

# Board induction pack

Essex Safeguarding Children Board

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Information for Board Members, the voluntary sector, and all parties interested in the workings of the Board



April 2016

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## Welcome from Independent Chair, Simon Hart

Welcome to the Essex Safeguarding Children Board, this pack will provide you with background information, key roles and responsibilities, structure charts and information on sub-committees.

The Essex Safeguarding Children Board (ESCB) is a statutory multi agency organisation which brings together agencies who work to safeguard and promote the welfare of children and young people in Essex. The Children Act 2004 required every local authority to set up a Local Safeguarding Children Board. The ESCB is Essex's response to this.

The aim of the Board is to improve outcomes for children by coordinating the work of local agencies to safeguard and promote the welfare of children and ensuring the effectiveness of that work. The ESCB works with Essex County Council, Essex Police, Essex Probation, Education Services, Health Services and the Voluntary Sector. We also do work with the Southend and Thurrock Local Safeguarding Children Boards.

Members of the Board should be able to speak for their organisation with authority, make decisions on behalf of their organisation on policies or practice, and commit resources from their organisation to support the work of the Board. They must also on occasions be able to hold their organisation to account.

This pack is aimed at new members, although it may also be useful to existing members. New board members are encouraged to buddy up with an existing board member who will assist them in understanding the role and functions of ESCB.

If you have not done Safeguarding training for a while, a free e-learning package available on [website](#).

Members must attend regularly at business meetings and be willing to participate in annual development and training sessions.

Simon Hart  
Independent Chair

## Statutory functions of the Board

**Section 14 of the Children Act 2004** sets out the objectives of Local Safeguarding Children Boards, (LSCBs) which are:

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

**Regulation 5 of the Local Safeguarding Children Boards Regulations 2006** sets out that the functions of the LSCB, in relation to the above objectives under section 14 of the Children Act 2004, are as follows:

- (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:
  - (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
  - (ii) training of persons who work with children or in services affecting the safety and welfare of children;
  - (iii) recruitment and supervision of persons who work with children;
  - (iv) investigation of allegations concerning persons who work with children;
  - (v) safety and welfare of children who are privately fostered;
  - (vi) cooperation with neighbouring children's services authorities and their Board partners;
- (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;
- (c) monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;
- (d) participating in the planning of services for children in the area of the authority; and
- e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

The role of the LSCB is set out in [Working Together to Safeguard Children 2015](#)

## Essex Safeguarding Children Board

The Essex Safeguarding Children Board (ESCB) is a statutory multi-agency organisation which brings together agencies who work to safeguard and promote the welfare of children and young people in Essex. The ESCB works with Essex County Council, Essex Police, Essex Probation, Education Services, Health Services and the Voluntary Sector. We also work with the Southend and Thurrock Local Safeguarding Children Boards.

### The work of the ESCB includes:

- Developing multi-agency policies and procedures for safeguarding
- Participating in the strategic planning of children's services
- Communicating the need to safeguard and promote the welfare of children to professionals and the public
- Conducting Serious Case Reviews when a child dies or is seriously harmed and abuse or neglect is suspected
- Ensuring procedures to ensure a coordinated response to unexpected child deaths
- Collecting and analysing information about all child deaths that occur in the area to identify issues of concern
- Providing multi-agency learning and development opportunities to practitioners on safeguarding children

The ESCB has a Business Plan in place for 2015-2017. The Improvement Priorities are below and the full Business Plan can be accessed on the [ESCB website](#).

Local Safeguarding Children Boards must provide an Annual Report every year which summarises activities and impact on multi-agency safeguarding practice. The Annual Report can be accessed on [ESCB website](#).

<b>Improvement priority: 1</b>	Essex has effective arrangements for delivering and monitoring strategies for tackling Domestic Abuse, FGM, adult mental health and substance misuse
<b>Improvement priority: 2</b>	Robust partnership arrangements are in place to support the prevention and management of risk to young people. To include gangs, sexual exploitation, missing children, self-harm and online safety
<b>Improvement priority:3</b>	Effective arrangements are in place to respond to early signs of need including neglect.
<b>Improvement priority: 4</b>	ESCB is visible and influential through effective engagement with other agencies, partnerships, practitioners, voluntary and community sector, children , young people and their families and the wider community
<b>Improvement priority:5</b>	Essex has an effective LSCB which meets its statutory responsibilities and promotes a culture of challenge, accountability and shared learning

## Stay in touch

- Subscribe to ESCB Bulletin by emailing: [escb.comms@essex.gov.uk](mailto:escb.comms@essex.gov.uk)
- Follow us on Twitter @EssexSafeguards
- Add our website to your favourites [www.escb.co.uk](http://www.escb.co.uk)

## Structure of Board

### Structure and Membership

The structure of the Essex Safeguarding Children Board and its relevant sub-committees can be found in [Appendix A](#).

