1. INTRODUCTION

Statutory objectives and functions of the LSCB

Section 14 of the Children Act 2004 sets out the objectives of an LSCB, which are:

(a) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and

(b) to ensure the effectiveness of what is done by each such person or body for those purposes.

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the LSCB – the details of this can be found in Working Together 2013 Chapter 3. A brief description is below:

(a) developing policies and procedures for safeguarding and promoting the welfare of children around thresholds; training; recruitment and supervision; investigation of allegations against professionals; private fostering; co-operation with neighbouring children’s services and their Board Partners (cross-border arrangements, especially where borders between LAs and other partners are not co-terminous)

(b) communicating to and raising awareness about partner agencies; professionals; children and families and the public,

(c) monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;

(d) participating in the planning of services for children in the area of the authority; and

(e) undertaking reviews of serious cases and advising the authority and
The Cambridgeshire LSCB aims to be a listening, active and challenging partnership. It will focus on promoting safe service delivery and practices to enable children in the county to enjoy their childhood and youth.

Members of the LSCB will take seriously their responsibilities to speak for their organisations with authority, commit to the LSCB’s policies and procedures and to promote good practice and challenge poor practice both within their own agency and across the inter-agency community.

The LSCB is an independent partnership and has appointed an Independent Chair to oversee its business and to provide an independent and challenging perspective to its activities. The role and powers of the Independent Chair are agreed by all partners and annual objectives are set for the post holder.

Whilst the LSCB has a role in coordinating and ensuring the effectiveness of the work of local individuals and organisations to safeguard and promote the welfare of children, it is not accountable for their operational work. Each Board member retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. The LSCB does not have a power to direct other organisations, rather to challenge and support them in ensuring effectiveness.

The following structure has been agreed to enable the LSCB to carry out its statutory functions and responsibilities. Appendix A outlines the responsibilities of members of the LSCB and its work stream groups.

2.0 Structure

Working Together 2013 suggests that in order to fulfil its statutory function under Regulation 5 an LSCB should use data and, as a minimum, should:

- assess the effectiveness of the help being provided to children and families, including early help;
- assess whether LSCB partners are fulfilling their statutory obligations set out in chapter 2 of this guidance;
- quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
- monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.

These tasks are covered in the main by the LSCB sub-groups. The LSCB must ensure strategic overview of these key tasks.

TOR reviewed November 2013
Table One: Structure of the LSCB

- LSCB Executive Board: Flick Schofield
  - Business Committee: Flick Schofield

### Area LSCB groups
- **Quality & Effectiveness Sub-Group**: Eric De Mello
- **Child Death Review Panel**: Flick Schofield
- **Serious Case Review Sub-Committee**: Flick Schofield
- **E-Safety Sub-Group**: Sara Rogers

### Task and Finish Groups for specific issues
- **Health Safeguarding Exec**: Gill Harrison
- **Education Safeguarding Group**: Dr Emilia Wawrzkowicz
- **Communication & Information Task and Finish**: Sally Giddins
- **Training & Development Strategy Sub-Group**: Paul Evans
- **Quality & Effectiveness Sub-Group**: Eric De Mello
- **Area LSCB groups**: Paul Evans
- **East Cambs Local Practice group – Dave Stringer**: Dave Stringer
- **Fenland Local Practice group – Fiona van den Hout**: Fiona van den Hout
- **Huntingdon Local Practice group – Becky Wither**: Becky Wither
- **Huntingdon Working Together group**: Becky Wither
- **South Cambs & Cambridge City Working Together group**: Becky Wither
- **SCC Local Practice group – Sue Knowles**: Sue Knowles
- **Child Sexual Exploitation and Missing DCI George Barr**: DCI George Barr
- **Safer Sleeping Sally Giddins**: Sally Giddins
- **Domestic abuse and sexual violence CPY group Josie Collier**: Josie Collier

TOR reviewed November 2013
3.0 REMIT AND MEMBERSHIP OF LSCB

3.1 Terms of reference

The LSCB must demonstrate the ownership of safeguarding accountability at strategic level.

The LSCB will seek to influence all stakeholders named in Appendix B so that they safeguard children effectively

The LSCB will provide strategic direction in achieving the statutory objectives and functions of the LSCB (as above in section 1) by:

- Overseeing the achievement of the priorities identified in the LSCB Business Plan
- Identifying and managing any strategic risks that may impede the successful of the LSCB Business Plan and any strategic risk to effective safeguarding (refer to the LSCB Risk Register on a six monthly basis).
- Contribute to the on-going assessment and analysis of the effectiveness of the LSCB and its partner agencies therein and provide challenge where there is an identified need for improvement.
- Acting to resolve any high level professional disagreements or difficulties between partner agencies, and ensure that these are escalated appropriately from Business Committee or sub-groups where these groups have not be able to resolve.
- To ensure the views of children and young people are sought regarding individual professional practice and included in service planning.
- Regularly sharing and reviewing data and qualitative information around capacity and financial pressure on the safeguarding system as per the Learning and Improvement Framework
- Taking a strategic lead in the organisations they represent to ensure that key messages around safeguarding are shared
- To challenge and support partner agencies in being accountable for ensuring children are safeguarded and their welfare promoted and information shared in order to promote effective safeguarding
- To approve and ensure dissemination of the key statutory policies and procedures
- To ensure sufficient and appropriate training is available to equip the children’s workforce to safeguard vulnerable children
- To engage with, ensure appropriate governance arrangements, and challenge and support the work of other key partnerships: namely the Health and Wellbeing Board, The Children’s Trust, the Multi-Agency Referral Unit (MARU) Board, the Domestic Abuse Implementation Board, and the Drug And Alcohol Action Team Executive.
The LSCB meeting agenda reflects these areas of focus.

