



Governance Document 2015

Index

Section		Page
1	Objectives of the DSCB	3
2	DSCB functions	3
3	Thresholds, policies and procedures	3
4	Communicating and raising awareness	5
5	Monitoring and evaluation	5
6	Participating in planning and commissioning	6
7	Reviewing child deaths	7
8	Serious Case Reviews	7
9	Accountability for operational work	8
 DSCB Operational Arrangements 		
10	DSCB Chair	8
11	Wider partnership board engagement	9
12	Information Sharing	10
13	Membership of the DSCB	10
14	Ways of working	14
15	Financing and staffing	17
16	Monitoring and inspection	18
17	DSCB Structure Chart	19

Objectives of the DSCB

1.1 The purpose of this document is to set out how the Derbyshire Safeguarding Children Board (the DSCB) operates, how decisions are made and what inter agency governance arrangements are in place to make sure children are effectively safeguarded in the county of Derbyshire.

1.2 The functions of a DSCB are set out in primary legislation, regulations and statutory guidance. The core objectives are as follows:

- to co-ordinate 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 of the authority; and
- to ensure the effectiveness of what is done by each such person or body for that purpose.

1.3 The DSCB will therefore ensure that the duty to safeguard and promote the welfare of children is carried out.

1.4 Safeguarding and promoting the welfare of children includes protecting children from harm. Ensuring that work to protect children is properly co-ordinated and effective remains a primary goal of the DSCB.

1.5 When this core business is secure, the DSCB will work to the wider remit, which includes preventative work to avoid harm being suffered. This will help ensure a long-term impact on the safety of children.

DSCB functions

2.1 The core functions of the DSCB are set out below. In all activities, the DSCB will take account of the need to promote equality of opportunity and to meet the diverse needs of children.¹

2.2 The DSCB carries out its work through subgroups that report to the main Board on a quarterly basis. Details of the roles and responsibilities of the subgroups can be found later in this document.

Thresholds, policies and procedures function

3.1 This general function has a number of specific applications set out in primary legislation and regulations below.

a) Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:

¹ Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out the functions of the LSCB, in relation to the above objectives under section 14 of the Children Act 2004

i) The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention

3.2 Clear thresholds and processes and a shared understanding of them across local partners helps ensure that appropriate referrals are made and improves the effectiveness of joint work, leading to a more efficient use of resources.

3.3 The DSCB publishes local information about thresholds and arrangements for undertaking an early help assessment. In Derbyshire the early help assessment and a Social Care single assessment replaces the previously referred to Common Assessment (CAF), Initial and Core Assessments.

3.4 The Derby and Derbyshire Safeguarding Children Boards' Policy and Procedures subgroup is responsible for developing policies and procedures for safeguarding and promoting the welfare of children. (The Policy and Procedures subgroup incorporates representation from both Derby and Derbyshire Safeguarding Children Boards).

ii) Training of persons who work with children or in services affecting the safety and welfare of children

3.6 The DSCB is responsible for monitoring and evaluating the effectiveness of training, including multi agency training, for all professionals in Derbyshire.

3.7 The Derby and Derbyshire Safeguarding Children Boards work in partnership through the Workforce Group and Training Providers Group to:

- Maintain a Learning and Improvement Framework
- Publish a training strategy (included in the Learning Improvement Framework)
- Publish advice and guidance on training
- Provide multi-agency training in response to local training need
- Evaluate the effectiveness of single and multi-agency training

iii) Recruitment and supervision of persons who work with children

3.8 The DSCB is responsible for promoting awareness and understanding of safe recruitment practice and monitor the implementation of policies and procedures for checking the suitability of people applying for work with children and that the children's workforce is properly supervised, with any concerns acted on appropriately.

3.9 The Workforce Group incorporates representation from both Derby and Derbyshire Safeguarding Children Boards and will be responsible for ensuring safe recruitment and supervision practices are in place.

iv) Investigation of allegations concerning people working with children

3.10 The DSCB sets out policies and procedures to ensure that allegations are dealt with properly and quickly. Individual agencies will follow their own procedures that comply with the Derby and Derbyshire Safeguarding Children Procedures.