A list of full and associate member agencies can be found in Appendix B.

Individual members of the LSCB have a duty as members to contribute to the effective work of the LSCB. This should take precedence, if necessary, over their role as a representative of their organisation. Members of Essex Safeguarding Children Board and its sub-committees will be required to abide by a Partner Agency Agreement which outlines the roles and responsibilities of members.

The Apprenticeships, Skills, Children and Learning Act 2009 provided for the appointment of two representatives from the local community to sit on the Local Safeguarding Children Board. Essex Safeguarding Children Board has appointed four members to undertake this role. Their responsibilities relate to:

- Supporting stronger engagement in local child safety issues and contributing to an improved understanding of the LSCBs child protection work in the wider community.
- Challenging the LSCB on the accessibility by the public and children and young people to its plans and procedures.
- Helping to make links between the LSCB and community groups.

### Frequency of meetings

Essex Safeguarding Children Board will meet quarterly (4 times per year). The sub-committees also meet at least quarterly and the work of the sub-committees supports the achievement of the Board's Business Plan.

### Quoracy

The quorum for meetings of the Board is at least five full members representing at least four separate statutory agencies. No decisions can be made unless the meeting is quorate.

The quorum for a sub-committee is four full members representing at least three statutory agencies and no decisions can be made without the meeting being quorate.

### Confidentiality

All agenda, minutes and other documentation and all proceedings of the Board and sub-committees shall be treated as confidential, and can only be shared with the agreement of the Independent Chair of the LSCB.

### The Chair

The Essex Safeguarding Children Board has an Independent Chair, supported by the Vice Chair, who will ensure that the Board operates effectively and secures an independent voice for the

LSCB. He or She should have sufficient standing and expertise to command the respect and support of partners and act as a driving force for better safeguarding of children in Essex.

The Chair should act objectively and distinguish their role as LSCB Chair from any day-to-day role.

## **Accountability**

Essex Safeguarding Children Board is responsible for coordinating and ensuring the effectiveness of work undertaken by local agencies to safeguard and promote the welfare of children but it is not accountable for their operational work. Each agency retains their own existing lines of accountability for their services. Essex Safeguarding Children Board does not have the power to direct other organisations; however it will bring any concerns of the agencies to the attention of the Board.

## **Relationships**

Essex Safeguarding Children Board has a separate identity and will not be subordinated or subsumed within other strategic bodies. The LSCB will strive to develop useful relationships with other strategic bodies as well as agencies representing the Voluntary Sector.

## **Funding**

To ensure effective functioning of the LSCB, adequate and reliable resources will be required from all partner agencies i.e. monetary contributions and/or provision of staff, goods, services, accommodation to assist with the functioning of the LSCB and its sub-committees. Agency contributions will be reviewed on an annual basis.

## **Roles and responsibilities of Board Members**

Membership shall be at a senior level as possible reflecting the Working Together guidance stating that they should hold a strategic position within their organisation with respect to safeguarding and promoting the welfare of children and specifically Board members must be able to:

- Speak for their organisation with authority
- Hold their organisation to account
- Commit their organisation on policy and practice
- Take responsibility for ensuring that arrangements for the funding of the Board [be this in cash or in kind] are addressed within their own agencies and with reference to section 15 of the Children Act 2004.
- Ensure appropriate representation on the ESCB work streams as appropriate to their organisations.
- Prioritise attendance at Board and sub-committee meetings and ensure the attendance of a named and fully briefed deputy for them at meetings where they are unable to attend
- Ensure that there is an identifiable communication pathway between the ESCB and their own organisation and to be accountable for the effective dissemination of information between the ESCB and their organisations workforce.