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4.0 Membership:

- Independent Chair
- Director of Children’s Services (deputy chair)
- Service director, Children’s Social Care
- Chief officer of Police (ACC)
- Health executive safeguarding group to ensure representation of CCG and NHS England
- Health executive safeguarding group to ensure representation from commissioned provider trusts (Cambridgeshire Universities Foundation Hospital Trust (Acute Trust) Papworth and Hinchinbrooke Hospital Trust, Cambridgeshire Community Services; Cambridgeshire and Peterborough Foundation Trust (mental health)
- District Councils
- Schools, Primary and Secondary (specifics of Regulation 3A of the LSCB Regulations covered through the Education Safeguarding Sub-group)
- Enhanced and Preventative Services including Youth Offending Service/
- Lay members x 2
- Voluntary Sector
- CAFCASS
- Adult Social Care
- Designated Doctor

The Lead Member for children will be a ‘participating observer’
The Head of Safeguarding for Children’s Services will attend Board meetings as professional adviser

Members will:

- Speak for their organisation with authority
- Commit resources on behalf of their agency
- Commit their organisation on policy and practice matters
- Hold their organisation to account

The LSCB Business Manager will plan and manage the agenda and the distribution of papers and minutes.

The Legal Advisor and HR Advisor to the LSCB will be invited to meetings as necessary.

The LSCB will link with the wider stakeholders by:

- working with existing partnerships
- identifying safeguarding leads within organisations and agreeing effective communication arrangements
- circulating widely a newsletter
- regularly updating the website

TOR reviewed November 2013
5.0 KEY RELATIONSHIPS

5.1 Between the Chief Executive of the Local Authority

It is the responsibility of the Chief Executive to appoint or remove the LSCB chair with the agreement of a panel including LSCB partners and lay members. The Chief Executive, drawing on other LSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSCB.

5.2 Between the Director of Children’s Services and the Independent Chair

The LSCB Chair should work closely with all LSCB partners and particularly with the Director of Children’s Services. The Director of Children’s Services has the responsibility within the local authority, under section 18 of the Children Act 2004, for improving outcomes for children, local authority children’s social care functions and local cooperation arrangements for children’s services.

5.3 Between the LSCB and the Children’s Trust

This is described in the Memorandum of Understanding between the LSCB and Children’s Trust. In brief, this details the clear distinction between the complimentary roles of the Children’s Trust and the LSCB, and ensures that the LSCB is able to challenge and scrutinise effectively the work of the Children’s Trust Board and partners.

The LSCB must be able to form a view of the quality of local activity, to challenge organisations as necessary and to speak with an independent voice. The Independent Chair of the LSCB will be a member of the Children’s Trust Board in order to advise the partnership of safeguarding issues arising from its activity, draw to the partnership’s attention any matters of concern emanating from the LSCB and make recommendations in respect of service commissioning, where appropriate.

5.4 Between the LSCB and the Health and Wellbeing Board

[It is expected that this will be outlined in a memorandum between the HWB and the LSCB and agreed in Jan 2014]

5.5 Specific tasks for the chair

It is a statutory requirement for the Chair to publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The LSCB annual report should be published in relation to the preceding financial year and should fit with local agencies’ planning, commissioning and budget cycles. The report should be submitted to the Chief Executive, Leader of the Council, the local police and crime commissioner and the Chair of the health and wellbeing board.
The report should provide a rigorous and transparent assessment of the performance and effectiveness of local services. It should identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action.

6.0 ADMINISTRATIVE ARRANGEMENTS

- The LSCB Business manager will shape the agenda in discussion with the Chair, based on the requirements of the LSCB, matters arising from the LSCB, the Business Committee, the sub-groups and the risk register
- The LSCB Administrator will receive agenda items and papers for the LSCB meeting no later than 8 working days before the meeting.
- The agenda and associated papers will be circulated no later than 5 working days before the meeting
- The LSCB business manager will ensure the minutes of the LSCB meetings are circulated no later than 15 working days after the meeting having been agreed with the Chair or, in that person’s absence, the DCS

7.0 FREQUENCY OF MEETINGS

The interface and timing of meetings are key factors if the quality of communication, decision making and delivery of practice changes is to be effective.

The LSCB will meet Bi-monthly, alternating between the Business Committee

These arrangements will be reviewed annually.
Appendix A
ACCOUNTABILITIES OF MEMBERS OF THE LSCB

Members of the LSCB are accountable for the following:

• ensuring that the statutory functions of the Local Safeguarding Children Board are implemented and its objectives achieved.
• ensuring that the ‘duty to cooperate’ is understood and acted upon within own agency
• ensuring that all staff within their organisation who have contact with children are aware of their responsibilities and are supported to comply with child protection policies and procedures and carry out any designated role
• Actively support the work of the Local Safeguarding Children Board within own organisation
• Contribute to the LSCB either financially or in kind
• Open organisational practice to scrutiny.

The LSCB will link with the wider stakeholders by:
• working with existing partnerships
• identifying safeguarding leads within organisations and agreeing effective communication arrangements
• circulating widely a newsletter
• regularly updating the website