3.11 The Workforce Group is responsible for ensuring safe arrangements are in place for managing allegations against staff, carers and volunteers and that the arrangements are monitored and improved.

v) Safety and welfare of children who are privately fostered

3.12 The DSCB ensures the co-ordination and effective implementation of measures designed to strengthen private fostering notification arrangements.

vi) Co-operation with neighbouring children's services authorities (i.e. local authorities) and their Board partners

3.13 The DSCB has established procedures to safeguard and promote the welfare of children who move between local authority areas, including as a result of out of area placements.

Communicating and raising awareness function

b) Communicating to persons and bodies in the area of the authority 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

4.1 The DSCB contributes to public campaigns to raise awareness in the wider community, including faith and minority communities and among statutory and independent agencies, including employers.

4.2 The DSCB listens to and consults children and young people where ever possible to ensure that their views and opinions are taken into account. This includes the development of training and public safeguarding campaigns.

4.3 The DSCB and subgroups will commission public campaigns in the wider community.

Monitoring and evaluation function

c) Monitor and evaluate the effectiveness of what is done by the local authority and Board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve

5.1 In order to fulfil its statutory function the DSCB and its subgroups use data to:

- Assess the effectiveness of the help being provided to children and families, including early help;
- Assess whether DSCB partners are fulfilling their statutory obligations
- 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.

5.2 The DSCB commissions individual organisations to evaluate their own effectiveness and report the findings. The DSCB commissions multi-agency audits of practice and ensures that those key people and organisations that have a duty under section 11 of the Children Act 2004 or section 175 or 157 of the Education Act 2002 are fulfilling their statutory obligations to safeguard and promote the welfare of children.

5.3 The Quality and Performance Group is responsible for coordinating the monitoring and evaluation of the effectiveness of the local arrangements to safeguard and promote the welfare of children.

5.4 The DSCB publishes an annual report on the effectiveness of safeguarding and promoting the welfare of children in the local area. The annual report is published in relation to the preceding financial year and fits with local agencies' planning, commissioning and budget cycles. The report is submitted to the Chief Executive, Leader of Derbyshire County Council, the Derbyshire Police and Crime Commissioner and the Chair of the Health and Wellbeing Board, Derbyshire Adult Safeguarding Board, and the Childrens Trust Board.

5.5 The DSCB annual report provides a rigorous and transparent assessment of the performance and effectiveness of local services. It identifies areas for development and the action being taken to address these areas as well as other proposals for action. The report includes lessons from reviews undertaken within the reporting period.

5.6 In preparing commissioning plans the Children's Trust Board, Health and Wellbeing Board and other Boards as appropriate, will be expected to draw upon the advice from and the findings in the DSCB annual report, and show how they intend to respond to the issues raised.

Participating in planning and commissioning

e) Participating in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account

6.1 The DSCB ensures that planning and commissioning of services for children within the local authority area takes account of responsibilities to safeguard and promote children's welfare. This involves working with commissioners and providers of services for children and their families in

addition to other responsible bodies such as the Children's Trust Board and the Health and Wellbeing Board.

6.2 The DSCB is the 'responsible authority' for 'matters relating to the protection of children from harm' under the Licensing Act 2003, and must be notified of all licence variations and new applications for the sale and supply of alcohol and public entertainment.

6.3 The evidence set out in the annual report on the effectiveness of local safeguarding arrangements should inform local planning and commissioning of children's services.

Reviewing child deaths

7.1 The DSCB will carry out the following functions relating to child deaths:

f) Collecting and analysing information about the deaths of all children in their area with a view to identifying:

- ***any matters of concern affecting the safety and welfare of children in the area of the authority, including any case giving rise to the need for a Serious Case Review;***
- ***any general public health or safety concerns arising from deaths of children.***

g) Putting in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death of a child.

7.2 The Child Death Overview Panel is responsible on behalf of both Derby and Derbyshire Safeguarding Children Boards for the collection and analysis information about the deaths of all children in both local authority areas.