- Ensure that key performance indicators in relation to safeguarding within their agency are disseminated to the Performance, Audit and Quality Assurance Sub-committee and that their agency provides detailed information in relation to these performance indicators to this sub-committee as required
- In the case of a Board member who represents a group of organisations the nominated representative will confer with those organisations to agree the arrangements for dissemination of information in a timely and effective manner

Four lay members (each covering approximately 3 district council areas) will operate as full members of the ESCB participating in associated activities to:

- a) Support stronger public engagement in local child safety issues and contribute to an improved understanding of the ESCB's child protection work in the wider community.
- b) Challenge ESCB on the accessibility by the public and children and young people of its plans and procedures.
- c) Help to make links between ESCB and community groups.

## Sub-committees

In order to assist the Board with discharging its wider responsibilities, the following sub-committees have been created;

- Business Management Group
- Strategic Child Death Overview Panel
- Performance, Audit & Quality Assurance Sub-Committee
- Serious Case Review Sub-Committee
- Communications Sub-Committee (joint with ESAB)
- Learning & Development Sub-Committee (joint with ESAB)
- Policy, Procedures and Practice Development Sub-Committee
- Child Sexual Exploitation & Missing Children Sub-Committee

In addition these two Partner Forums:

- Health Executive Forum,
- City, District and Borough Councils safeguarding leads group

Each sub-committee is comprised of a multi-agency membership and is chaired by persons at senior management level within their agency. Each sub-committee has a working mandate which is set out within their Terms of Reference.

The position of Chair and Vice-Chair will be reviewed annually with new nominations sought.

Other task groups may be established from time to time to undertake specific pieces of work on behalf of the LSCB.

### Links to other strategic groups

In addition to the sub-committees the Board also has links to other strategic groups including the Children's and Young People's Partnership, the Health and Wellbeing Board and the Essex Safeguarding Adult Board.

### Role of the Chair within the sub-committees

The Chair of the sub-committee will drive the progression of the work plan in line with the board's business plan. The chair will also attend the Business Management Group.

### Role and Function of the Sub-committees

Membership of sub-committees should include representation from all statutory agencies. Each sub-committee will contribute to the ESCB's annual report and business plan and may be tasked to undertake other specific activities as and when required by the ESCB.

## Business Management Group Terms of Reference

### Purpose:

- To provide scrutiny and oversight to the achievement of the ESCB Business Plan
- To monitor the ESCB budget
- To ensure that all administrative functions to support the ESCB are in place
- To highlight any risks to progress against the Business plan to the ESCB
- To receive reports from the sub committees quarterly to assess progress against the Business Plan
- To receive requests for general business papers to go to the ESCB and produce draft agendas for agreement by the Independent Chair
- To oversee the compilation of the annual report

### How will the Business Management Group fulfil its purpose?

- The sub-committee will meet quarterly for 2 hours in between ESCB meetings
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend
- Partner agencies will send a representative from their agency to each meeting

## Terms of Reference: Strategic Child Death Overview Panel

### Purpose:

Through a comprehensive and multi-agency review of deaths of Essex resident children the Child Death Review Panels for Southend, Essex and Thurrock aim to better understand how and why children in the locality die and use these findings to:

- identify the presence of modifiable or notable factors to be fed up into the national data collection
- identify lessons learnt and issues of concern or note
- consider in all reviews whether appropriate recommendations can be formulated
- provide feedback to the child's parents on occasions when this is considered appropriate
- review the follow up plans for the family

### The Strategic Child Death Overview Panel will:

- Oversee and monitor the implementation of the SET protocol on deaths in childhood in line with guidance in Chapter 5 of Working Together
- Evaluate the effectiveness of the child death review and rapid response process in Essex and make recommendations for improvements
- Monitor and advise the LSCBs on the resources and training required to ensure effective implementation of the protocol
- Ensure appropriate liaison is occurring between the child death review and serious case review processes for the three Safeguarding Boards

- Make recommendations regarding the development of the data collection in relation to each death
- Ensure the accurate identification of and uniform, consistent reporting of the cause and manner of every child death
- Review aggregated data on deaths occurring in Essex and analyse this information to identify trends and patterns related to the safety and welfare of children and wider public health and safety concerns
- Consider, with the Directors of Public Health how best to address any public health and safety matters identified through the course of review panel activity
- Consider recommendations developed by Local Review Panels and develop recommendations for improving practice based on the findings of local review panels and from their own investigations
- Report recommendations to the LSCBs for their endorsement and monitor the implementation of recommendations by Boards and their member agencies
- Undertake / commission – as appropriate – work in response to recommendations / lessons learnt
- Inform county wide strategic planning in the area by feeding in information to the Children and Young People’s Strategic Partnerships / Children’s Trusts and other bodies as appropriate
- Make national representations regarding the need for changes in legislation, policy and practice to promote child health and safety and prevent child deaths
- Cooperate with regional or national initiatives on childhood deaths as requested
- Develop a yearly work plan
- Provide yearly reports to the LSCBs, Children’s Trust (or equivalent) and other appropriate agencies on child death review and rapid response activity in Essex which include the aggregated death data

