



Shropshire Safeguarding
Community Partnership

Strategic Governing Group Constitution

Approved by:	Strategic Governing Group
Date Agreed:	3 rd September 2023
Date of Review:	Annually or sooner if required
Chairperson:	Independent Chair and Scrutineer
Frequency:	Monthly
Quorum:	All Key Partners

The Vision of the Partnership

The Shropshire Safeguarding Community Partnership are committed to increasing the safety and resilience of people in Shropshire (including children and adults with care and support needs) and their communities; to reduce harm caused by abuse, neglect or other crime.

Aims of the Partnership Arrangements

To ensure the effective multi-agency co-ordination and co-operation of services in Shropshire to:

- safeguard and promote the welfare of children and adults with care and support needs;
- reduce crime and disorder and in particular preventing crime, tackling re-offending and serious violence;
- combat the misuse of drugs, alcohol and other substances.

To increase individual and community safety and resilience; ensure that when people, their families (where appropriate) and/or communities are affected by abuse, neglect or other crime that they are involved in and central to the development of any response and ongoing plan(s) required.

Purpose

This group fulfils the statutory functions of the Children's Safeguarding Partnership, Safeguarding Adult Board and the Community Safety Partnership.

The statutory functions are outlined in:

- The Care Act 2014 and associated Statutory Guidance.
- Children Act 1989 & 2004 as amended by Children and Social Work Act 2017 and Working Together to Safeguard Children Guidance 2018.
- Crime and Disorder Act 1998 and the Police, Crime, Sentencing and Courts Act 2022.

For the purposes of adult and children's safeguarding arrangements, the following organisations are named as Statutory Partners:

- West Mercia Police
- Shropshire Council
- Shropshire Integrated Care Board

For the purposes of community safety arrangements, the following organisations are named as Responsible Authorities:

- West Mercia Police
- Shropshire Council
- Shropshire Integrated Care Board
- The Probation Service
- Shropshire Fire and Rescue Service

For the purposes of the Serious Violence Duty, the following organisations are named as Specified Authorities:

- West Mercia Police
- Shropshire Council
- Shropshire Integrated Care Board
- The Probation Service
- West Mercia Youth Justice Service
- Shropshire Fire and Rescue Service

From this point in the document all organisations will be referred to as key partners.

Each key partner organisation retains its own existing lines of accountability and responsibility.

The Shropshire Safeguarding Community Partnership acts in an independent role to seek and receive assurance, scrutinise, challenge and ensure agencies are enabled to work together to achieve the aims of the Partnership.

Function

Strategic Governing Group will:

- Ensure that the voices of children, their families, adults with care and support needs and the community are central to its work.
- Provide effective and informed leadership about safeguarding and community safety activity
- Set the strategic direction and priorities of the Partnership
- Promote trusted relationships and a stronger culture of working together
- Agree and set the budget
- Commission and ensure the delivery of and learning from statutory case reviews
- Hold each other and partners (as illustrated in the structure below) to account for fulfilling their statutory safeguarding and community safety functions
- Maintain a strategic overview of the risks to fulfilling its statutory functions and duties
- Ensure effective multi-agency performance frameworks and data sets (including benchmarking against other authority areas), communication and engagement plans, policies, procedures and guidance are in place to ensure and support effective safeguarding and community safety practice
- Decide how inter-agency training will be commissioned, delivered and monitored for impact and how multiagency and interagency audits will be undertaken.
- Deliver shared accountability for safeguarding and community safety including oversight of learning and improvement
- Keep up to date on matters of local and national relevance relating to the Partnership.
- Ensure the development, local planning and commissioning of services encompasses the vision and aims of the Partnership as outlined above

Membership

Members (decision makers) and attendees (advisors) are:

Member role and agency	Deputy role
Director of People, Shropshire Council	Assistant Director, Children's Services, Shropshire Council or Assistant Director, Adults Services, Shropshire Council
Local Policing Commander Superintendent, West Mercia Police	Local Policing Chief Inspector (Vulnerability)
Detective Superintendent, West Mercia Police	Local Policing Commander Superintendent, West Mercia Police
Executive Director for Quality, Clinical Commissioning Group	Assistant Director for Safeguarding
Head of The Probation Service	Deputy-Head of The Probation Service

