



"Working together to safeguard and promote the welfare of children in Hull"

Hull Safeguarding Children Board

Constitution 2014

Hull Safeguarding Children Board - Constitution and Terms of Reference

Local Safeguarding Children Boards (LSCBs)

Each local authority is required to establish a Local Safeguarding Children Board (LSCB) for its area (*Section 13 of the Children Act 2014*). In Hull, the Board is known as the Hull Safeguarding Children Board.

The HSCB has a range of roles and statutory functions. These are set out in statute (*The Children Act 2004*), supported by regulation (*The Local Safeguarding Children Boards Regulations 2006*) and statutory guidance (*Working Together to Safeguard Children, 2013*).

This Hull Safeguarding Children Board constitution draws upon this statutory framework and also upon research into good practice by LSCBs (*Good Practice by Local Safeguarding Children Boards, Ofsted, 2011*).

HSCB Statutory Objectives

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

- a) To co-ordinate what is done by each person or body represented on the Board for the purpose 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.

HSCB Functions

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out the following core functions of the HSCB, through which the statutory objectives will be pursued:

- 1) Developing policies and procedures for safeguarding and promoting the welfare of children, including policies and procedures in relation to:

- The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention. This includes;
 - The publication of a 'threshold document' which includes the process for early help assessment and the type and level of early help services to be provided; and
 - The criteria, including the level of need, for when a case should be referred to local authority children's social care for assessment and for statutory services under the Children Act 1989.
 - Effective communication and information sharing between agencies
 - Resolving interagency disagreements
 - Investigation of allegations concerning persons who work with children
 - Recruitment and supervision of persons who work with children
 - Safety and welfare of children who are privately fostered
 - Cooperation with neighbouring children's services authorities and their Board partners
- 2) Ensuring that single and multi-agency training is provided to persons who work with children or in services affecting the safety and welfare of children, to an agreed standard. Multi-agency training will include the promotion of a culture of information sharing. The way that HSCB does this is set out in the 'HSCB Training Strategy' and annual 'HSCB Training Diary'
- 3) Communicating to all individuals and organisations the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so. This will involve listening to children and young people and ensuring that their views are taken into account in planning and providing safeguarding services.

- 4) Monitoring and evaluating the effectiveness of what is done by all Board partners individually and collectively in keeping children safe and advising them on ways to improve this work.
- 5) Participating in the planning of services for children in the area of the authority; and
- 6) Undertaking reviews of serious cases and advising the authority and Board partners on lessons to be learned.

Under Regulation 6 of the LSCB Regulations 2006, the HSCB is also responsible for;

- Ensuring that a review of each death of a child normally resident in Hull is undertaken by the Hull Child Death Overview Panel
- Ensuring that there is a coordinated response (known as 'rapid response') by the authority, their Board partners and other relevant persons, to any unexpected death of a child

Regulation 5 (3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

Information Sharing

The effective sharing of information between professionals and local agencies is essential for safe and effective service provision. The HSCB will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing.

HSCB will do this by:

- Ensuring that all relevant Board partners are signatories to the Humber Information Sharing Charter
- Ensuring that Information Sharing Protocols are in place, where needed, for specific information sharing activity
- Ensuring that the information sharing principles and practices described in '*Information Sharing: Guidance for Practitioners and Managers*', DfE, 2008, are supported by training and clearly reflected in the Board's guidelines and procedures.

The HSCB can require a person or body to comply with a request for information (*Section 14B of the Children Act 2004*). This can only take place where the information requested is for the purpose of enabling or assisting HSCB to perform its functions.

Any request for information made by the HSCB about individuals will be 'necessary' and 'proportionate' to the reasons for the request. The HSCB will be mindful of the burden of requests and will explain why the information is needed.