## Terms of Reference: Performance, Audit & Quality Assurance Sub-committee

### Purpose:

- To coordinate a multi-agency approach to evaluating progress on the implementation and impact of the five ‘Improvement Priorities’ as set out in the ESCB’s 2015 Business Plan
- To work proactively with agencies to identify trends and cohorts of children and young people at risk or in need of safeguarding
- Identify and resolve any inter-agency issues which raise barriers to an effective multi-agency safeguarding service for children and young people
- To ensure agencies understand their responsibilities regarding sharing information / intelligence in relation to safeguarding
- To share information and data that helps the ESCB understand the quality of safeguarding for children and young people in Essex and hotspots
- Agree the annual multi-agency audit programme
- Oversee the audit component of the multi-agency case audits (MACAs) and Serious Case Review action plans.
- Identification of reasons for data not submitted by agencies and escalate if appropriate

### **How will the PAQA fulfil its purpose?**

- The PAQA will meet on the second Thursday every two months in the morning for 2.5 hours
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend
- Partner agencies will send a representative from their agency where quality assurance, practice standards and audit are part of their role
- Each partner agency will provide data sets as requested by the PAQA
- Each partner agency will provide their annual single agency audit programme and key findings to PAQA
- Each partner agency will undertake multi-agency audits as part of the PAQA's multi-agency audit programme
- The findings from auditing activity will be used to make sure that safeguarding services in Essex are continuously improving
- PAQA members will make sure that learning from audits is used to improve the effectiveness and efficiency of the safeguarding service provided by their agency
- Reports informed by the findings from single and multi-agency auditing will be provided to the Essex Safeguarding Children Board, to support the ESCB in meeting the Five Outcome Priorities

### **Terms of Reference: Communications Sub-committee**

#### **Purpose:**

- Coordinate multi-agency communication strategy for SCRs and SARs including approach to the review and other high profile cases
- Agree media plan for promotion of safeguarding (consider specific themes)
- Consider means of developing a consistent way of delivering safeguarding messages to front-line practitioners
- Consider how to raise awareness among the general public and promote the ESCB website.
- Assessing Impact of communications and campaigns to include referral rates, rise in need and demand for training etc.

#### **How will the Communications Sub-committee fulfil its purpose?**

- The sub-committee will meet quarterly for 2 hours
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend
- Partner agencies will send a representative from their agency where communications and/or safeguarding are part of their role
- Arrange public awareness initiatives or campaigns focussed on safeguarding
- Respond to and give direction to media approaches to specific local or national issues or incidents, including SCR/SAR
- Actively promote good practice throughout Essex
- Support communications activities for the ESCB/ESAB and other sub-committees
- To be accountable for over-seeing public, partner and stakeholder communication and engagement

## Terms of Reference: Child Sexual Exploitation (CSE) & Missing Sub-committee

### Purpose:

The sub-committee aims to ensure that practitioners, young people and the general public, are supported through the implementation of robust CSE approaches so that vulnerable populations and victims of CSE are identified early and supported through and past their abusive experiences; that perpetrators of CSE are disrupted, where possible convictions secured and effective joint approaches implemented to reduce the incidence of CSE through collaborative action. The sub-committee will do this by evaluating the agreed data set, listen to the views of practitioners to hear issues of risk and best practice, hear what young people and families tell us about tackling CSE and supporting and protecting those children who go missing.

### How will the CSE & Missing Sub-committee fulfil its purpose?

- The CSE & Missing Sub-committee will meet bi-monthly for 2 hours, it is anticipated that the meeting will progress to quarterly as it becomes functioning and embedded.
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend.
- Membership is outlined below and partner agencies will send a representative from their agency where tackling child sexual exploitation and/or missing is part of their role

## Terms of Reference: Learning and Development Sub-committee

### Purpose:

- Develop and deliver multi-agency learning and development programmes that arise from ESCB and ESAB priorities in the Business plan, reviews and national and local priorities
- Monitor and evaluation of scope reach and impact of safeguarding training across agencies as well as ESCB and ESAB programmes
- Make use of innovative learning methods to ensure that training and learning activities are effective in influencing changes in practice
- Identify and act upon any gaps in learning provision

