

## **Terms of Reference for Local Safeguarding Partnerships – Updated Dec 2019**

### **1.0 Introduction**

1.1 Local Safeguarding Partnerships (LSP) provide a mechanism to facilitate the co-ordination and the review of progress against locally identified need and the priorities set by the North Yorkshire Safeguarding Children Partnership (NYSCP), North Yorkshire Safeguarding Adult Board (NYSAB) and North Yorkshire Community Safety Partnership (NYCSP). Consequently, the LSPs are affiliated to the NYSCP, NYSAB, and NYCSP and must have regard to the governance arrangements of each strategic Board and Partnership.

1.2 LSPs co-ordinate across North Yorkshire in the following structure:

- Harrogate & Craven Safeguarding Partnership
- Selby Safeguarding Partnership
- Scarborough, Whitby & Ryedale Safeguarding Partnership
- Hambleton & Richmondshire Safeguarding Partnership

1.3 Securing the best possible outcomes and ensuring that children, young people and adults live in, and have access to, safe and secure environments remains a key objective of NYSCP, NYSAB and NYCSP.

1.4 Whilst taking cognisance of the over-arching governance principles set out in the wider NYSCP, NYSAB, and NYCSP arrangements, LSPs will adhere to the following arrangements to promote co-operative and integrated working at a local level across services.

### **2.0 Aim**

2.1 The over-arching aim of each LSP is to improve the lives and outcomes of children, young people and adults locally. This will be achieved through the co-ordination of collaborative partnership activity at a local level to:

- identify and respond to local safeguarding need

- where appropriate and proportionate support the local delivery of NYSCP, NYSAB and NYCSP objectives and priorities, as described in the respective Board / Partnership's Business Plan
- provide communication between the NYSCP, NYSAB, NYCSP and localities to disseminate work, information, and identify thematic need across the county
- ensure local arrangements for the safeguarding of children and adults are fit for purpose;
- provide scrutiny of, and challenge to, those arrangements where appropriate
- escalate relevant concerns to the appropriate strategic board/partnership

### 3.0 Responsibilities

3.1 Each LSP will take responsibility for the local management of a limited number priorities identified by local need and set out in the respective Partnership / Board's Business Plan. The number of priorities adopted is agreed upon by the group's membership.

3.2 In addition, where appropriate an LSP supports the local delivery of priorities, promotion of good safeguarding practice and monitoring/quality assurance of local safeguarding practice will remain a core purpose of each LSP.

3.3 LSP meetings will be structured according to a cycle which will consider the priorities of respective partnership boards and the delivery of Safeguarding Week which will take place in June each year. The cycle is as follows:

Quarter (based on financial year)	Type of meeting	Action to be taken by the LSPs
1 (Apr-Jun)	Delivery meeting	<ul style="list-style-type: none"> <li>• Partners will receive the identified priorities of the Boards for the next 12 months</li> <li>• Agree what information will be collected for identification of local priorities</li> <li>• Finalise arrangements for Safeguarding Week</li> <li>• Finalise actions agreed from previous year's work plan</li> </ul>

2 (Jul – Sep)	Workshop – Planning Meeting	<ul style="list-style-type: none"> <li>• Review feedback from Safeguarding Week delivery</li> <li>• Review and agree priorities for the area for next 12 months based on collated information of local needs and priorities of the Board / Partnerships</li> <li>• Agree additional work plan identifying actions, identify task and finish groups - including members, timescales, etc.</li> </ul>
3 (Oct – Dec)	Delivery Meeting	<ul style="list-style-type: none"> <li>• Updates on delivery of work plan</li> <li>• Agree local theme for Safeguarding Week the following year and actions to complete</li> </ul>
4 (Jan – Mar)	Delivery Meeting	<ul style="list-style-type: none"> <li>• Updates on delivery of work plan</li> <li>• Update on the ongoing preparations for Safeguarding Week</li> </ul>

3.4 In order to identify local priorities to produce a work plan, each LSP will continually monitor the local need of their respective area to identify the safeguarding need and risk of an area. The capturing of local need can comprise of a combination of anecdotal evidence submitted by members and available statistical data. This will take place in Quarter 1.