Evaluating Effectiveness

In order to fulfil its statutory function under Regulation 5, the HSCB 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 Board partners are fulfilling their statutory obligations set out in Chapter 2 of Working Together 2013.
- 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. (*Working Together 2013, Chapter 3, paragraph 2*)

The Purpose of the Hull Safeguarding Children Board

The main purpose of the HSCB is 'Learning and Improvement'. The Board exists to **help**;

- Agencies to keep children safe and improve their welfare;
- People to learn about what keeps children safe

Our principles for learning, the ways in which we learn and how we ensure that our learning improves the quality of services provided to children and young people, are set out in our 'Learning & Improvement Framework'.

Commissioning and Service Provision

The HSCB does not directly commission services, but it does have an important role in helping to shape and influence the commissioning decisions of other local bodies and partnerships.

The HSCB does not deliver frontline services, though it does provide a comprehensive safeguarding training programme and coordinates the provision of support to children and young people giving evidence as victims or witnesses in court (*Humberside Young Witness Service*).

The HSCB does not have the power to direct other organisations, but does have a role in making clear where improvement is needed. Each Board partner retains their own existing line of accountability for safeguarding. (*Working Together 2013, Chapter 3, paragraph 3*).

HSCB Independence

The statutory guidance (*Working Together 2013, Chapter 3, paragraph 12*) makes it clear that, in order to provide effective scrutiny, the HSCB should be independent. The HSCB is not subordinate to, nor subsumed within, other local structures.

HSCB Independent Chair

The HSCB has an Independent Chair who is able to hold all agencies to account. The HSCB Independent Chair is recruited on a three year contract, with the option of extension for an additional year. The effectiveness of the Chair is evaluated annually.

The HSCB Independent Chair has access to all of the Board's training and development, and is supported and encouraged to access relevant external training and development opportunities. The Chair is expected to engage fully with the Yorkshire & Humberside Regional Chair's Network.

The HSCB Independent Chair can draw upon the support of the HSCB Manager and HSCB staff team, to enable them to work effectively.

The Hull City Council Chief Executive (Head of Paid Service) is responsible, with the agreement of a panel including HSCB partners and Lay members, for the decisions to appoint or remove the Chair. The Chief Executive, drawing on other HSCB partners and, where appropriate, the Lead Member, holds the Chair to account for the effective working of the HSCB.

HSCB Vice-Chair

The HSCB will elect a Vice-Chair on an annual basis. The Vice-Chair will be an existing member of the HSCB. In order to preserve the independence of the Board, the Vice-Chair will not be an officer of the local authority.

The Vice-Chair will be a member of the Serious Case Review sub-committee and has full authority to deputise for the Chair, during any absence from work of the Chair.

HSCB relationships with other local partnerships

The HSCB will establish and sustain effective working relationships with other key local partnerships; the Health and Wellbeing Board, the Children and Families Board and the Local Family Justice Board.

These relationships will enable the HSCB, drawing upon its knowledge and understanding of the effectiveness of local arrangements, and its wider learning from reviews and practice audits, to participate in and influence the planning and commissioning of services for children in Hull.

There are also clear strategic links between the Board and the Humberside MAPPA Strategic Management Board, described in a signed agreement. HSCB will always ensure that at least one of its members is also a member of the MAPPA SMB.

Media and Publicity

The HSCB will coordinate all media responses on behalf of all partners on all matters relevant to the HSCB.

HSCB Resourcing

All HSCB member organisations have an obligation to provide the HSCB with reliable resources (including finance) that enable it to be strong and effective.

Members will share financial responsibility for the HSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

HSCB Membership

The HSCB includes representatives from the local authority and each of the other Board partners as set out in the relevant legislation (*Section 13, Children Act 2004 and Regulation 3 of the LSCB Regulations (as amended)*), and which apply to Hull, namely;

- The chief officer of police
- The National Probation Service
- The Humberside, Lincolnshire and North Yorkshire Community Rehabilitation Company
- The Youth Offending Team
- The NHS Commissioning Board and clinical commissioning groups
- NHS Trusts and NHS Foundation Trusts all or most of whose hospitals, establishments and facilities are situated in the local authority area;
- Cafcass
- Representatives of all types of school in Hull listed in the regulations (maintained schools, non-maintained special schools, Academies, Free Schools, Further Education Institutions)