### How will the Learning and Development Sub-committee fulfil its purpose?

- The meetings (minimum quarterly) will take place in a venue to ensure representatives from as many partner agencies as possible can attend. Members may have the opportunity to participate virtually.
- Implementation of learning from the comprehensive audit of training responsibilities across agencies
- Development of a multi-agency learning and development programme that reflects the aggregated learning from SCRs, SARs, DHRs and other reviews in Essex and nationally
- To produce multi-agency quality standards for learning and development
- To promote a culture of continuous learning and improvement in line with the learning and improvement framework

- Develop and implement robust methods of learning evaluation including impact on practice
- Ensure effective use of resources to provide a multi-agency learning programme including cross cutting training initiatives where possible
- To plan and deliver an annual ESCB conference and ESAB conference in conjunction with the communications sub committee

## Terms of Reference: Policies, Procedures & Practice Development Sub-committee

### Purpose:

- Ensure that all safeguarding policies and procedures are current and compliant with statutory guidance and relevant to practice development

### How will the PPPD fulfil its purpose?

- The PPPD will meet quarterly for 2 hours
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend
- Develop inter-agency protocols on specific safeguarding areas, including those that may not fall within SET Procedures
- Provide a link to SET arrangements and make arrangements for local implementation
- Respond to all changes in national and local policy
- Identify gaps in safeguarding practices and procedures and implementing appropriate strategies
- Identify how new policies and procedures should best be communicated to frontline staff and managers usually via liaison with the Communications sub-committee
- Ensure that changes to policy and procedures influence practice development through monitoring and evaluation
- Work with SCR sub-committee to undertake 'lessons learnt' reviews, following the completion of every SCR, to identify required amendments to policy and procedure
- Ratify any other policies and procedures which may be developed by sub-stream workgroups, prior to presentation and approval by ESCB
- Agree the performance monitoring arrangements in respect of new ESCB / SET policy and procedure (including how compliance will be reviewed) and to undertake performance monitoring of policy and procedure in accordance with these agreements

## Terms of Reference: Serious Case Review (SCR) Sub-committee

### Purpose:

- Provide oversight to the commissioning and on-going management of all Serious Case Reviews commissioned by the Board
- Provide the oversight framework for Serious Case Reviews and other Case Reviews undertaken by Essex LSCB

- Review and make recommendations to the ESCB Chair on whether referred cases meet the criteria for a Serious Case Review and where cases do not meet the criteria, make recommendations in appropriate alternative action
- Determine the scope and Terms of Reference for each Serious Case Review in line with the local framework
- Oversee the learning and improvement framework for Essex LSCB
- Oversee the liaison with the National Panel regarding specific Serious Case Reviews commissioned by the LSCB
- Oversee the combined learning from Multi-Agency Audits, Multi-Agency Case Reviews and Serious Case Reviews

### **How will the SCR sub-committee fulfil its purpose?**

- The SCR Sub-committee will meet quarterly for 2 hours
- The meetings will take place in Chelmsford to ensure representatives from as many partner agencies as possible can attend
- The reviews will be conducted regularly, not only on cases which reach statutory criteria, but also on other cases which can provide useful insights into the way organisations are working together to safeguard and protect children
- The reviews will look at what happened in a case, why and what action will be taken to learn from the review findings
- As a result of any review, to action results in lasting improvements to services which safeguard and promote the welfare of children and help protect them from harm
- There is transparency about the issues arising from individual cases and the actions which organisations are taking in response to them, including sharing the final reports of Serious Case Reviews with the public

## **Terms of Reference: City, District and Borough Safeguarding Leads Group**

### **Purpose:**

- To drive forward best practice in safeguarding, across City, District and Borough councils in Essex.
- To ensure that policies processes and systems in City, District and Borough councils in Essex are in line with statutory requirements and national developments.
- To maximize opportunities to share good practice and learning from SCR's, Adult Case Reviews, DHR's and general safeguarding issues
- To ensure that City, District and Borough councils in Essex have robust training and workforce development strategies in place.