Serious Case Review function

h) Undertaking reviews of cases where abuse or neglect of a child is known or suspected, a child has died or a child has been seriously harmed, and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

8.1 The DSCB ensures that all organisations carry out their roles in respect of serious case reviews and are aware of when SCRs are required or should be considered.

8.2 The Serious Case Review (SCR) Sub Committee is responsible for reviewing cases and ensuring that recommendations from reviews are completed. This applies to cases that have undergone a formal serious case review process and those cases that have undergone a local serious incident learning review (SILR).

8.3 The SCR Sub Committee will link to other LSCBs regarding reviews undertaken which impact on Derbyshire, and to the Adult Safeguarding Board and other forums, regarding Domestic Homicide Reviews and Adult Safeguarding Reviews where children are involved.

Accountability for operational work

9.1 The DSCB does not commission or deliver direct frontline services although it provides training (this is consistent with national guidance).

9.2 While the DSCB does not have the power to direct other organisations it does carry out its role to make clear where improvement is needed. Each Board partner retains their own existing line of accountability for safeguarding.

DSCB operational arrangements

10. A DSCB structure chart is at Appendix A.

DSCB Chair

10.1 The local authority, after consultation with the **DSCB** partners, will appoint the **DSCB** chair.

10.2 It is the responsibility of the Chief Executive (Local Authority) to appoint or remove the LSCB chair with the agreement of a panel including LSCB partners (a minimum of three different partner agencies representing the key services involved in safeguarding children locally) and lay members.

10.3 The Chief Executive, drawing on other DSCB partners and, where appropriate, the Lead Member will hold the chair to account for the effective working of the DSCB.

10.4 The chair will have access to training and development opportunities, including peer networking. They will also have a Board Manager and other support as is necessary for them, and the DSCB, to perform effectively.

10.5 The chair will be someone independent of the local agencies so that the DSCB can exercise its local challenge function effectively.

10.6 The chair will have a crucial role in making certain that the Board operates effectively and secures an independent voice for the DSCB. He or she should be of sufficient standing, authority and expertise to command the respect and support of all partners. The chair should act objectively and distinguish their role as DSCB chair from any day-to-day role.

10.7 The chair will work closely with all DSCB 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.

10.8 A member of the DCSB will be identified to serve as Vice-Chair to fulfil the function of Chair in the event the Chair is not available. The Vice-Chair will be the Chair of one of the DSCB Subgroups.

10.9 The Chair will ensure that the annual report is published on the effectiveness of child safeguarding and promoting the welfare of children in Derbyshire (as above).

10.10 The annual report will also list the contributions made to the DSCB by partner agencies and total expenditure.

10.11 DSCB member organisations have an obligation to provide the DSCB with reliable resources (including finance) that enable the DSCB to be strong and effective. Members will share the financial responsibility for the DSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

Wider partnership board engagement

11.1 The DSCB role is to ensure the effectiveness of the arrangements made by wider partnerships and individual agencies to safeguard and promote the welfare of children. The DSCB 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.

11.2 The DSCB sets out agreed working arrangements to safeguard children and have clear accountability across partnerships in the document: *Protocol to support the relationship between the Derbyshire Safeguarding Children Board, Health and Wellbeing Board (HWBB), the Derbyshire Children's Trust Board (CTB), the Derby Safeguarding Children Board (DerbySCB) and the Derbyshire Safeguarding Adults Board (DSAB).*

11.3 The DSCB will report into the HWBB and the CTB so that the priorities required to safeguard children can be understood and inform strategic planning across the Boards.

11.7 The DSCB annual report will provide a comprehensive analysis of safeguarding in Derbyshire. The report will challenge the work of the relevant Boards and partners to ensure that necessary overarching structures, processes and culture are put in place to ensure that children are fully safeguarded.

11.8 The DSCB works with the HWBB informing and drawing on the Joint Strategic Needs Assessment.

11.9 The chair or his or her nominated representative will represent the DSCB as a body at the HWBB and CTB.

11.10 The DSCB works with the Local Family Justice Board and Multi Agency Public Protection Board and has signed up to arrangements with MAPPA.

