chief Executive Chair of Nursing and Therapies Consultant Community Paediatrician
Birmingham Council of Faiths	Chair of the Birmingham Council of Faiths
Birmingham Education Partnership	Chief Executive
Birmingham Safeguarding Adults Board	Independent Chair
Birmingham and Solihull Mental Health Foundation Trust	Chief Executive
Birmingham Women's and Children's NHS Foundation Trust	Chief Executive Head of Safeguarding (Co-Chair L&D Sub-Group)
Education	Chair – Primary Forum Chair – Secondary Forum Chair – Special Schools Forum Chair – Early Years Forum Chair – Post 16 Forum
CAFCASS	Assistant Director, Midlands
Probation Service	Head of Birmingham South & Central Head of Birmingham LDU Head of Service
NHS Birmingham and Solihull	Chief Executive Chief Nurse Designated Doctor for Safeguarding (Co-Chair, SCR Sub-Group) Director of Nursing – Quality & Safeguarding (Co-Chair, QIO Sub-Group)
NHS England	Regional Director of Nursing

Agency	Representation
Royal Orthopaedic Hospital	Chief Executive
Sandwell and West Birmingham Hospitals NHS Trust	Chief Officer
Third Sector Assembly	Chief Executive, Birmingham Voluntary Sector Council Midlands Regional Head of Service for Children and Young People, NSPCC
University Hospitals Birmingham NHS Foundation Trust	Executive Chief Nurse
West Midlands Ambulance Service	Safeguarding Manager & Prevent Lead

Advisors/Supports	
Agency	Representation
Birmingham Safeguarding Children Partnership (Business Support Unit)	BSCP Business Manager Performance and Quality Assurance Programme Manager Learning and Development Programme Manager Serious Cases and Communications Programme Manager Secretary to Executive Board

### **Decisions and Disputes:**

Decisions will normally be reached by consensus. In the event of a disagreement a vote will be taken of members. The vote will be ruled by the number of agencies represented rather than the number of agencies present. In the event of a split the Independent Scrutineer will have the casting vote.

### **Conflict of Interest:**

Members must declare any conflict of interest as soon as it becomes clear. This will disqualify the member from participation in any decision-making process on the issue but may not disqualify them from involvement in the discussion on the issue by agreement from other members of the group that are involved.

### **Confidentiality:**

All information discussed at the Safeguarding Leaders' Assembly with regards to a specific child or identified individuals is strictly confidential and must not be disclosed to third parties without discussion and agreement of the Independent Scrutineer. The disclosure of information outside the meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of agencies involved.



**Terms of Reference Review Date:**

The terms of reference of the Safeguarding Leaders' Assembly will be subject to review every two years.

Last Reviewed: 20 February 2023

Next Review Scheduled: 31 March 2025

## **Quality, Impact and Outcomes Sub-Group Terms of Reference**

### **Purpose:**

To oversee a system wide scrutiny of children's safeguarding practice and leadership of the partnership workforce, to act as a constructive critical friend to promote reflection and drive continuous improvement.

### **Specific Responsibilities:**

- To utilise the Partnership Quality Assurance framework to evaluate the effectiveness of multi-agency safeguarding arrangements.
- To demonstrate the impact of safeguarding practice on improving outcomes for children in Birmingham.
- To embed a culture of learning, informed by research to supports leaders to improve safeguarding practice.
- To ensure the lived experience of children and families is incorporated as the focal point of practice improvement.
- To develop a targeted multi-agency and single agency quality assurance programme to evidence that learning from national and local reviews has been embedded in practice.
- To provide present performance data on strategic priorities in a format that enhances understanding and enables better targeting of partnership intervention to improve performance.

### **Accountability:**

The Sub-Group is accountable to the BSCP Executive Group. The overarching framework for governance is defined within the BSCP Governance Document. A Chair from the Sub-Group will attend the Executive Board to provide regular updates on performance and progress on the implementation of the audit and scrutiny programme. Members are responsible for reporting back on activities to their individual organisations and forums. The Sub-Group will be quorate if there are four or more members present at the meeting, providing that the members present represent different agencies.

### **Frequency:**

The Sub-Group will meet bi-monthly at least six times per year (not in August or December). Task and Finish groups will be formed as required and will meet in between meetings to ensure that the Sub-Group can achieve its purpose and responsibilities.

### **Membership:**

The group will be jointly chaired by representatives from different partner agencies. The Sub-Group will have a permanent core membership drawn from the statutory

safeguarding agencies represented on the BSCP. To ensure consistency in work and the effective functioning of the group, each member should nominate an appropriate individual to represent their organisation in the event of an unavoidable absence. Members are responsible for reporting back on activities to their individual organisations and forums.