### **How will the CDB Group fulfil its purpose?**

- By having a clear, two-way communication channel with the ESAB and ESCB
- By taking a strategic lead for safeguarding in its broadest context within the work of the

- City, District and Borough councils (CDB's)
- By ensuring that all CDB councils are supported in developing robust safeguarding arrangements.
  - By ensuring that CDB's in Essex are aware of Safeguarding Adult Review and Serious Case Review activity happening across Essex and that recommendations from these relating to councils are put into action and audited, where appropriate via collective action
  - By supporting the performance management role of ESAB and ESCB within the context of CDB's
  - By agreeing and committing to CDB's representation at ESAB and ESCB
  - By reviewing the ESAB and ESCB Business Plans and agreeing how actions should be taken forward by CDB's in Essex
  - By providing the forum via which new joint policies and procedures for CDB's in Essex are consulted on, agreed and distributed

## Terms of Reference: Health Executive Forum

### Purpose:

- To act as the leadership forum for safeguarding for the NHS on behalf of the Essex Safeguarding Children Board and Essex Safeguarding Adults Board
- To act as a conduit to / from the main board to ensure that all items relevant to health services have appropriate input from the NHS and that the wider business of the safeguarding boards is disseminated into the NHS
- To take forward any projects or actions collaboratively as required by the main board.

### How will the HEF fulfil its purpose?

- The HEF will meet bi-monthly for 3 hours
- The meetings will take place in Chelmsford to ensure representatives from health agencies – providers and commissioners - can attend
- Health agencies will send a representative from their agency
- To provide assurance to and be accountable to the Essex Safeguarding Boards and to ensure that appropriate information is shared with the Board.
- Maintain a clear communication pathway for health representatives with the ESCB and ESAB and to be a conduit between the board and partners.
- To be the strategic lead for co-ordination within the Health Service for safeguarding adults and children in its broadest context.
- Ensure providers & commissioners are supported in developing robust safeguarding arrangements.
- Review standards of practice in safeguarding in the Health Service across Essex “Ensure via audit and other means that safeguarding across the NHS in Essex is compliant with the Care Act and associated statutory guidance, Working Together, safeguarding board policies and practice guidance as well as guidance issued by NHS England”.
- Ensure there is awareness across health services of Case Review (SCR and SAR) and Serious Incident activity across Essex. The forum will also ensure that health recommendations from reviews are actioned and audited, where appropriate via collective action.

- Ensure that the safeguarding boards are sighted on key and emerging safeguarding risks in health services and develop appropriate early warning mechanisms for emergent risks.
- Support the performance management role of the safeguarding boards within the health context.
- Agree and provide health representation for the Essex Safeguarding Boards beyond standing roles.
- Review the safeguarding board business plans and agree and support actions being driven forward by health organisations.
- Be a forum for discussion concerning potential policy change within health prior to recommendation to the safeguarding boards.
- Facilitate multi-agency working with other partners on the safeguarding boards.
- Maintain an overview of the wider supporting governance arrangements for safeguarding within individual organisations, localities and the wider NHS
- To be the forum via which new joint policies and procedures for health agencies are consulted on, agreed and distributed.