11.11 The DSCB scrutinises the safeguarding arrangements in respect of Looked After Children and specific issues will be raised with or received from the Corporate Parenting Board by nominated DSCB representatives.

Information sharing

12.1 Effective sharing of information between professionals and local agencies is essential for effective service provision. The DSCB has a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This includes ensuring that a culture of information sharing is developed and supported by multi-agency training.

12.2 In addition, the DSCB can require a person or body to comply with a request for information. This can only take place where the information is essential to carrying out the statutory functions of the Board. All requests for information about individuals will be 'necessary' and 'proportionate' to the reasons for the request. The DSCB will be mindful of the burden of requests and will always explain why the information is needed.

12.3 There may be occasions where organisations will need to obtain authorisation from their Information Governance Departments regarding information sharing requests being made.

Membership of the DSCB

13.1 Organisations should designate particular, named posts in respect of their representation on the DSCB, so that there is consistency and continuity in the membership of the DSCB.

13.2 Members should 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 organisation to account.

Role of Elected Members and Director of Children's Services

13.3 Local authority Elected Members and non-executive directors of other board partners should through their membership of governance bodies such as the cabinet of the local authority or a scrutiny committee or a governance board, hold their organisation and its officers to account for their contribution to the effective functioning of the DSCB.

13.4 The Director of Children's Services and Lead Member for Children's Services have central and complementary roles. The Director of Children's Services has responsibility for improving outcomes for all children and young people.

13.5 The Lead Member for Children's Services has delegated responsibility from the Council for children, local young people and families and is politically accountable for ensuring that the local authority fulfils its legal responsibilities for safeguarding and promoting the welfare of children and young people.

13.6 The Lead Member will provide the political leadership needed for the effective co-ordination of work with other relevant agencies with safeguarding responsibilities (such as the police and the health service). The Lead Member will also take steps to assure themselves that effective quality assurance systems for safeguarding are in place and functioning effectively.

13.7 The Lead Member should be a 'participating observer' of the DSCB. In practice this means routinely attending meetings as an observer and receiving all its written reports. The Lead Member should engage in discussions, ask questions and seek clarity, but not be part of the decision making process. This will enable the Lead Member to challenge, when necessary, from a well informed position.

13.8 The Director of Children's Services will be a full member of the DCSB and will ensure that all appropriate local authority services engage effectively with the DSCB.

Role of the local authority Chief Executive and Cabinet Member, Children's Services

13.9 The Chief Executive drawing on other LSCB partners and, where appropriate, the Cabinet Member, Children's Services, will hold the Chair to account for the effective working of the LSCB.

13.10 Every year the Chief Executive, the Leader of the Council, the Strategic Director Derbyshire Children's Services and Cabinet Member, Children's Services will complete an assessment of the effectiveness of local governance and partnership arrangements of the DSCB.

Statutory Members

13.12 The DSCB will include representatives of the local authority and the statutory organisations which are required to co-operate with the local authority in the establishment and operation of the Board. All Board partners have shared responsibility for the effective discharge of its functions.

13.13 **Section 13 of the Children Act 2004**, as amended, sets out that the DSCB must include at least one representative of the local authority and each of the other Board partners set out below (although two or more Board partners may be represented by the same person):

- The Director of Children’s Services;
- The Chief Officer of Police;
- The Probation Trust (National Probation Service and Community Rehabilitation Company);
- The Youth Offending Team;
- The NHS England and Clinical Commissioning Groups;
- NHS Trusts and NHS Foundation Trusts;
- Cafcass (Children and Family Courts Advisory and Support Service);
- Two lay members representing the local community ²;
- The governing body of a maintained school³;
- The proprietor of a non-maintained special school;
- The proprietor of a city technology college, a city college for the technology of the arts or an Academy; and
- The governing body of a further education institution the main site of which is situated in the authority’s area.