The HSCB has elected to broaden its representation in order to engage effectively with all services which work directly with children and young people, or which provide services which affect the safety and wellbeing of children and young people:

- In addition to the Director of Children and Family Services, the local authority is represented on the Board by City Managers, or by Assistant Heads of Service, covering Safeguarding Children, Early Help (including youth justice, domestic violence services and substance misuse service commissioning), Adult Social Care, Housing, Learning and Skills and Public Health

- The Hull Safeguarding Adults Board Manager
- The Voluntary & Community Sector, via the safeguarding support service commissioned by the local authority on behalf of the HSCB
- The Designated Nurse and Designated Doctor (for safeguarding)

Lay members

The HSCB takes reasonable steps to ensure that the Board includes two lay members.

Lay members operate as full members of the HSCB, participating as appropriate on the Board itself and on relevant committees. Lay members should help to make links between the HSCB and community groups, support stronger public engagement in local child safety issues and an improved public understanding of the HSCB's child protection work.

Lay members have access to an induction process and the support of the Board's staff team. Each Lay Member has an allocated Board Member to act as mentor.

The Lead Member for Children's Services

The Lead Member for Children's Services is a 'participating observer' of the HSCB. In practice this means routinely attending meetings as an observer and receiving all of its written reports.

Additional Support, Expertise and Advice

The HSCB is also able to draw on appropriate expertise and advice from the following:

- Hull City Council - Legal Advisor
- HSCB Staff Team
 - Business Manager
 - Administrator
 - Professional Practice Officers
 - Training and Development Officers
 - Child Death Review Co-ordinator

The current HSCB membership is listed at Appendix 1.

Member representation

Members of the HSCB will be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters; and
- Hold their own organisation to account and hold others to account

Membership agreement

All Board members sign the membership agreement (Appendix 2) which sets out in more detail the expectations of HSCB members.

Induction

There is an induction process in place to support each new Board member to familiarise themselves with the work of the Board and the expectations of them as members.

HSCB Annual Report

The Independent Chair of the HSCB must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should be published in relation to the preceding financial year and will be published by 31st August each year.

Each report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals or action. The report will include lessons from reviews undertaken within the reporting period.

The report will be submitted annually to:

- The Local authority Chief Executive
- The Leader of the Council

- The Local police and crime commissioner; and
- The Chair of the Health and well being Board

HSCB Business plan

HSCB Members have agreed that the Board needs to identify and concentrate upon a small number of priorities, while sustaining existing strengths. This is supported by National research which shows that the more effective LSCBs are those that concentrate on a few clearly articulated priorities (*Good practice by LSCBs Ofsted 2011*)

The HSCB business plan is published on the HSCB website and reflects the Board's current agreed priorities. The Board's business priorities are refreshed annually taking into account the analysis in the Annual Report. Business Plans span calendar years to coincide with this cycle.

The Board's Wider Governance Arrangements

LSCBs demonstrate good practice where they have established a streamlined structure and ensure that their groups and committees work effectively as a whole system (*Good practice by LSCBs Ofsted 2011*)

It is through its sub-committees, work streams and task and finish groups that the HSCB manages the activity of the business plan. Appendix 3 shows the Board's wider structure.

Sub-Committees

All HSCB sub-committees are chaired by a Board member, with the sole exception of the Serious Case Review Sub-Committee which is chaired by the HSCB Independent Chair.

The Board's sub-committees are:

- The Learning and Improvement sub-committee

The learning and improvement Sub-Committee takes lead responsibility, on behalf of the Hull Safeguarding Children Board, for developing a systematic approach to organisational learning and development which results in improved outcomes for children.

