

Terms of Reference

SSCP Executive Group

1. Role and Function of the Executive Group

- 1.1 In Solihull the three Lead Safeguarding Partners (LSPs) delegate their functions, but they remain accountable for any actions or decisions taken on behalf of the Solihull Safeguarding Children Partnership. The Scheme of Delegation sets out how this will work in practice. The 3 LSPs have identified and nominated a Delegated Safeguarding Partner (DSP) to represent them on the Executive group.
- 1.2 The Executive group will have oversight of all SSCP activity delivered through the subgroups and will task pieces of work accordingly. It will identify risks and success areas and DSPs will ensure that the three LSPs are sighted on progress against milestones and receive escalations in respect of any barriers to success.
- 1.3 The Executive Group will have responsibility for ensuring that the selected work priorities are delivered in such a way that they make a positive impact on the outcomes for children and young people in Solihull.
- 1.4 The Executive group will focus on driving improvement in practice and delivering the agreed priorities and ensuring practice of police, health and local government children service professionals is as effective as it can be to help and protect children.

This will be achieved by:

- providing evidence about the quality/performance of multi-agency practice
- delivering the SSCP Integrated Partnership Plan
- receiving updates on the progress in meeting the SSCP priorities
- commissioning work from subgroups and multi-agency task and finish groups
- directing the SSCP support team, minimising bureaucracy ensuring task-oriented activity
- providing analyses of trends in practice from intelligent interpretation of data, to assess the effectiveness of help being provided to children and families across the early help and safeguarding systems in Solihull
- reporting on the engagement of schools, and other relevant partners,
- responding to messages from learning reviews,
- reporting on the performance of the support team and use of allocated budgets,
- advising on any issues the DSPs cannot agree on
- receiving progress reports from each of the subgroups
- determining risk and maintaining the LSCP Risk register
- identifying areas of success
- considering the response required locally to national and/or regional developments
- communicating across the wider Partnership
- consulting and involving children, young people and their families

2. Accountability

2.1 The lead safeguarding partners (LSPs) in Safeguarding children Partnerships are:

- the Chief Executive Officer of the local authority,
- the accountable officer of the Integrated Care Board, and
- the chief constable of Police.

- 2.2 In Solihull, the lead safeguarding partners are:
- the Chief Executive of Solihull Metropolitan Borough Council,
 - the Chief Executive of the Birmingham and Solihull Integrated Care Board, and
 - the Chief Constable of West Midlands Police.
- 2.3 The LSPs agree on ways to co-ordinate their safeguarding services, act as a strategic leadership group in supporting and engaging others and will implement local and national learning, including from serious child safeguarding incidents.
- 2.4 In Solihull the DSPs from each agency are:
- Director of Children’s Services (Solihull Metropolitan Borough Council)
 - Borough Commander (West Midlands Police)
 - Deputy Chief Executive/Chief Nursing Officer (Birmingham & Solihull Integrated Care Board)
- 2.5 The DSPs are able to:
- speak with authority for the safeguarding partner they represent
 - take decisions on behalf of their organisation or agency and commit them on policy, resourcing and practice matters
 - hold their own organisation or agency to account on how effectively they participate and implement the local arrangements
- 2.6 The DSPs, working together, assume primary responsibility for implementing the local multi-agency safeguarding arrangements and providing leadership to ensure they are effective in bringing together relevant partner agencies.
- 2.7 The Executive group will report back to LSPs on the implementation of the decisions made by the LSPs. The Executive group members should not need to refer upwards to the LSPs to seek approval for operational decisions or changes in the arrangement of multi-agency services, including the sub-structure of the SSCP.

3. Chairing arrangements

3.1 Executive Group meetings are chaired by the three delegated safeguarding partners on a rotating annual basis.

3.2 The Chair of the Executive group will:

- work closely with the SSCP Business Manager to prepare for meetings and set agendas.
- hold group members to account for attendance, engagement and the delivery of specific tasks.
- actively monitor individual attendance by group members
- provide progress reports to the LSPs and will identify and report on any barriers to the delivery of the SSCP Integrated partnership Plan
- model appropriate behaviours and language at all times.

4. Role of group members

4.1 Executive group members will:

- prepare for meetings and come ready to actively engage with discussions.
- support with the completion of tasks between meetings when asked to do so by the Chair/Deputy Chair.
- attend all meetings and, in the event that they are unable to do so, will identify a suitable person from their agency to attend on their behalf.
- respond in a timely way to communications between meetings.
- model appropriate behaviours and language at all times

5. Frequency of meetings

5.1 Meetings will be held bi-monthly.

6. Administration

6.1 Executive Group meetings are minuted by an SSCP Coordinator.

6.2 The agenda and papers will be circulated at least five working days ahead of the meeting.

6.3 Minutes will be produced and circulated within two weeks of the meeting.

7. Membership

7.1 The lead Cabinet Member for Children's Services, Education & Skills attends Executive Group meetings as a participant observer.

7.2 The DSPs have invited representation from Education and Probation in recognition of the important roles they have in ensuring effective multi-agency safeguarding arrangements in Solihull.

7.3 Membership of the Executive Group includes:

- Solihull Metropolitan Borough Council - Director of Children's Services
- Birmingham & Solihull Integrated Care Board - Deputy Chief Executive/Chief Nursing Officer
- Birmingham and Solihull Integrated Care Board - Director of Nursing: Quality and Safeguarding/Chair of the Solihull Child Safeguarding Practice Review Panel and MASH Operational Group
- West Midlands Police – Borough Commander
- West Midlands Police – Chief Inspector (Public Protection)/Chair of the Learning and Development group
- Solihull Metropolitan Borough Council – Assistant Director Performance & Partnerships/Chair of the Assurance and Review Group
- Solihull Metropolitan Borough Council - Assistant Director Safeguarding
- Headteachers (representing Primary and Secondary sectors, as nominated by the Education and Safeguarding subgroup)
- Director of Public Health, SMBC
- Independent Scrutineer

7.4 The meetings will be supported by the SSCP Business Manager.

8. Quoracy

8.1 Representation from all three delegated Safeguarding Partners.

These are the arrangements as at September 2023.

These terms of reference will be reviewed in March 2024.