



# **CONSTITUTION**

of the

**Warwickshire Safeguarding Executive Board**

**(WSEB)**

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<b>Date of Review:</b> November 2020	

## **1. Introduction**

- 1.1 The purpose of this document is to set out the governance arrangements for the Warwickshire Safeguarding Executive Board (the 'WSEB' or the 'Board').
- 1.2 The Board is a strategic leadership group comprising:
  - Warwickshire County Council ('the Council')
  - The Clinical Commissioning Groups ('the CCGs'): NHS Coventry and Rugby CCG, NHS South Warwickshire CCG and NHS Warwickshire North CCG
  - The Chief Constable of Warwickshire Police ('the Police') (together called the 'Safeguarding Partners')
- 1.3 The Safeguarding Partners have equal and joint responsibility for making arrangements to safeguard and promote the welfare of all children and adults in Warwickshire.
- 1.4 The Board has an Independent Chair and Scrutineer.

## **2. Legal basis**

- 2.1 The Safeguarding Partners have established the Board as part of their local arrangements under section 16E of the Children Act 2004 for working together for the purposes of safeguarding and promoting the welfare of children and identifying and responding to the needs of children in Warwickshire.
- 2.2 The Board has also been established by the Council under section 43 of the Care Act 2014 to help and protect adults in Warwickshire who have needs for care and support and are experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect themselves, by co-ordinating and ensuring the effectiveness of what each Safeguarding Partner does.
- 2.3 The Board operates in accordance with the legal frameworks set out in the Children Act 2004, the Care Act 2014 and the statutory guidance [currently Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (July 2018); Child Safeguarding Practice Review Panel: Practice Guidance (April 2019) and the Care and Support Statutory Guidance (10th March 2016), as amended from time to time].

## **3. Objective**

- 3.1 The Board's objective is to co-ordinate the local work carried out to safeguard and promote the welfare of children and adults; and to ensure the effectiveness of what the Safeguarding Partners do individually and together.

- 3.2 Whilst the Board is responsible for co-ordinating the local work undertaken by organisations and groups, it is not accountable for their operational work. The Board does not have the power to direct other organisations.
- 3.3 The Board is responsible for ensuring the effectiveness of what the Safeguarding Partners do, both individually and collectively, to safeguard and promote the welfare of children and adults.

#### **4. Functions of the Board**

##### 4.1 In relation to children and adults to:

- agree on ways to align the Safeguarding Partners' safeguarding services;
- act as a strategic leadership group in supporting and engaging others;
- identify serious child safeguarding cases which raise issues of importance in relation to the area, arrange and supervise reviews of such cases, identify improvements and ensure that the outcomes are reported;
- promote the learning from local and national reviews including from serious child safeguarding cases;
- conduct Safeguarding Adults Reviews in accordance with section 44 of the Care Act 2014;
- agree and communicate the Warwickshire priorities and commissioning intentions for safeguarding children and adults through the publication of a Strategic Plan for each financial year (in the case of adults, having consulted local Healthwatch and involved the local community and detailing its strategy for meeting its main objective [to help and protect adults] and what the Safeguarding Partners will do to achieve this); and
- agree and publish an Annual Report detailing what the Board has done during the year to achieve its objectives and implement its Strategic Plan.

##### 4.2 Generally, to:

- Fulfil their statutory and legislative duties to safeguard and promote the welfare of children, and adults who have needs for care and support from Warwickshire who live in or are placed outside our local authority area.
- Establish such partnership groups as it considers appropriate after consultation with Relevant Agencies (relevant agencies are identified within **appendix 1**) and receive and consider reports from such groups.
- Ensure that there is a level of effective independent scrutiny to the work of the Board and any groups or bodies which it sets up.
- Consider what training is needed locally and how this will be commissioned, monitored and evaluated.

#### **5. Membership**

##### 5.1 The Safeguarding Partners act through their lead representatives who are:

- The Chief Executive of the Council
  - The Accountable Officers for the 3 CCGs
  - The Chief Constable
- 5.2 The lead representatives have nominated the following officers to attend the Board and to have responsibility and authority in relation to these arrangements:
- For the Council – Strategic Director, People
  - For NHS South Warwickshire CCG - Chief Nurse
  - For NHS Warwickshire North and NHS Coventry and Rugby Clinical CCGs - Chief Nursing Officer (1 for both)
  - For the Police - Superintendent, Vulnerability and Safeguarding ('the nominated representatives')
- 5.3 The lead representatives may at any time change their nominated representative or attend the Board in their place.
- 5.4 The nominated representatives may, if they are unable to attend a meeting, nominate another officer of suitable seniority, skills and experience to attend on their behalf.
- 5.5 The Safeguarding Partners' nominated representatives must be able to:
- speak with authority and take decisions on behalf of the partner they represent, commit them on policy, resourcing and practice matters;
  - hold their own organisation to account on how effectively they participate in and implement local safeguarding arrangements.
- 5.6 All Safeguarding Partners have **equal and joint responsibility** for the local safeguarding arrangements. In situations that require a clear, single point of leadership, all the Safeguarding Partners will seek to agree who will take the lead.