The purpose of the sub-committee is to contribute to improved outcomes for children, young people and their families by:

- overseeing the production and delivery of a safeguarding quality assurance and performance management framework
- developing a 'learning and improvement framework' within which local intelligence is collated, analysed and used to further develop practice
- sharing good practice and informing service improvement

- The Guidelines and Procedures sub-committee

This sub-committee takes lead responsibility, on behalf of the HSCB, for ensuring that child protection procedures, policies and guidelines for all agencies who work with children are fit for purpose by:

- Providing up to date guidelines and procedures and practice guidance which accords with national guidance and research, for partner agencies/organisations, voluntary and community groups.
- Ensuring that actions identified from Serious Case Reviews and Learning together reviews are embedded into policy and practice.
- Responding to government consultations and proposals for legislation.
- Providing a Child Protection Policy template as guidance for use by all agencies in order to ensure clarity of processes within organisations in relation to safeguarding children and promoting their welfare.

- The Serious Case Review sub-committee

- To function within the framework set out in Regulation 5 of the LSCB Regulations (2006) and 'Working Together 2013';
- To examine serious cases of child abuse, neglect or death where a formal Serious Case Review may be appropriate, with a view to advising the Independent Chair that such a review should be commissioned because the criteria for a review are met.

- To oversee the management of any Serious Case Reviews that are commissioned and to set up and agree the membership of a Serious Case Review Panel(s).
 - To provide an additional element of scrutiny, as well as the SCR panel, to the quality of the content and recommendations of single agency Individual Management reports, the overview report and the executive summary prior to ratification by the full board.
 - To organise or commission other forms of case or management review where the criteria for a Serious Case Review are not met, but where in the opinion of the Committee such a case review would have benefits;
 - To review its own processes, practices and terms of reference, thereby ensuring continuous quality improvement;
 - To provide assurance to the member agencies of the LSCB and when appropriate OfSted, that recommendations arising from Serious Case Reviews have been actioned.
 - To identify issues of policy, training or quality that will be passed on to the appropriate HSCB sub-committee.
 - To ensure that the learning from Serious Case Reviews (both locally and nationally commissioned) is disseminated to managers and practitioners via SCR briefings and ongoing staff training and development.
 - To receive and consider other related Serious Case Reviews (e.g. those conducted under MAPPA provisions) where there are issues relating to the safeguarding of children.
 - To receive regular reports from the Local Authority Designated Officer and to consider any issues arising from the work of the LADO which concern local strategy, practice or procedures.
- The Training and Development sub-committee

The sub-committee takes lead responsibility, on behalf of the HSCB, for ensuring the provision of a high quality and effective single and inter-agency training programme on safeguarding and promoting the welfare of children and young people, in order to meet local need.

- Hull Child Death Overview Panel

Through a comprehensive and multidisciplinary review of child deaths, the Hull Safeguarding Children Board's Child Death Overview Panel (CDOP) aims to better understand how and why children in Hull die and use our findings to take action to prevent other deaths and improve the health and safety of our children.

The Child Death Overview Panel's (CDOP) Annual Report provides background information on the role and function of the CDOP, a description of the work undertaken during the year and some statistical data relating to the child deaths reviewed. The report also identifies some of the themes and learning emerging from the reviews and the actions resulting from this learning.

HSCB Work streams

The HSCB maintains a number of multi-agency work streams which exist to develop and oversee strategy and practice in relation to key safeguarding themes. Each work stream is chaired by the most appropriate person with expert knowledge and specialism from the partnership. Each is supported by the Board's Training & Development and Professional Practice Officers. Work streams bring together representatives from partner agencies at an appropriate level. They act as the 'engine room' for delivering the Board's key priorities.

Each work stream has a Board member 'champion' whose role it is to ensure the visibility of the work of the work stream at the HSCB and to ensure that the Board as a whole is appraised of key issues, successes and challenges.

Work streams include:

- Diversity; of faith, culture and community
- Child Sexual Exploitation and Missing children
- Safeguarding Disabled Children
- Private Fostering
- Domestic Violence and Children's needs
- E-safety
- Prevention of accidents to children
- Designated Officers meeting
- DBS Advisory panel

- Thresholds of Need

The purpose and Terms of Reference for each sub-committee and work stream are available on request from the HSCB.

