

# Solihull Safeguarding Children Partnership (SSCP) Executive Group - Terms of Reference



## Purpose

The SSCP Executive Group is made up of the three Delegated Safeguarding Partners, Independent Scrutineer and officer representatives from Solihull MBC, Birmingham & Solihull ICB and West Midlands Police, plus Primary & Secondary School Headteachers.

Their role is to:

- Deliver the SSCP Integrated Partnership Plan and priorities for the multi-agency arrangements.
- Have oversight of all SSCP activity delivered through the subgroups and task pieces of work accordingly.
- Identify risks and success areas, DSPs will ensure that the three LSPs are sighted on progress against milestones and escalate any issues at the earliest opportunity.
- Focus on driving improvement in multi-agency practice, reporting on quality/ performance and use of allocated budgets.
- Provide 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.
- Consulting and involving children, young people and their families.
- Communicating across the wider partnership.
- Act as a team, as opposed to a voice for their agency alone.

## Frequency of Meetings

Meetings will be held on bi-monthly basis. DSPs may request an additional special meeting or series of meetings. Officers from other areas of the businesses may be invited to attend meetings, as required.

Each meeting will be pre-arranged to an agenda which will be circulated at least 5 working days ahead of the meeting along with any papers including actions. Separate discussions should take place for urgent matters that require an immediate response.

## Responsibilities

The meetings are chaired by the DSPs on a rotating annual basis. The Chair will:

- call meetings and ensure that suitable arrangements are made to host the meeting including the provision of administrative support.
- ensure an agenda is drafted and circulated along with any other relevant documents including actions.
- ensure notes and actions are taken at each meeting.
- hold group members to account for attendance, engagement, and the delivery of specific tasks/ actions.
- provide progress reports to the LSPs, identifying and reporting on any barriers to the delivery of the SSCP Integrated Partnership Plan.

Group members have committed to:

- prepare for meetings and come ready to actively engage with discussions.
- support with the completion of tasks/ actions, as required.
- attend all meetings and, if they are unable to do so, identify a suitable person from their agency to attend on their behalf.
- respond in a timely way to communications between meetings.

Quoracy:

- Representation from all three DSPs.

## Governance

Governance arrangements are outlined in the Children's Services Improvement Governance Map and Scheme of Delegation. DSPs will report to the LSPs, providing regular updates and escalating any issues at the earliest opportunity.

LSPs report into the Political/ Board Leaders. An annual assurance report will be produced on the effectiveness of multi-agency safeguarding for children in Solihull.

## Relationships

DSPs

LSPs

Strategic Quartet

Political/ Board Leaders