## 6. Independent Chair and Scrutineer

- 6.1 The WSEB will have an Independent Chair and Scrutineer to hold the Safeguarding Partners to account. The Independent Chair and Scrutineer will be accountable to the Chief Executive of the Council.
- 6.2 It is the responsibility of the Chief Executive to appoint and remove this post-holder with the agreement of all the Safeguarding Partners. The Chief Executive and, where appropriate, the Council's Lead Cabinet Members for Health and Social Care and Children's Services will hold the Independent Chair and Scrutineer to account for the effective working of the WSEB in consultation with the Safeguarding Partners.
- 6.3 The Independent Chair and Scrutineer will be of sufficient standing and expertise to command the respect and support of all the Safeguarding Partners; and will act objectively to promote an effective strategic

safeguarding body, and a sense of shared responsibility among the Safeguarding Partners.

6.4 The initial tenure of the Independent Chair and Scrutineer will be 3 years, with the option of renewing after this period if both parties are in agreement.

6.5 The role of the Independent Chair and Scrutineer is to: -

- Lead collaboratively;
- Provide a level of independent scrutiny to the Board;
- Offer constructive challenge and hold the Safeguarding Partners to account;
- Ensure that interfaces with other strategic functions are effective; and
- Act as spokesperson for the WSEB.

This will involve working closely with all the Safeguarding Partners.

6.6 In the absence of the Independent Chair and Scrutineer, the Board will elect a Vice-Chair for the meeting and, in the case of a longer absence, will make alternative arrangements for an interim Independent Vice Chair until the Independent Chair and Scrutineer is able to resume their duties.

## **7. Working together – between Safeguarding Partners and with other agencies**

7.1 The Safeguarding Partners will work together in a spirit of openness and transparency.

7.2 The WSEB recognises that other partnerships and bodies have responsibility for issues which may be relevant to safeguarding children and adults in Warwickshire. To ensure effective communication and accountability, the WSEB will develop working relationships and, where appropriate, protocols with:

- Health and Wellbeing Board
- Safer Warwickshire Partnership Board
- Local Family Justice Board
- Quality Surveillance Groups
- Corporate Parenting Board
- Youth Cabinet
- Local Healthwatch
- Community Safety Partnership
- MAPPA
- Channel Panel Warwickshire
- Any other relevant partner organisations

7.3 The Board will play a strong role in supporting information-sharing between and within organisations and addressing any barriers to information-sharing,

ensuring that a culture of information-sharing is developed and supported as necessary by agreed protocols.

## **8. Activities**

- 8.1 The Board will decide how it will operate, but in doing so, must ensure that its arrangements will deliver the duties and functions described in Children Act 2004 and Schedule 2 of The Care Act 2014 and meet the requirements of the Statutory Guidance.

## **9. Operation of the Board**

- 9.1 The WSEB will:

- Adopt the financial year 1st April to 31st March
- Hold its meetings at least bi-monthly
- Keep a written record of attendance at Board meetings
- Require a quorum of 4, comprising a representative of the Council 2 representatives of the CCGs and one representative of the Police, for decision-making
- If it is not possible to reach a consensus, undertake a formal vote on a simple majority basis which will be recorded, with the Council, the CCGs (as one partner) and the Police each having a single vote.
- Review its Constitution on an annual basis at its first meeting of each financial year
- Establish and maintain a business team to support its activities
- Establish the Warwickshire Safeguarding Children's Partnership Group and Warwickshire Safeguarding Adults Partnership Group and sub-groups listed in **appendix 2** and appoint their Chair and Vice-Chair
- Review and adopt terms of reference for each of the groups established by the Board on an annual basis at their first meeting in each financial year, following formal consultation with such groups
- Ensure that a written record of all Board meetings, and meetings of any group established by the Board is kept.

- 9.2 Any Safeguarding Partner may submit items to be included on the agenda of Board meetings to the Safeguarding Business Manager at least 10 working days before the meeting.

- 9.3 Agendas and reports will generally be circulated at least 5 working days before the meeting.

- 9.4 The Board is committed to transparency and will, at the discretion of the Chair having exercised due caution in relation to data protection considerations publish Board meeting minutes on its website.