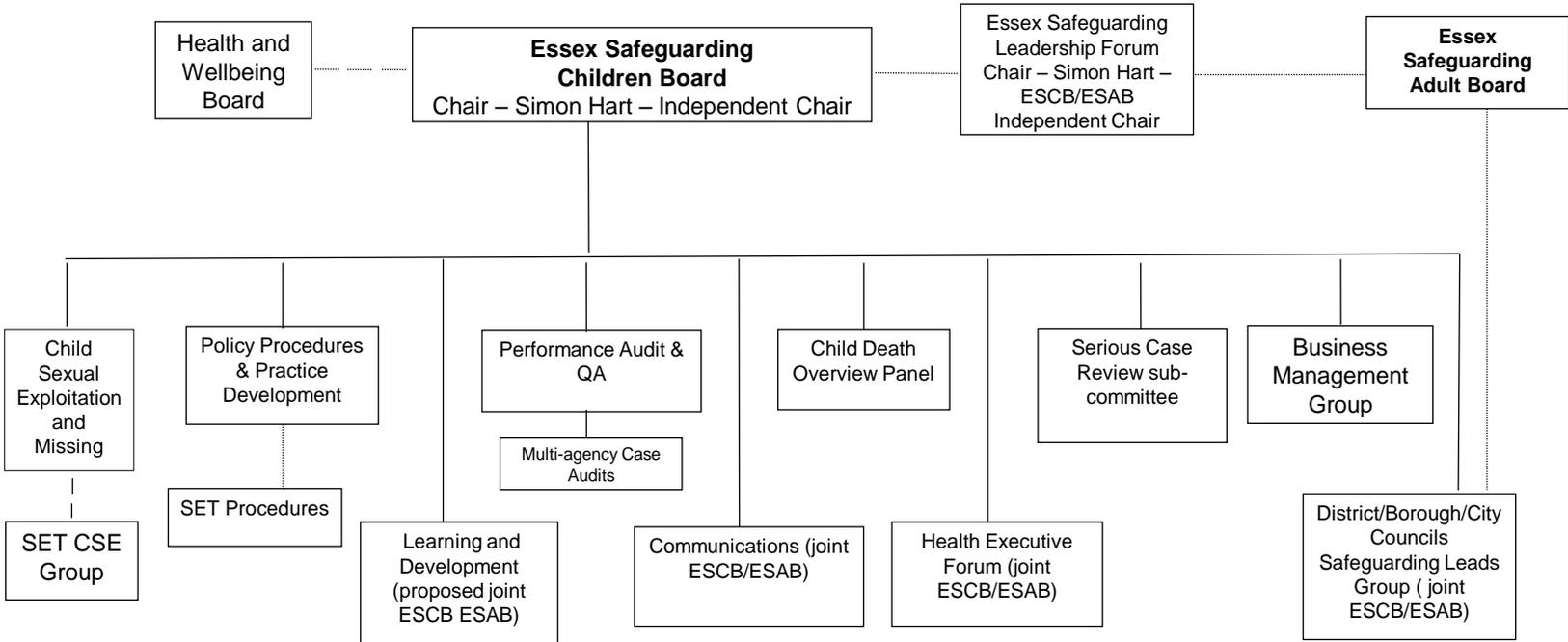
NB: In relation to the last bullet point it is the responsibility of the agency representative on this committee to ensure that any draft policy and / or procedure received is subject to appropriate consultation across their organisation and on receipt of an agreed policy and / or procedure that action is taken to ensure ratification, dissemination and implementation.

## Business unit

<p><b>Alison Cutler</b>  <b>Business Manager</b>  <a href="mailto:Alison.cutler@essex.gov.uk">Alison.cutler@essex.gov.uk</a></p>	<p>Overall Board Manager and Manager of the ESCB Business Support Team. Responsible for developing and ensuring the effectiveness of Board business processes including the annual report, business planning and the ESCB’s statutory duties, as well as raising the profile of the ESCB via its communications activities.</p> <p>Advisory and support role to the Chair and link between the ESCB and other strategic groups across the partnership. Key role is to build relationships with partner agencies to facilitate effective multiagency practice.</p> <p>Attends local, regional and national safeguarding forums to share best practice.</p>
<p><b>Karen Hammett</b>  <b>Practice Development Manager</b>  <a href="mailto:Karen.hammett@essex.gov.uk">Karen.hammett@essex.gov.uk</a></p>	<p>Responsible for Board activity in relation to learning and development, policy and procedure, implementation of Board serious case review learning and development recommendations, relations with the voluntary and community sector and providing advice and guidance on practice development.</p> <p>Supports the Learning &amp; Development and Policies Procedures &amp; Practice Development sub-committees and SET Policy and Procedure Group.</p> <p>Links with all the local Stay Safe groups.</p> <p>Supports working groups related to learning and development, policy, procedure and practice development, represents the Board on partnership forums such as the ‘Safeguarding through Sport’ group.</p>
<p><b>Janet Levett</b>  <b>Serious Case and Child Death Review Manager</b>  <a href="mailto:Janet.levett@essex.gov.uk">Janet.levett@essex.gov.uk</a></p>	<p>Responsible for overseeing the Serious Case Review and alternative review processes; including project management of all reviews; co-ordination and administration for panel meetings; collation and presentation of information for the panels; point of contact for multi-agency partners in SCR and alternative review processes.</p> <p>Responsible for the management of child death review activity across Essex, Southend and Thurrock Boards including conduct of reviews, creation of CDR Annual Report, monitoring of the implementation of recommendations and coordinating Board activities to disseminate and respond to identified themes and trends and corresponding recommendations.</p> <p>Supports the Strategic Child Death Overview Panel and Local Child Death Review Panels.</p>
<p><b>Kay Pountney</b>  <b>Performance Analyst</b></p>	<p>Responsibilities are to provide relevant multi-agency performance data and analysis to the Board in relation to safeguarding effectiveness. This includes the publication of a quarterly multi-agency performance dashboard and more in-</p>