13.14 Locally established membership includes:

- The Lead Member for Children’s Services (as a participating observer)
- The Service Director with responsibility for Safeguarding and Early Help Services DCC;
- Designated Doctor Safeguarding Children, Derbyshire Clinical Commissioning Groups;
- Designated Nurse for Safeguarding Children, Derbyshire Clinical Commissioning Groups;
- A representative from the voluntary and community sector;
- The Director of Public Health;
- Chief Executive of the office of the Police and Crime Commissioner

13.15 The DSCB will have access to appropriate expertise and advice from all the relevant sectors. Advisory members of the DSCB will include:

- The Local Authority Head of Child Protection;
- The Local Authority Children’s Services Principal Solicitor;
- The DSCB Board Manager.

² **The Apprenticeships, Skills, Children and Learning Act 2009** amended sections 13 and 14 of the Children Act 2004 and provided that the local authority must take reasonable steps to ensure that the LSCB includes two lay members representing the local community.

³ **Section 13(4) of the Children Act 2004**, as amended, provides that the local authority must take reasonable steps to ensure the LSCB includes representatives of relevant persons and bodies of such descriptions as may be prescribed. Regulation 3A of the LSCB Regulations prescribes the following persons and bodies:

- The governing body of a maintained school;
- The proprietor of a non-maintained special school;
- The proprietor of a city technology college, a city college for the technology of the arts or an Academy; and
- The governing body of a further education institution the main site of which is situated in the authority’s area.

Lay members

13.16 Two lay members represent the local community on the DSCB

13.17 The role for all lay members is to:

- supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the DSCB's child protection work in the wider community;
- challenging the DSCB on the accessibility by the public and children and young people of its plans and procedures; and
- helping to make links between the DSCB and community groups.

13.18 Lay members operate as full members of the DSCB, participating on the Board itself and at relevant meetings if required. Training will be provided for lay members to ensure they are able to bring the most value to its work.

Representation from schools

13.20 It is impractical for every school and education setting to attend the DSCB. Representation for schools and education settings is achieved through participation by a Head teacher representative from a primary school and a secondary school and further education setting on the Board. In addition the education sector is engaged through the work of individual subgroups and the Education Sub Group (from 2015).

13.21 This will enable all schools and education settings to receive information, and to feed back comments to via the representatives on the DSCB and relevant sub group.

13.22 Members of the DSCB and its subgroups are asked to sign an agreement illustrating their commitment of behalf of their agency to the work of the DSCB.

13.24 The Board will evaluate its performance in carrying out its functions. Where the Chair considers that any Board Member needs assistance to fulfil their role in a key area he or she will address this with the member concerned. The following areas of performance are considered to be key in this context

- sufficient knowledge of safeguarding children agenda
- familiarity with the relevant government guidance
- familiarity with the relevant Partnership Board priorities
- ability to attend Board meetings
- ability to represent issues and challenge as determined by the Board within their own organisation
- ability to contribute to the effective work of the DSCB

Ways of working

14.1 The frequency of meetings will be agreed by the Board in the last meeting of each financial year (the Annual Meeting) and kept under review as the work of the Board progresses.

Decision Making of the Board

14.2 Members of the DSCB will operate according to the governance arrangements of their organisation. Some decisions that the DSCB will need to make can be made with the delegated authority that members hold on behalf of their organisations. Some matters will need to be referred into their organisations' decision making frameworks. The decisions of one partner organisation cannot bind another organisation.

14.3 Each statutory member of the DSCB will have one vote. Locally agreed members of the DSCB will each have one vote. The Legal representative and Officers of the DSCB will not have a voting role.

14.4 Wherever possible decisions will be made by consensus. Where this is not possible decisions of the DSCB will be taken by a majority vote but in all cases the majority vote must include the consent of the Chair. In the event of a deadlock the Chair, or in his/her absence the Vice Chair, will have a casting vote.

14.5 Should a vote be required on matters that are specifically the sole responsibility of statutory members, such as financial matters, then the vote will be restricted to those members.