Humberside Young Witness Service

The HSCB runs the Young Witness Service on behalf of the Hull, East Riding of Yorkshire and North Lincolnshire Safeguarding Children Boards. The service provides support and advice for all children and young people called to give evidence in court (Crown, Magistrates' and Youth Courts) as either a victim or a witness.

Links with regional safeguarding groups

The Board, via its Chair, officers, and professional advisors, is involved in a number of regional groups designed to share best practice and discuss current issues and developments relating to safeguarding children and the role of LSCBs.

Regional Network of LSCB Chairs

The HSCB Independent Chair is a member of the regional network of LSCB Chairs.

LSCB Managers meeting

The HSCB Manager attends quarterly LSCB Manager's meetings.

LSCB Regional Trainer's Network

The HSCB training and development officers are represented at the LSCB Trainers Network. The Network meets quarterly and is intended to help improve the consistency and continuity of safeguarding training / arrangements across the Yorkshire and Humber region.

The network contributes to achieving this by promoting joint working across LSCB's to:

- Agree a shared perspective on training issues
- Share good practice
- Identify, and find solutions to, local and regional areas of development.

North Yorkshire and Humber Safeguarding Forum

The local Area Team designated professionals network is called the “North Yorkshire and Humber Safeguarding Forum”. Its stated aim is to exist as a vehicle to enable NHS Yorks and Humber and the Clinical Commissioning Groups to work together to minimise risk, improve outcomes for children and vulnerable adults; and to develop and sustain effective governance and partnerships. It will also ensure access to the necessary clinical expertise and advice is available to fulfil their safeguarding responsibilities.

HSCB Terms of Reference

The Hull Safeguarding Children Board's vision is that:

“Children in Hull grow up safe from harm”

Our mission is:

“To work together, as organisations and across communities, to ensure that local services and arrangements are effective in keeping children and young people in Hull safe from harm”

The HSCB has two core objectives:

- To co-ordinate what is done by each person and body (represented on the Board) for the purposes of safeguarding and promoting the welfare of children in Hull
- To ensure the effectiveness of what is done

Members are responsible for reporting back to their colleagues within their respective agency on the discussions and decisions of the HSCB.

Frequency of Meetings

Meetings will be held at least bi-monthly

The Chair can agree the convening of an extraordinary meeting when circumstances require.

Membership

Additional members can be included if agreed by a majority at a regular meeting, provided that at least 7 days notice has been given of the intention to discuss membership at the meeting.

Decision making

The HSCB may co-opt decision making members to the Board for a time limited period by the agreement of the HSCB.

Where the Board is making decisions, these will be made by a consensus or by the majority agreement of the members attending the meeting provided that it is quorate.

In the event of the need for a vote, and a split decision which can not be resolved, the Independent Chair will make the final decision. In the Chair's absence, the Vice-Chair will not vote but will make the final decision. The Lead Member is a non-voting member of the Board. HSCB Officers are not members.

Attendance

- The meeting will be deemed quorate when the Chair, or Vice-Chair acting as the Chair, and 50% of its membership are present.
- Board members will be required to attend a minimum of 4 meetings per year. An attendance record will be produced annually.
- It is expected that the nominated representative of the agency will attend all meetings. In exceptional circumstances a substitute may attend on behalf of the agency with the prior consent of the Independent Chair.
- Where a member is unable to attend a meeting, he / she will inform the HSCB administrator before the meeting and advise whether a designated deputy will be attending. The deputy will have full decision making responsibility for the organisation.
- Where an agency representative fails to attend 3 meetings within a 1 year period, their membership should be reviewed and, if necessary, a replacement will be sought in consultation with their agency.
- The Board will actively encourage visitors to the Board so that members can speak to, and hear from, frontline staff, their managers and children and young people. Individuals will be invited on an ad hoc basis to a meeting for particular agenda items, with the prior approval of the Chair.