Prevention and Protection Manager, Shropshire Fire and Rescue Service	Head of Safeguarding (Assistant Chief Fire Officer)
Director of Public Health, Shropshire Council	Assistant Director integration and Healthy Population
Chair of Tackling Drug and Alcohol Misuse Priority Group	Vice-Chair of Tackling Drug and Alcohol Misuse Priority Group
Chair of Tackling Exploitation Priority Group	Vice-Chair of Tackling Exploitation Priority Group
Chair of Local Domestic Abuse Partnership Board	Vice-Chair of Local Domestic Abuse Partnership Board
Attendee (non-voting role and agency)	Deputy role
Statutory Safeguarding Business Partner, Shropshire Council	Development Officers
Legal Services Representative, Shropshire Council	Legal Services Representative
Portfolio Holder for Children's Services	N/A
Portfolio Holder for Adult Social Care, Public Health & Housing	N/A
Commissioning Officer of the Police and Crime Commissioner	Another Commissioning Officer of the Police and Crime Commissioner

Should any decisions need to go to a vote then each of the key partner agencies get one vote each, regardless of the number of members in the group.

A representative of Shropshire Council Legal Services is expected to attend to advise Shropshire Council on its statutory duties.

Expectations of other Shropshire Safeguarding Community Partnership group members:

- Ensure they have the right level of seniority to enable the functions of the Shropshire Safeguarding Community Partnership group for which they are a member. Act on behalf of their agencies, ensuring that Executive Leads and commissioned services are aware of any decisions made.
- Ensure they are aware of the agreed route for reporting to and from the organisation they are representing. For issues that they cannot make decisions on during the meeting they must be clear about what route needs to be taken in their organisation to make the decision.
- Send apologies and offer a suitable deputy but only in exceptional and occasional circumstances. Deputies must have appropriate authority to make and/or influence strategic decisions. The use of Deputies should be kept to a minimum and limited to no more than three meetings per financial year.
- Attend, participate in and contribute to Shropshire Safeguarding Community Partnership group meetings for which they are a member. This means not taking calls or answering emails during the meeting and if online, keeping your camera on wherever possible.

- Commit to attend the meeting in full unless an operational emergency arises.
- Read any papers sent pertaining to the meeting prior to attending. If you are sending a Deputy, then it is your responsibility to send them the papers in advance of the meeting and ensure they understand the purpose of the meeting and their role in it.
- Offer and receive challenge and scrutiny from partners to support the vision and aims of the Partnership.
- Complete actions in a timely manner, providing a full update at meetings or via your Deputy if you are unable to attend.
- Take action to deliver improvements in your own organisations and across the Partnership.

Effective Working Relationships with Others

The Shropshire Safeguarding Community Partnership recognises other partnerships and organisations working in Shropshire that have responsibilities to address issues relevant to safeguarding and community safety. If you have a connection with any of the below, it is your responsibility to share the relevant work being undertaken by the Partnership:

- The Health and Wellbeing Board
- Coroner's Office (it has been agreed unless otherwise specified, that the Police representative will alert the Coroner to all types of statutory reviews that they may need to be made aware of)
- The Office of Police and Crime Commissioner
- Office for Standards in Education, Children's Services and Skills (Ofsted)
- Care Quality Commission
- Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS)
- Transforming Care Partnership
- Her Majesty's Inspectorate of Prisons and Probation
- Learning Disability Mortality Review (Leder) Review Group
- Corporate Parenting Panel (Shropshire Council)
- West Mercia Sexual Assault and Abuse Board
- Combatting Drugs Partnership
- Shropshire Voluntary and Community Sector Assembly
- Independent Sector Services

Partnership Structure (see Appendix 1.)