14.6 The minutes of the DSCB will include the date on which the decisions taken are due to come into effect ("the implementation date"). The implementation date must give reasonable notice to the Partners so they have the opportunity to discuss the issues in their own agencies before the decision is due to be implemented. Decisions will be implemented on the implementation date unless an affected Partner sends written notice to all DSCB Members before that date requesting a further meeting of the DSCB for the matter to be reconsidered and giving the reasons why this is requested. Such notice will operate to suspend implementation of the decision pending a special meeting of the DSCB.

14.7 If a notice requiring reconsideration of a decision is received by the Chair, the Chair will give Partners 7 days notice of a special meeting of the DSCB for this matter to be considered. Where the Chair considers the matter requires urgent consideration he can determine a shorter time period. Where the Chair considers a further DSCB meeting is unlikely to reach a resolution of the matter s/he can refer the issue to and convene the Dispute Resolution Panel without calling a further DSCB meeting.

14.8 If at the further meeting of the DSCB agreement cannot be reached to the satisfaction of the parties, the issue will be referred to the Dispute Resolution Panel for resolution unless the Chair considers it should be adjourned for further consideration

Dispute Resolution Panel

14.9 The Dispute Resolution Panel shall, within 30 days of the notification of the dispute by a DSCB member, seek to resolve the dispute. The Chair of the DSCB can determine a shorter time period where, in his opinion, the matter requires urgent consideration.

14.10 The function of the Dispute Resolution Panel will be to try to resolve the dispute. Where the Dispute Resolution Panel is unable or unwilling to resolve the dispute it will determine how to take matters forward in the absence of an agreement.

14.11 The Dispute Resolution Panel will be convened as required and comprise the Chair or Vice Chair of the DSCB plus two other members who are not involved in the dispute.

14.12 The Chair can approach the local authority Head of Service and deputy Head of Service, Children's Services Principal Solicitor for legal advice as necessary.

Quorum

14.13 The quorum for meetings of the Board and Sub Group and for voting will be more than half of the occupied places.

Urgent Matters

14.14 The DSCB will maintain an up to date procedure by which all DSCB Members (or suitable nominated representatives) will be available to liaise with the Chair or the nominated representative on an urgent basis, on the same day, in relation to any urgent matter such as a Serious Case Review which raises issues about safeguarding children in the area.

14.15 The Chair or the Vice Chair is authorised to speak on behalf of the DSCB in relation to all urgent matters after liaison with all other available DSCB members following the procedure in paragraph above.

Sub groups

14.16 The DSCB will commission both working groups and sub-groups, on a short-term or a standing basis to:

- Carry out specific tasks, for example: maintaining and updating procedures and protocols; reviewing serious cases; and identifying inter-agency training needs;

- Provide specialist advice, for example: in respect of working with specific ethnic and cultural groups, or with disabled children and/or parents;
- Bring together representatives of a sector to discuss relevant issues and to
- Provide a contribution from that sector to DSCB work, for example: schools, the voluntary and community sector, faith groups.

14.17 The standing sub - groups of the DSCB are:

- Core Business Group
- Serious Case Review (SCR) sub committee;
- Quality and Performance Group;
- Child Death Overview Panel (jointly with Derby Safeguarding Children Board);
- Policy and Procedures Group (jointly with Derby Safeguarding Children Board);
- The Workforce Group (jointly with Derby Safeguarding Children Board);
- The Child Sexual Exploitation (CSE) Group;
- The Education Sub Group (from 2015).

14.18 The Workforce Group will be responsible for the work of the Training Provider Group.

14.19 The SCR Sub Committee will be responsible for the work of the SCR Action Plans working group which oversees and monitors progress of all recommendations from reviews in the county.

14.20 All groups will work to agreed terms of reference, with explicit lines of reporting, communication and accountability to the DSCB. All groups will ensure that copies of minutes, terms of reference and relevant documentation are held by the DSCB Administrator.

Substitute Members

14.21 Members are accountable to each other and to their organisation for the work of the Board and Sub Groups. It is not possible to carry out these roles effectively without attending meetings regularly. Members of the Board and Sub Groups are responsible for appointing a substitute to carry out their role if they are unable to attend a meeting.

