



Kent Safeguarding Children
multi-agency partnership

KSCMP Executive Board Terms of Reference

October 2024

1. Purpose and Objectives

- 1.1 The arrangements in Kent for complying with our multi-agency obligations to safeguard children, as required by Working Together 2023¹, are laid out in the Kent Safeguarding Children Multi-agency Partnership Arrangements². These terms of reference should be read in conjunction with the Arrangements.
- 1.2 Each Lead Safeguarding Partner (LSP) has a named Delegated Safeguarding Partner (DSP) who together form the KSCMP Executive.
- 1.3 The primary objective of the Kent Safeguarding Children Multi-agency Partnership (KSCMP) Executive Board is to provide the ongoing strategic direction for the Partnership and ensure the LSPs are kept apprised of Partnership activities and developments. Key decisions made by the Executive will be reported to the LSPs via the regular established channels, as well as on an exceptions basis if required. In addition, each Executive member will be responsible for ensuring appropriate reporting and escalation to their agency LSP through internal organisational channels.
- 1.4 The purpose of the KSCMP Executive Board is to ensure:
- that the legal requirements of Working Together 2023 are met;
 - that children are safeguarded and receive the support that they require in a timely and appropriate manner;
 - that all agencies that contribute to safeguarding activity are clear and work to their responsibilities; also that they receive the relevant training and information;
 - that risks, issues, challenges and emerging priorities are escalated to the LSPs; and
 - that the public have confidence in the ability of relevant professionals to keep children safe.
- 1.5 The objective of the KSCMP Executive Board is to ensure that the functions of the Safeguarding Partners and Relevant Agencies are effectively discharged as required by Working Together 2023. The Executive Board will focus on:
- leading safeguarding activity in Kent;
 - hearing the voice of the child and responding in an appropriate and timely manner to the issues they raise;
 - developing and maintaining first-rate practice in all agencies;
 - reflecting on the lessons learnt from local and national Child Safeguarding Practice Reviews and responding to the requirements of the Department for

¹ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

² <https://www.kscmp.org.uk/about-kscmp/new-arrangements>

Education (DfE) to convene and report on Local Child Safeguarding Practice Reviews (LCSPRs);

- overseeing the creation of a process of continual improvement that affords the opportunity to review local performance data on key safeguarding activity, consider unwarranted variance in performance and access emergent safeguarding issues identified by further analysis of this information;
- developing and applying an assurance framework to facilitate the process of scrutiny and to respond effectively to the analysis and recommendations from the Independent Scrutineer;
- embedding systems and processes to provide robust scrutiny and challenge across the safeguarding community including within partner agencies;
- ensure effective communication regarding the work of the Partnership, so that agencies are aware of developments and best positioned to facilitate cohesive collective working e.g. via the dissemination of the Executive Circular
- producing an annual report; and
- reviewing the local arrangements on a regular basis.

1.6 Through the delivery of these objectives the KSCMP Executive Board will be able to establish an understanding of how well children’s safeguarding, as a whole system, is performing, and direct activity to improve outcomes for children.

2. Leadership and Chairing

2.1 The KSCMP Partnership Chair will rotate through the DSPs on a bi-annual basis. Kent Police will chair until July 2025, Kent County Council will chair July 2025-2027, and Kent and Medway ICB will chair July 2027-29. The cycle will then repeat.

2.3 The responsibilities of the chair are to:

- chair the meetings of the KSCMP Executive Board;
- provide a report from the KSCMP Executive to the LSP meeting, including an overview of key decisions and activities, risks and challenges, and response to findings and recommendations from independent scrutiny;
- escalate key issues or risks to the LSPs through regular channels and by exception when required;
- work with the KSCMP Business Team to develop agendas and approve draft minutes;
- be the strategic point of contact with the national Child Safeguarding Practice Review Panel (CSPRP)³ in respect of matters regarding LCSPRs and any other related issues;
- report to other strategic bodies on request or in response to specific legislative requirements; and
- represent the KSCMP at national and local events.

³ <https://www.gov.uk/government/organisations/child-safeguarding-practice-review-panel>