Board Meetings

- The Board will have a primary focus on 'Learning and Improvement'. Agendas will be timed, but every effort will be made to allow sufficient time for proper debate and discussion about the issues which really matter, and to hear directly from

the frontline. This will enable Board members to develop a greater understanding of the impact of services on children and families and to exercise their role in helping, supporting and challenging each other to improve services and outcomes.

- All Board members will be encouraged to contribute directly to Board meetings, including by providing feedback from any 'walking the floor' visits and any direct observation of inter-agency practice.

Administration and Reports

- Formal minutes will be taken and disseminated to members prior to the next meeting. These will be administered by the HSCB. Minutes of the meeting will not be copied to third parties without prior authorisation of the Chair.
- An agenda and papers will be circulated, wherever possible, at least 5 working days before each meeting. Any member may request an item to be added to the agenda. Every effort will be made to limit the amount of paperwork prepared for Board meetings in order to maximise the time available for discussion.
- Reports to the Board should be submitted to the Board administrator, wherever possible, at least 7 days prior to the Board meeting.

Summary of Board meeting minutes

The HSCB Manager will produce, circulate and publish on the website a summary of the key messages from each Board meeting. Members can share this summary widely within their own organisation and use it for team briefings etc as they see fit.

Review of terms of reference and constitution

This constitution and Terms of Reference will be reviewed on an annual basis. Amendments to the constitution can be made at any other time by majority vote of all members of the HSCB. Suggested amendments to the constitution should be proposed as agenda items at the HSCB meetings.

All Board members listed (under 'membership') will make a signed commitment to the contents of this constitution and membership agreement.

Appendix 1 – HSCB Membership

Name	Title	Organisation
Paul Dyson dyson.pm@gmail.com	Independent Chair - HSCB	
Milorad Vasic milorad.vasic@hullcc.gov.uk	Corporate Director Children & Family Services	Adult, Children and Family Services HCC
Jon Plant jon.plant@hullcc.gov.uk	City Children Safeguarding Manager	Adult, Children and Family Services HCC
Lorna Morris lorna.morris2@nhs.net	Designated Nurse for Safeguarding Children	NHS Hull CCG
Dr Chris Wood chris.wood@hey.nhs.uk	Designated Doctor	Hull and ER Hospitals NHS Trust
Det Ch Supt Scott Young scott.young@humberside. pnn.police.uk	Divisional Commander	Humberside Police
Sarah Smyth Sarah.smyth4@nhs.net	Director of Quality & Clinical Governance	NHS Hull CCG
Pat Armitage Pat.armitage@cafcass.gsi.gov.uk	Service Manager	CAFCASS
Tracy Harsley Tracy.harsley@hullcc.gov.uk	City Safe and Early Intervention Manager	Hull Citysafe
Detty Tyler detty@ervas.org.uk	Project Coordinator	East Riding Voluntary Action Services
Vanessa Harvey-Samuel Vanessa.Harvey-Samuel@hullcc.gov.uk	City Learning Manager	Adult, Children and Family Services
Kate Munson Kate.munson@humberside. probation.gsi.gov.uk	Director	Humberside Probation Trust
Dawn Brannan Dawn.brannan@hey.nhs.uk	Operations Director - Family and Women's Health	Hull and ER Hospitals NHS Trust
Alison Barker	Acting City Adults	Adult Social Care