14.22 Substitution should be used to ensure the work of the Board is achieved in response to urgent work priorities or Annual Leave. Substitution should not be habitual with the effect that agency representation has insufficient authority to make decisions or carry out the work of Board.

Decision making by the Sub Groups

14.23 Each member of the Sub Groups shall have one vote. Where possible decisions will be made by consensus. Where this is not possible decisions of these Groups will be taken by a majority vote but in all cases the majority vote

must include the consent of the Chair. In the event of a deadlock the Chair or in his/her absence, the Vice Chair, will have the casting vote.

14.24 Where a Member of the Sub Group is dissatisfied with a decision they may ask for the decision to be referred to the DSCB for resolution as above.

Conflict of Interest

14.25 Subgroups, that are carrying out their functions jointly with Derby Safeguarding Children Board, shall where possible make decisions by consensus (as above). Where there are conflicts of interest and consensus cannot be reached, representation should be made by the Chair and Vice Chair of the sub group to each LSCB. In each case the Derby or Derbyshire LSCB should seek to resolve or set out the parameters of the difference of their positions. It is acknowledged that there may be circumstances that result in a difference of opinion about how each LSCB is to discharge its function and this will be clearly recorded.

Views of parents and carers and the wishes and feelings of children

14.26 The DSCB will wherever possible ascertain the views of parents and carers and the wishes and feelings of children (including children who might not ordinarily be heard) about the priorities and the effectiveness of local safeguarding work, including issues of access to services and contact points for children to safeguard and promote welfare.

Financing and staffing

15.1 To function effectively the DSCB has to be supported by their member organisations with adequate and reliable resources. The budget will be set annually or at different periods at the discretion of the Board according to the needs of the Board in order to fulfil its functions.

15.2 Section 15 of the Children Act 2004 sets out that statutory board partners (or in the case of prisons, either the Secretary of State or the contractor) may:

- make payments towards expenditure incurred by, or for purposes connected with, the DSCB, either directly, or by contributing to a fund out of which payments may be made; and
- provide staff, goods, services, accommodation or other resources for purposes connected with an DSCB.

15.3 The budget for the DSCB and the contribution made by each member organisation is agreed as a percentage formula.

15.4 DSCB member organisations who provide funding (committed in advance) will do so into a pooled budget.

15.5 The board may choose to use some of its funding to support the participation of some organisations, such as local voluntary or community sector groups, for example, if they cannot otherwise afford to take part.

15.6 The DSCB's resources will enable it to have staff to take forward its business, whether those are paid for from a common fund, or seconded as part of a contribution in kind. The DSCB will be staffed so that it has the capacity to:

- drive forward the DSCB's day to day business in achieving its objectives,
- including its co-ordination and monitoring/evaluating work;
- take forward any training and staff development work carried out by the DSCB; and
- provide administrative and organisational support for the Board and its sub groups, and those involved in policy and training.

15.7 A budget report will be presented to the Board on a quarterly basis.

Monitoring and inspection

16.1 The DSCB's role in ensuring the effectiveness of work to safeguard and promote the welfare of children by member organisations will be a peer review process based on self evaluation. This will be achieved to a large extent through performance indicators and joint audits. Its aim is to promote high standards of safeguarding work and to foster a culture of continuous improvement. It will also identify and act on identified areas for development in services.

16.2 Where it is found that a partner is not performing effectively in safeguarding and promoting the welfare of children, the DSCB must satisfy itself that any planned action to improve performance will be adequate. Where this is not the case, the DSCB chair or a member or employee designated by the chair should explain these concerns to those individuals and organisations that need to be aware of the failing so that they can take appropriate action.

16.3 Where the DSCB remains concerned about progress made to improve, in addition to representation to the most senior individual(s) in the partner organisation, action will be taken by the DSCB to bring the matter to the attention of the relevant monitoring bodies and / or the relevant inspectorate, and, if necessary, to the relevant government department.

Appendix A

DSCB structure October 2015