The Shropshire Safeguarding Community Partnership will establish system and strategic priority groups (as illustrated in the diagram below) that will be responsible for:

- Delivering on the statements of success identified in the Strategic Plan and Priorities 2023-2026 through the development of Strategic Action Plans

- Develop and understand partnership profiles for children's and adults safeguarding and community safety. This will identify who is being affected by these issues and how and where in Shropshire they are occurring
- Utilise data to help understand the effectiveness of the multi-agency response to children's and adults safeguarding and community safety and inform the work the group
- Oversee how learning and development opportunities offered to the multi-agency workforce are improving people's knowledge, skills and confidence in safeguarding and protecting the people of Shropshire
- Receive regular reports from the Statutory Case Review Groups regarding the findings and learning from case reviews and to put in place measures to improve practice
- Undertake Multi-agency case file audits which will identify good practice, gaps in provision and learning
- Utilise any findings from the joint Section 11 and Care Act Compliance audits and peer reviews that relate to children's and adults safeguarding and community safety to support the development of Strategic Action Plans
- Prepare for Joint Targeted Area, Care Quality Commission, Ofsted and community safety related Inspections
- To ensure the voice of those affected by abuse, neglect and crime underpins the work of the group. Opportunities for project collaboration should be incorporated into Strategic Action Plans.
- Co-ordinate and oversee task and finish groups as appropriate to complete specific pieces of work as identified within the group's Strategic Action Plans.
- Supporting the revision of, approving and ensuring the implementation of multi-agency policy, procedures and guidance.
- Receiving annual reports e.g., from relevant service provisions and agree actions as required.
- Keeping up to date on matters of local and national relevance relating to the Partnership. Including legislative changes.
- Promote local and national campaigns and identify opportunities for communication and engagement with local communities.
- Identify issues for the risk register where there are concerns about the partnerships ability to fulfil its statutory functions
- Escalate to the SSCP Strategic Governing Group any risk to the achievement of the work of the Practice Oversight Groups; that the group or partner agencies cannot resolve.

The Role of the Independent Chair and Scrutineer

This role is laid out as follows:

- To develop an environment of robust scrutiny and effective challenge in line with the role of "independent scrutineer" as identified in Working Together (2018).

- To represent the Shropshire Safeguarding Community Partnership at other meetings and events locally, regionally and nationally and to feedback on matters for local consideration and development.
- To speak with authority on safeguarding and community safety including representing the Partnership with the media.
- Act as the decision maker in relation to whether statutory reviews are carried out for Safeguarding Adult reviews and Domestic Homicide Reviews.
- To provide holistic leadership and parity to community safety and the safeguarding of children and adults with care and support needs.
- To maintain communication with all agencies throughout the structure of the partnership
- Ensure appropriate working relationships with key partners
- Attend the Health and Wellbeing Board meetings to help maintain links between the two groups
- Engage with the relevant Local Authority Scrutiny Committee, depending on the issue being considered.
- Work with the Statutory Safeguarding Business Partner to help ensure the Partnership fulfils its statutory duties
- Undertake agreed scrutiny activity across the Partnership structure

The performance of the Chair will be reviewed on an annual basis using:

- Feedback questionnaire from all partnership agencies.
- A discussion with the Director of People from Shropshire Council. Should the members consider the performance of the Chair unsatisfactory and not resolvable, any decision to terminate the contract will be made by the Chief Executive of Shropshire Council.

Decision Making

The Key Partners hold joint and equal responsibility for making decisions for the wider partnership however, the Shropshire Safeguarding Community Partnership is intended to be a collaborative, co-operative body and striving to take account of the wider views of the partnership. The Partnership will always seek to make decisions by achieving a consensus view. Problems and issues should normally be debated and resolved at the relevant meetings. If this is not possible, the role of the Independent Chair is to work with individual partners to come to a resolution.

Disputes

<http://www.shropshiresafeguardingcommunitypartnership.co.uk/media/m3yes0jz/escalation-policy.docx>

Conflicts of Interest

Conflicts of interest may arise where an individual's personal, professional or family interests conflict with those of the Partnership. At the commencement of meetings, members will be asked to declare potential conflicts of interest in any aspect of the agenda. The Chair, at their discretion, may ask the individual to leave the meeting for the whole or part of the relevant agenda matter.

Information Requests

Local Safeguarding Boards are not deemed as Public Authorities under the Freedom of Information Act 2000 and therefore will be exempt from requests for the disclosure of information under that Act. The same will apply to subject access requests under Data Protection legislation.

Information requests made under Freedom of Information Act and the Environmental Information Regulations

The Safeguarding Partnership acknowledges that the partners are subject to the requirements of the FOIA/EIR and will assist and co-operate with the partners to enable them to comply with their disclosure obligations.

In no event shall the Business Unit respond directly to a request for information unless expressly authorised to do so by the Partner responsible for the data being requested.