3.5 The work plan will enlist the priorities an LSP is working towards, consisting of the local safeguarding need and where applicable the overarching priorities set out in the respective Board / Partnership's Business Plan, as well as the agreed actions for delivering Safeguarding Week in the following year. The work plan will be reviewed and updated on a quarterly basis, outlining local priorities and success measures.

3.6 LSPs will support each Board in the review and development of their respective Business Plan.

3.7 Members being able to share safeguarding success and concerns will be a standing item for consideration at all meetings of the LSPs. Sufficient time will be set aside to ensure:

- Developments in safeguarding provision and services are reviewed
- members can share good practice, areas of concern and where lesson have been learnt in relation to safeguarding

3.8 Each LSP will identify through their respective work plan, issues and risks which may impact on the safeguarding and/or welfare of children and adults and manage these at a

local level, identifying mitigating actions, timescales and individual/agencies responsible for completing the actions through. Where safeguarding issues and risks cannot be managed locally these should be reported to the NYSCP, NYSAB and NYCSP for consideration via the Joint Communication and Engagement Group.

3.9 LSP do not have any delegated commissioning powers. However, subject to ratification by the LSP membership, a Group may establish a pooled or joint resource, of which may be made contributed towards in direct connection with the pursuit of agreed priorities which are related to the safeguarding and well-being of children and adults.

3.10 The LSP members are expected to attend all meetings on behalf of their organisation, when attendance is not possible by the named individual a suitable deputy is identified and briefed prior the meeting.

#### **4.0 Accountability**

4.1 LSPs will report back to the three Boards of the respective strategic partnerships every six months, providing a summary of local priorities and activities identified to progress priorities and/or progression against priorities via the work plan of each group.

4.2 Through the reporting arrangements set out in 4.1 above, LSPs will have the opportunity to raise emerging issues and trends, or to present case study information to the Boards of the respective strategic partnerships, to influence strategic priorities and inform the Board's respective Business Plans.

4.3 Similarly, the respective Boards will have the opportunity to task LSPs as part of the delivery of specific work streams identified as cross-cutting (both geographically and in terms of multi-agency impact).

#### **5.0 Decision Making**

5.1 All matters which are to be decided by individual LSPs shall be decided by consensus where possible, and the Chair and Vice-Chair of the respective Group shall seek to ensure that this is achieved wherever possible.

5.2 In any case where consensus cannot be achieved, decisions shall be made by a simple majority vote, with each Group member having one vote. In the event of an equality of votes being cast for and against any motion, the Chair shall have a second or casting vote.

5.3 Quorum for LSPs will be representation from NYCC Children & Young People's Service, NYCC Health and Adults Service, District Council and at least three other agencies, including Police and Health.

## **6.0 Membership**

6.1 Core membership of each LSP may be comprised of:

- Board representative (from NYSCP, NYSAB, and/or CSP)
- NYCC CYPS and Health & Adult Officers, including representation from:
  - Children & Families Service: Early Help
  - Early Intervention services
  - Children's Social Care
  - Adult Social Care
  - Public Health
  - SEND services
  - Adult Education
- Youth Justice Service
- NYCC Commissioned Children/Health and Adult Services such as Compass Reach, North Yorkshire Horizons
- Police, Fire, Crime Commissioner (PFCC) Commissioned Services such as IDAS, PACE, Hand in Hand
- Community Rehabilitation Company
- National Probation Service
- Healthwatch North Yorkshire
- Independent Care Group
- Health representation, including CCGs, Hospitals, HDFT, Public Health, GPs, Primary & Acute Children and Adult Mental Health Services
- Elected members
- Early Years Settings, Schools, FE colleges and Adult Education provision
- District and Borough Community Safety Hub Leads
- District and Borough Council representation
- District and Borough Housing representation including commissioned providers
- Citizen Advice Bureau
- Trading Standards
- Neighbourhood Watch