<p><a href="mailto:Kay.pountney@essex.gov.uk">Kay.pountney@essex.gov.uk</a></p>	<p>depth analytical reports, whose purpose is to highlight risk areas in support of the Board’s challenge function.</p> <p>Co-ordinates the Section 11 Safeguarding Audit process.</p>
<p><b>Stephanie Rosser</b>  <b>Senior Communications Officer</b>  <a href="mailto:Stephanie.rosser@essex.gov.uk">Stephanie.rosser@essex.gov.uk</a></p>	<p>Communications lead for the ESCB, responsible for raising the profile of the Board among partners, the community and voluntary sector and externally. Maintains and develops the website, newsletter, Twitter account and supports the annual conference and other events.</p> <p>Manage awareness raising campaigns as directed by SCR and CDR groups.</p> <p>Responsible for production and dissemination of materials including training brochure and other publicity items.</p>
<p><b>Julie Vickers</b>  <b>Project Officer</b>          (Currently being covered by Glykeria Anyfanti)  <a href="mailto:Glykeria.Anyfanti@essex.gov.uk">Glykeria.Anyfanti@essex.gov.uk</a></p>	<p>Provides administrative support to all Board activity and Board managers.</p> <p>Administers all sub-committee meetings except for SCR and CDR. Monitors the Board budget with specific project work.</p>
<p><b>Alexandra Stebbings</b>  <b>Project Officer</b>  <a href="mailto:Alexandra.Stebbing@essex.gov.uk">Alexandra.Stebbing@essex.gov.uk</a></p>	<p>Monitors and tracks the recommendations from all Serious Case Reviews and incidents.</p> <p>Administers the Serious Case Review sub-committee and Panels.</p> <p>Provides administrative support for all aspects of the Serious Case Review process.</p>
<p><b>Vanessa Rooke</b>  <b>Training Administrator</b>  <a href="mailto:Vanessa.Rooke@essex.gov.uk">Vanessa.Rooke@essex.gov.uk</a></p>	<p>Centrally administers the Board’s training including booking course venues, dealing with application forms, allocating places, issuing invoices/receipts, sending online evaluations after the course and issuing certificates of attendance.</p>
<p><b>Karen Jukes</b>  <b>CDR Administrator</b>  <a href="mailto:Karen.jukes@essex.gov.uk">Karen.jukes@essex.gov.uk</a></p>	<p>Administrator for Child Death Reviews</p> <p>Receiving, sending out and collating notifications, discharge summaries and post mortems for the child death review panel. Ensuring all paperwork is accurate and in order to assist the panels in reviewing child deaths.</p>

# APPENDIX A: ESCB STRUCTURE CHART – April 2016



North East Stay Safe Group | Mid Essex Stay Safe Group | South Essex Stay Safe Group | West Essex Stay Safe Group



## Appendix B

In accordance with Working Together 2015 and section 13 Children Act 2004, voting, full membership of ESCB will include senior representatives from the organisation/services below:

- Independent Chair-Simon Hart
- Executive Director for People Commissioning (being the designated Director of Children's Services.)
- Executive Director of Family Operations
- Director of Commissioning: Education and Lifelong Learning
- Senior Officer from Essex Adult Social Care
- Chief Executive NHS England
- Chief Operating Officer of a CCG
- NHS Provider representative
- Assistant Chief Constable Essex Police
- CAFCASS
- Chief Executive Essex Probation Community Rehabilitation Company
- Chief Executive Officer National Probation Service
- One Voluntary sector representative
- Essex YOT
- Four Lay Representatives
- Chief Executive representing District, Borough and City Councils
- Military Corrective Training Centre
- 5 Schools representatives – across primary, secondary, independent and special schools
- Crown Prosecution Service
- A Nomination from the District, Borough and City Councils (being Chair of the District Councils Safeguarding Leads Group)
- Representative of the Office of the Police and Crime Commissioner for Essex.

In addition, the following organisations/representatives have agreed to become associate members of the Board to receive minutes from the ESCB and attend where requested:

- Essex Safeguarding Adults Board
- UK Border Agency
- Essex Fire and Rescue Service

- Armed forces in Essex
- Essex Drug and Alcohol Team
- Leisure Services
- Essex Ambulance Trust
- Housing authorities
- Faith Communities

In addition the Lead Member for Children's Services attends board as participating observer in accordance with Working Together 3.66