## **10. Budget**

- 10.1 The Safeguarding Partners will provide equitable and proportionate funding to cover all elements of the safeguarding arrangements, including the cost of the business support infrastructure and safeguarding reviews.
- 10.3 The partnership is being funded through a pooled budget which will enable any underspends to be carried forward to fund expenditure in future years.
- 10.4 The budget for 2019-20 is £371,161. This is funded by income from the Council, District and Borough Councils, CCGs, the Police and others. The budget for future years will be subject to careful consideration in the light of the level of contributions from the Safeguarding Partners and any remaining accumulated surplus, or shortfalls.

## **11. Business Management**

- 11.1 The Board will be supported by a Business Team, led by a Business Manager, which will:
  - Manage the agreed budget and produce budget reports
  - Provide administrative support for Board meetings and any subgroups and Task and Finish Groups established by the Board
  - Lead on the development of a systems wide learning and improvement framework for safeguarding children and adults and drive the work of the Quality Learning and Improvement Hubs established by the Board
  - Ensure the effectiveness of key multi-agency training and any other specific training arising from the work of the Quality Learning and Improvement Hubs
  - Develop and manage the data sets for children and adults and the review and update of policies and procedures at a local and regional level
  - Lead on the co-ordination and commissioning of Safeguarding Practice Reviews (SPRs – Children) and Safeguarding Adults Reviews (SARs – Adults) ensuring compliance with local, regional and national procedural guidance

**Appendix 1****Relevant Agencies**

Warwickshire Safeguarding recognises the strength of local partnership working rests on safeguarding partners working collaboratively, to ensure a systems wide approach to safeguarding across Warwickshire providing strategic and operational insight. Its membership comprises of the following partner agencies

<b>Local Authority</b>
<ul style="list-style-type: none"> <li>• <b>Social Care – Children and Adults</b></li> <li>• <b>Education (Schools, Early Years, Colleges and FE)</b></li> <li>• <b>Youth Justice Service</b></li> <li>• <b>Fire Service</b></li> <li>• <b>Public Health</b></li> <li>• <b>Trading Standards</b></li> </ul>
<b>District &amp; Borough Councils (Housing &amp; Licencing)</b>
<b>Police</b>
<b>Health</b>
<ul style="list-style-type: none"> <li>• <b>Clinical Commissioning Groups</b></li> <li>• <b>Hospitals, Community and Mental Health Care Providers</b></li> <li>• <b>West Midlands Ambulance Service</b></li> <li>• <b>National Health Service England (NHSE)</b></li> </ul>
<b>Care Quality Commission (CQC)</b>
<b>Probation</b>
<b>CAFCASS</b>
<b>Healthwatch</b>
<b>Warwickshire Community and Voluntary Action (CAVA)</b>
<b>Warwickshire Equality and Inclusion Partnership (EQulP)</b>
<b>Barnados</b>
<b>Age UK</b>
<b>Citizen's Advice Bureaux</b>
<b>Voiceability</b>



<b>Faith Groups</b>
<b>Care Homes Forum</b>
<b>Carer's Forum</b>
<b>Lay Members</b>

Warwickshire Safeguarding also maintains the option to request representatives from other agencies/organisations to assist with particular areas of partnership work.

The membership also includes the Lead Member, Portfolio Holder for Adult Social Care & Health and Lead Member, Portfolio Holder for Children's Services.

## **Appendix 2**

### **Warwickshire Safeguarding Groups/Subgroups**

**Warwickshire Safeguarding Children's Partnership Group and Warwickshire Safeguarding Adults Partnership Group** draws on the wider membership of the former Warwickshire Safeguarding Children's Board and Warwickshire Safeguarding Adults Board. These groups will be instrumental in contributing to the work of the Quality Learning and Improvement Hubs, which have been designed to quality assure safeguarding practice across the partnership. Ensuring lessons learned from safeguarding reviews and any thematic strategic reviews and audits are cascaded widely across partner organisations and recommendations for improvements in policy, procedure and practice identified.

**Subgroups** are accountable to Warwickshire Safeguarding Executive Board and responsible for progressing the delivery of Warwickshire Safeguarding's strategic priorities which cover both children and adult related issues. The subgroups draw on membership which cuts across the work of adult and children safeguarding and ensures effective working relationships with key stakeholders, partners agencies, service users and professionals:

- Education Subgroup
- Safeguarding Reviews Subgroup
- Exploitation Subgroup
- Early Intervention and Prevention Subgroup

**Joint Policy and Procedures Subgroup with Coventry** is responsible for monitoring and reviewing joint safeguarding policy and procedures for safeguarding children and developing new practice guidance. The subgroup's membership consists of representation from each Local Authority's core partners from the Council, Health and Police and the Business Managers. Warwickshire Safeguarding's Business Manager has delegated responsibility from WSEB to ensure the review and update of policies and procedures at a local and regional level and maintain oversight of it's contractual agreement with the IT Provider hosting the shared Policy and Procedure documents.