3. Working Arrangements of the KSCMP Executive Board

- 3.1 The KSCMP Executive Board will meet on a bi-monthly basis. Meetings will be arranged on a yearly basis by the KSCMP Business Team. Executive Members are to prioritise these meetings in their diary commitments, in order to ensure, and provide effective leadership regarding, the requisite and timely response to Partnership matters.
- 3.2 Minutes will be circulated no more than 10 working days after the meeting, following approval from the KSCMP Executive Board Chair.
- 3.3 Agendas and papers will be circulated at least one week before the meeting. Executive Members will be required to have read these papers prior to their attendance at Board meetings.
- 3.4 Administration and support for the KSCMP Executive Board will be provided by the KSCMP Business Team.
- 3.5 Meetings will only be quorate if all three DSP Executive Board members attend. Where this is not possible the planned meeting will be rearranged at the earliest possible opportunity. In order for the full meeting to remain quorate and for the avoidance of any potential confusion, Executive Members will need to attend these meetings in their entirety.
- 3.6 Substitution for the DSP Executive Board members is only acceptable as an exception. In this exception the officer substituting must have the authority to make decisions on behalf of the substantive DSP. Where the substitute cannot provide this level of authority, the meeting will not be quorate, and the process described in 3.5 above will apply.
- 3.7 Meetings will provide a regular and formal opportunity for the KSCMP Executive Board members to develop assurance regarding the effective delivery of the requirements placed on the Partnership, including:
- developments in safeguarding activity in-line with national guidance and in respect of local conditions;
 - hear the views of children and their families in regard of the support they receive and respond accordingly to their comment;
 - evaluate and quality assure performance across the safeguarding system;
 - challenge each other and relevant agencies regarding the efficacy of local delivery and the degree to which statutory duties are being met;
 - receive updates on the lessons learned from local and national CSPRs, endorse locally recommended actions and be assured that the required actions have taken place or, where this is not the case, that methods of mitigation or remedial activity is in place;

- agree the level of agency funding necessary to sustain the safeguarding partnership and deliver the levels of activity required;
- use agency contributions to commission training and other strategic activity to improve safeguarding and promote the welfare of children in Kent; and
- develop and endorse an annual report.

4. Membership

4.1 The KSCMP Executive are:

- Assistant Chief Constable, Kent Police – Simon Wilson
- Corporate Director Children, Young People and Education, Kent County Council – Sarah Hammond
- Chief Nurse, NHS Kent and Medway Integrated Care Board – Paul Lumsdon.

The Executive will be expected to:

- speak with authority for the safeguarding partner agency they represent;
- make decisions on behalf of their organisation or agency and commit them on policy, resourcing and practice matters;
- hold their own organisation or agency and the other safeguarding partners to account regarding how effectively they participate and implement the local arrangements; and
- share relevant updates and information from other partnership bodies (as outlined in Section 13 of the KSCMP arrangements).

4.2 In response to the requirement of Working Together 2023 to involve education at the strategic level of the Partnership, two Kent school headteachers will become advisory members of the KSCMP Executive Board. They will provide their expert views and are not expected to represent or speak on behalf of all schools or education in Kent. They will act in an advisory capacity, enabling the KSCMP Executive to consider a school perspective in their discussions. The school members:

- Will be non-voting members of the Executive Board. Whilst most decisions are made collaboratively and through discussions, there are occasions where a majority vote is required – in this instance only the statutory Safeguarding Partners will be voting members.
- Will not be counted for quoracy of KSCMP Executive Board meetings – to be quorate all three of the Safeguarding Partners must be present.
- Will not be included in the KSCMP Partnership Chair rotation – only the three statutory Safeguarding Partners can fulfil this role.
- Will not be included in Serious Incident Notification (SIN) discussions, where the statutory Safeguarding Partners determine whether an incident will result in a SIN being submitted.

Where the school members cannot attend a meeting, alternative representation of education from another education leader will be acceptable.

4. The KSCMP Executive Board meetings will also be attended by:

- KSCMP Independent Scrutineer,

- KSCMP Business Team,
- Chair of the KSCMP Education Safeguarding Group where appropriate to the agenda.

5. Relationships with KSCMP Sub-Groups within the KSCMP Architecture

- 5.1 To effectively deliver the priorities of the Safeguarding Partnership, work may be delegated to a group within the Partnership architecture if its functions deem it appropriate to do so.
- 5.2 Groups convened under the auspices of the KSCMP Executive Board will be subjected to specific terms of reference as well as undertaking the activities described in the KSCMP Scrutiny and Assurance Framework⁴.
- 5.3 Group chairs will attend the KSCMP Executive Board, if required, to report progress towards agreed priorities and on key developments and to respond to any requisite issues arising.

6. Escalation

- 6.1 Should the minutes of the KSCMP Executive Board meetings record a dispute between members, the following process of escalation will be followed as described in Section 11 of the KSCMP Arrangements.
- 6.2 The KSCMP Executive's have a responsibility to escalate challenges, issues or risks of concern to the LSPs. A standing agenda item of the meetings will be to consider whether any item requires escalation to the LSPs, whether at the next routine planned update or as an urgent matter.

7. Ratification, Review and Refresh

- 7.1 These terms of reference will be agreed by KSCMP Executive Board members and reviewed annually or specifically in respect of any relevant legislative change that effects the operation of the Partnership.
- 7.2 The LSPs shall approve the terms of reference of the KSCMP Executive Board.

⁴ <https://www.kscmp.org.uk/about-kscmp/frameworks>