Alison.barker@hullcc.gov.uk	Manager	
Stephen Clay stephen.clay@hullcc.gov.uk	Manager	Hull Safeguarding Adults Partnership Board
Angela Dearing Angela.dearing@hullcc.gov.uk	Asst Head of Service	Housing and Well Being
Angie Mason angie.mason@humber.nhs.uk	Dep. Chief Exec and Director	Humber NHS Foundation Trust
Tracy Vickers Tracy.vickers1@nhs.net	Head of Public Health & Nursing	CHCP
Councillor Helena Spencer councillor.spencer@hullcc.gov.uk	Lead Member	Portfolio: Prevention and Safeguarding Children & Young People and Adults
Bernadette Dobson Dobson.B50@tweendykes.hull4learning.net	Head Teacher	Tweendykes Special School
Zena Robertson Zena.robertson@nhs.net	Assistant Director of Nursing (Quality Assurance)	North Yorkshire and Humber Area Team NHS England
Bruce Bradshaw Bruce.bradshaw@nhs.net	Patient Experience Manager	North Yorkshire and Humber Area Team NHS England
Gail Simpson admin@wheeler.hull.sch.uk	Headteacher	Wheeler Street Primary
Dr Cathy Taylor ctaylor@siriusacademy.org.uk	Headteacher	Sirius Academy
Russell Waterman Russell.waterman@hullcc.gov.uk	Assistant City Safe and Early Intervention Manager	Youth Justice and reoffending
David Rogers lydijack@aol.com	Lay member	Representing the community
Vacant	Lay member	Representing the community
Andrew Taylor	Asst Head of Service	Public Health

Andrew.taylor2@hullcc.gov.uk		
Michelle Smith Michellesmith33@nhs.net	Operational Services Director C&YPS	CHCP
Ian Ware ian.ware@humberside.probation.gsi.gov.uk	Director of Hull and East Riding	Community Rehabilitation Company

Appendix 2

Membership agreement

General Responsibilities of Board members

- The agencies and organisations represented on HSCB share a statutory duty under the Children Act 2004 to co-operate and work together to safeguard and promote the welfare of children and young people.
- Each member has a responsibility and duty to actively contribute to the work of the Board and to ensure compliance with legislation (*The Children Act 2004*) and statutory guidance (*Working Together 2013 and related guidance*) both at the Board and within their own organisation
- Each member has individual responsibility for regularly attending and actively participating in Board meetings and for communicating / disseminating the key messages and learning arising from the work of the Board throughout their own organisation.
- Board members have a collective responsibility for ensuring that all agencies working with children, young people and their families in Hull fulfil their safeguarding duties and responsibilities.

Expectations Of Board Members

- To be the named safeguarding lead for their organisation for all matters relating to the HSCB
- To ensure that Learning and improvement activity as agreed by the HSCB is complied with within their organisation within set timescales (including Section 11 audits, Learning and Improvement activity, Child Death Reviews and Serious Case Reviews)
- To share responsibility for the development and delivery of the HSCB business plan.

- To provide regular feedback to the Board in any capacity as Chair of a sub-committee or Champion of a Board work stream.
- To ensure that their organisation is appropriately represented on Board sub committees, work streams and task and finish groups.
- To be responsible for the agreed agency contribution to the HSCB and to ensure that the allocated agency resources, financial and human, are utilised to meet the Board's objectives and that any shortfalls are brought to the attention of the Board and agency.
- To maintain a 'safeguarding risk register' for their organisation.
- To act as a channel of communication between their agency and the Board
- To attend and support HSCB promotional and other events
- To contribute data and quality assurance information from their own organisation, including the views and experiences of parents and of children and young people, to help the Board develop a more complete understanding of the impact of the quality and impact of services on outcomes for local children.
- To ensure that confidential issues of the Board are respected.
- To attend relevant Board training commensurate to their role, to secure the attendance of frontline staff on Board training in accordance with the agreed strategy and to support the Board in evaluating the impact of training on practice.
- To make a full contribution to the work of the Board by, for example, undertaking 'walking the floor' visits, acting as mentor for new Board members, hosting member visits, contributing to the recruitment of the Chair & Lay Members, representing the Board on section 11 panels etc.
- To identify any cases of 'special interest', including those which may require a Serious Case Review or other type of Board-led review, and, after consultation with relevant Board member colleagues, bring these to the attention of the Board Manager and Board Chair.

I

Representing

Agree to comply with the HSCB Membership expectations

..... signed

.....dated

Appendix 2