If the Business Unit receives a request directly, they should forward it to the relevant partner immediately and no later than 2 working days from receipt.

Partners should ensure they have procedures in place that enable them to comply with the requirements of the legislation.

Subject Access Requests made under Data Protection Legislation

The Safeguarding Partnership acknowledges that the partners are subject to the Information Rights under UK Data Protection legislation and the Business Unit will assist and co-operate with the partners to enable them to comply with their disclosure obligations and other rights.

In no event shall the Business Unit respond directly to a request for information unless expressly authorised to do so by the Data Controller for the information being requested.

If the Business Unit receives a request directly, they should forward it to the relevant partner immediately and not later than 2 working days from receipt.

Partners should ensure they have procedures in place that enable them to comply with the requirements of the legislation.

Where the Shropshire Safeguarding Community Partnership requests information; the person or organisation to whom a request is made must comply in line with their statutory responsibilities.

In relation to providing information for statutory case reviews, it is each agency's responsibility to consider the legal basis on which they are sharing the information about those named in the scoping form. An agency's knowledge relating to any family member may be highly relevant to the decision that needs to be made and the learning that could be gained and they are expected to co-operate fully with the process unless there are good reasons to the contrary. If an agency believes consent is required before providing information about a particular individual, it is their responsibility to seek consent from that individual or someone able to consent on their behalf.

Business Support

Shropshire Council is the accountable body (covered within Appendix E, Section 4) of Shropshire Council's Financial Rules. The accountable body is the legal entity that assumes responsibility for funding received and the use of that funding. The Partnership chooses to make decisions about the use of the funding jointly with its members.

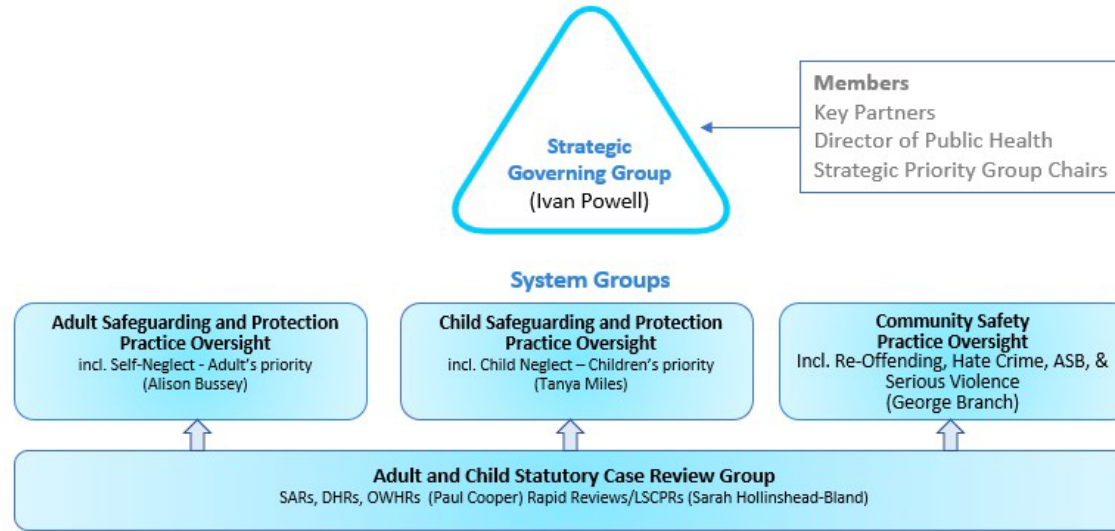
The budget will be set annually but may have to be revised according to need throughout the year with the agreement of the key partners in response to the needs of the Shropshire Safeguarding Community Partnership to fulfil its functions. The budget will be held by Shropshire Council and will be reviewed annually and managed by the Statutory Safeguarding Business Partner.

A Business Unit is established that includes business management, development support, administrative support and commissioning case review authors and overseeing multi-agency learning and development.

It is the role of the Business Unit to act as enablers to allow Shropshire Safeguarding Community Partnership to function effectively. It is role of the partners to be responsible and accountable for the delivery of the relevant strategic functions and strategic plan and priorities.

Appendix 1

Shropshire Safeguarding Community Partnership Structure April 2023



NB. Everything below the dotted line to be set up and managed by the lead agency

Strategic Priority Groups