- Where key services are not provided by County or District Councils, representation from local providers, e.g. social housing or leisure providers
- Police
- Voluntary and Third Sector representation such as Young and Adult Carer Services, Community First Yorkshire, etc.
- Local Young People/Adult/Parent/Service User Groups
- NYCC Quality & Improvement Market Team

6.2 In addition to the outlined core membership, each LSP remains free to invite additional representation from other partners/agencies as dictated by local circumstances or priorities.

6.3 Representatives from all agencies attending LSP meetings should be of sufficient seniority to be able to agree to commit resources (in respect of achieving the aims and objectives of the priorities of the Group) or to take on responsibility to support local delivery of Board / Partnership priorities on behalf of their respective agencies.

6.4 Agencies who have representation at an LSP must allow for capacity within a representatives day-to-day role to commit resources (in the respect of achieving the aims and objectives of the priorities of the Group). The Chair and Vice-Chair shall seek to ensure that this is achieved. In the event of unresolvable conflict arising on this matter, the Chair and/or Vice-Chair should inform a Board / Partnership representative who will raise this matter to the appropriate strategic partnership.

6.5 Membership of each group will be reviewed on an annual basis.

## **7.0 Chair and Vice-Chair**

7.1 Each LSP will appoint a Chair and Vice-Chair, who may be nominated by any member agency or elected representative. The appointment of a Chair and Vice-Chair will be reviewed annually.

7.2 The Chair and Vice-Chair of each group will be supported by a Lead for Children Safeguarding, a Lead Adult Safeguarding, and a Lead CSP Safeguarding. .

7.3 Chairs of individual LSPs will become a member of the NYSAB, NYSCP, CSP Joint Communication & Engagement Group. Chairs will represent their respective LSP to present a quarterly update report and I receive information about specific campaigns, work and resources at a strategic level which can be disseminated across their LSP.

## **8.0 Locally Elected Members**

8.1 Where appropriate each LSP may have representation from locally elected members. Representation of locally elected members is at the discretion of the Chair, Vice-Chair and wider membership where there is a clear purpose defined in respect of a locally elected members role.

8.2 Locally elected members who make representation have the necessary understanding of safeguarding issues impacting upon their local area, alongside knowledge of the safeguarding arrangements in North Yorkshire.

8.3 Locally elected members will independently support the lead and vice lead in:

- driving the local safeguarding agenda forward to achieve the outcomes identified in the respective work plan
- ensuring the wider membership is held to account
- providing the necessary scrutiny and challenge to local safeguarding arrangements

## **9.0 Frequency of Meetings**

9.1 LSPs meet on a quarterly basis with each LSP remaining able to schedule additional meetings as required. Quarterly meeting structure will centre on the approximate schedule:

- Quarter 1 (April – June): April
- Quarter 2 (July – September): July
- Quarter 3 (October – December): October
- Quarter 4 (January – March): January

9.2 LSPs take cognisance of the cycle of NYSCP, NYSAB and CSP Board/Executive meetings and will align meetings where possible, to enable clear and effective communication between the LSPs and the NYSCP, NYSAB, and CSP Board/Executive.

- 9.3 The Chair and Vice-Chair will agree the agenda for each meeting in advance with the Lead for Child Safeguarding, Lead for Community Safety Partnership and the Lead for Adult Safeguarding.
- 9.4 NYCC Business Support provide the administration for each LSP meeting; holding and monitoring the circulation list, co-ordinating the agendas and necessary papers alongside the Chair and Vice-Chair, ensuring that documentation is sent out in a timely manner (10 working days prior to the LSP meeting), and recording minutes as an accurate reflection of a meeting (Within 10 working days following the meeting).