Agency	Representation
Birmingham Children's Trust	Assistant Director of Safeguarding: <b>Co-Chair</b>
Birmingham and Solihull ICB	Director of Safeguarding: <b>Co-Chair</b>
Birmingham Children's Trust	Assistant Director for Early Help
Birmingham City Council	Education Childcare Quality & Sufficiency Manager Assistant Director – Public Health Housing Early Years
Birmingham Community Health Care NHS Foundation Trust	Head of MASH Health
Birmingham Women's and Children's NHS Foundation Trust	Head of Safeguarding
Birmingham and Solihull Mental Health NHS Foundation Trust	Head of Safeguarding
West Midlands Police	Birmingham Child Abuse Investigation Team - Detective Inspector

Advisors	
Birmingham Safeguarding Children Partnership	Performance and Quality Assurance Programme Manager
University of Birmingham	School of Nursing (Professor of Child Protection)
Legal Advisor	As required by agenda

### Decisions and Disputes:

Decisions will normally be reached by consensus. In the event of a disagreement a vote will be taken of members the vote will be ruled by the number of agencies represented rather than the number of agencies present. In the event of a split the Chairs will have the casting votes or discuss with the Independent Scrutineer resolution of outstanding issues.

**Conflict of Interest:**

Members must declare any conflict of interest as soon as it becomes clear. This will disqualify the member from participation in making the relevant decision on the issue but may not disqualify them from involvement in the discussion on the issue by agreement from other members of the group that are involved.

**Confidentiality:**

All information discussed at the Sub-Group with regards to serious case reviews, identified individuals and single agencies is STRICTLY CONFIDENTIAL, and must not be disclosed to third parties without discussion and agreement of the Chairs of the Sub-Group. The disclosure of information outside the meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of agencies involved.

**Terms of Reference Reviewed Date and Next Review Date:**

The terms of reference of the Sub-Group will be subject to review every two years.

Last Reviewed: 20 February 2023

Next Review Scheduled: 31 March 2025



## **Learning and Development Sub-Group**

### **Terms of Reference**

#### **Purpose**

The Learning and Development Sub-Group oversee the commissioning and evaluation of multi-agency safeguarding training and workforce development, to enhance front-line practice in safeguarding and promoting the well-being of children and young people.

#### **Specific Responsibilities**

1. To maximise available resources to deliver a comprehensive multi-agency training programme targeted at meeting the needs of the children's workforce.
2. Develop a training network with all relevant agencies to cascade delivery of safeguarding training.
3. Set workforce development standards.
4. Evaluate the quality of single and multi-agency safeguarding training.
5. To develop and design high quality training/e learning packages that can be accessed by individuals and organisations.
6. To engage with the wider children's workforce involved in safeguarding children to improve access to training and development opportunities.
7. To promote and embed identified local, regional and national good practice through learning from child safeguarding practice reviews and audits.
8. Produce an Annual Report to evaluate the impact of training on improving frontline practice.
9. To work with local partnership groups to complete learning and development projects that improve practitioner performance and meet national standards.

#### **Governance and Accountability**

The Learning and Development Sub-Group (L&D Sub-Group) is accountable to the Birmingham Safeguarding Children Partnership (BSCP). The overarching framework for governance is defined within the BSCP Governance Document.

The Chair of the L&D Sub-Group will be a member of the Executive Board and provide regular updates on implementation of the Work Programme.

L&D Sub-Group members will act as the conduit of information and communication from and to, their senior representatives across their statutory organisations.

#### **Frequency**

The L&D Sub-Group will meet bi-monthly at least six times per year. Task and Finish Groups will be formed as required and will meet in between meetings to ensure that the L&D Sub-Group can achieve its purpose and responsibilities.

## Membership

The jointly appointed L&D Sub-Group chairing arrangements will be ratified by the BSCP Independent Chair and Executive Board. There is an expectation that one of the jointly appointed chairs will attend the Executive Board. Additional members will be co-opted onto the group if specific additional expertise is required.

Agency	Representation
Birmingham Women's & Children's Hospital NHS Foundation Trust	Associate Director of Nursing: Head of Safeguarding – <b>Co-Chair</b>
Birmingham Children's Trust	Senior L&D Officer
Birmingham and Solihull CCG	Deputy Designated Nurse
Birmingham Children's Trust	Assistant Director Practice Improvement – <b>Co-Chair</b>
Birmingham Children's Trust	Head of Service, Early Help/Prevention and Family Support
West Midlands Police	Detective Inspector
Birmingham City Council Early Years	Quality Improvement and Safeguarding Strategy Manager
Birmingham City Council – Education and Skills	CASS and MASH Education Team Manager
Birmingham Community Health Care NHS Foundation Trust	Safeguarding Lead
University Hospitals Birmingham	Safeguarding Educator
Birmingham & Solihull Mental Health NHS Foundation Trust	Safeguarding Training Lead

Advisors	
Birmingham Safeguarding Children Partnership	Learning and Development Programme Manager
Birmingham Safeguarding Children Partnership	Administration Officer

## Quoracy

L&D Sub-Group will be quorate if there are four or more core members present at the meeting, providing that the members present represent different agencies.

## Decisions and Disputes

Decisions will normally be reached by consensus. In the event of a disagreement a vote will be taken of members. The vote will be ruled by the number of agencies represented rather than the number of agencies present. In the event of a split the Chair will have the casting vote or discuss with the Business Manager resolution of outstanding issues.

**Conflict of Interest**

Members must declare any conflict of interest as soon as it becomes clear. This will disqualify the member from participation in making the relevant decision on the issue but may not disqualify them from involvement in the discussion on the issue by agreement from other members of the group that are involved.

**Confidentiality**

All information discussed at the L&D Sub-Group with regards to serious case reviews, identified individuals and single agencies is STRICTLY CONFIDENTIAL, and must not be disclosed to third parties without discussion and agreement of the Chair of the L&D Sub-Group. The disclosure of information outside the meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of agencies involved.

**Terms of Reference Review Dates:**

The terms of reference of the L&D Sub-Group will be subject to review every two years.

Last Reviewed: 20 February 2023

Next Review Scheduled: 31 March 2025

## **Serious Cases Sub-Group Terms of Reference**

### **Purpose**

The Serious Cases Sub-Group will oversee the process and arrangements for identifying, commissioning and reviewing serious child safeguarding cases and will respond to serious incidents of harm in accordance with the Child Safeguarding Practice Review guidance (Working Together 2018, Chapter 4, paragraph 10 & 11).

### **Specific Responsibilities**

1. To conduct a rapid review of serious child safeguarding cases and make recommendations to the National Panel.
2. Disseminate the learning from the rapid reviews as soon as is practicable.
3. To manage and coordinate on behalf of the Partnership the review process and quality assure the report prior to presentation to and ratification by the Executive Board.
4. To oversee, monitor and challenge the effective implementation and impact of practice of review recommendations.
5. To liaise with the Community Safety Partnership, Adult Safeguarding Board and the Strategic MAPPA to determine the most appropriate type of review to identify, cascade and implement learning.
6. To produce the Annual Report and Learning Improvement Framework.

### **Governance and Accountability**

The Serious Cases Sub-Group is accountable to the BSCP Executive Board. The overarching framework for governance is defined within the BSCP Governance Document.

Key points from each meeting will be concisely summarised to provide updates to the BSCP and other partnership groups along with recommendations for the Executive Board and/or individual partners. Sub-Group members representing a constituency (e.g. NHS partners) will act as the direct conduit of information and communication from and to Executive Board members.

The Sub-Group will provide a report of its work to every meeting of the Executive Board. Minutes from the Sub-Group will be available to Executive members on request.

### **Frequency**

The Sub-Group will meet on bi-monthly basis. To ensure consistency in work and the effective functioning of the group, each member should nominate an appropriate individual to represent their organisation in the event of an unavoidable absence.

## Membership

The Sub-Group will be chaired by a member of the Executive Board and will have a permanent core membership drawn from the statutory safeguarding agencies represented on the BSCP. Co-opted members/experts by mutual agreement as required for specific reviews

Agency	Representation
Birmingham and Solihull Integrated Care Board	Designated Doctor for Safeguarding – <b>Co-Chair</b>
Birmingham Children's Trust	Assistant Director Safeguarding
Birmingham Community Healthcare NHS Trust	Head of Service, Safeguarding
Birmingham & Solihull Integrated Care Board	Senior Designated Nurse Safeguarding Children and Adults
Birmingham & Solihull Mental Health Foundation Trust	Head of Safeguarding
West Midlands Police	DCI, Public Protection – <b>Co-Chair</b>
Third Sector (NSPCC)	Principal Social Worker, Safeguarding Unit
Birmingham City Council Education & Skills	Independent Education Adviser

Advisors / Co-opted Members	
Birmingham Safeguarding Children Partnership	Business Manager Serious Cases and Communications Programme Manager
Sub-Group Chairs	As required by agenda
Legal Advisor	As required by agenda

## Quoracy

The Sub-Group will be quorate if there are four or more core members present at the meeting, providing that the members present represent different agencies.

## Decisions and Disputes

Decisions will normally be reached by consensus. In the event of a disagreement a vote will be taken of members with the vote ruled by the number of agencies represented rather than the number of agencies present. In the event of a split the Chair will have the casting vote or discuss with the Business Manager resolution of outstanding issues.

## Conflict of Interest

Members must declare any conflict of interest as soon as it becomes clear. This will

disqualify the member from participation in making the relevant decision on the issue but may not disqualify them from involvement in the discussion on the issue by agreement from other members of the group who are involved.

### **Confidentiality**

All information discussed at the Sub-Group with regards to case reviews, identified individuals and single agencies is STRICTLY CONFIDENTIAL and must not be disclosed to third parties without discussion and agreement of the Chairs of the Sub-Group. The disclosure of information outside the meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of agencies involved.

### **Terms of Reference reviewed date and next review date:**

The terms of reference of the Sub-Group will be subject to review every two years.

Last Reviewed: 20 February 2023

Next Review Scheduled: 31 March 2025





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