

# Terms of Reference for the Significant Incident Review Group

## Background

The Lincolnshire Safeguarding Children Partnership has agreed the following strategic priorities for the 2018-2021 Business Plan:

- *Tackling Child Exploitation*
- *Enhancing the Emotional Wellbeing of Children and Young People*
- *Promoting Healthy Relationships*
- *Working Together to Recognise Risk Making Behaviours*
- *Identify and Reduce the Impact of Neglect on Children and Young People.*
- *Identify and Reduce the impact of Domestic Abuse on Children, Young People and their Families*

## Purpose

Professionals and organisations in Lincolnshire with a role in protecting children, need to reflect on the quality of services and learn from their own practice and that of others. Good practice should be shared so that there is a growing understanding of what works well. Equally, when things go wrong, there needs to be a robust and objective analysis of what happened and why, so that lessons can be learnt and services improved to reduce the risk of future harm to children.

Purpose of the group is to oversee all open serious incident cases (including serious case reviews commissioned under *Working Together to Safeguard Children 2015*), the associated action plans and consider examples of good multi-agency practice.

The group will report into the Strategic Management Group via the LSCP Business Manager.

## Objectives

- Share and reflect on good practice so that there is a growing understanding of what works well.
- To receive Rapid Reviews, Learning Reviews, National Reviews and action plans.
- Review and monitor progress of action plans.
- Take learning back to organisations to improve future practice and services to reduce the risk of future harm to children.
- Drive improvements to safeguard and promote the welfare of children.
- Make recommendations for multi-agency learning events based on the findings from case reviews.
- To learn together, as a group, to ensure that when serious cases arise, there are good processes in place to ensure an effective response.

## Expectations

- All members will feed information back into their service or organisation, and those they represent.
- All members will participate in the work of the sub-group, whether directly or through identifying resources within their organisations.
- The Chair and LSCP Business Manager will meet 2 week prior to the meeting to set the agenda.
- Papers and agenda will be circulated no less than 7 days before the meeting

- The action log and draft minutes will be circulated no later than 10 working days after the meeting.
- A confidentiality agreement will be signed by each member of the group and held by the LSCP team.

## Meetings and attendance

Meetings will be scheduled monthly to allow for the Rapid Review to take place as and when required. The decision to cancel a meeting, will be agreed by the Chair and LSCP Business Manager. As a minimum, the meetings will be bi-monthly.

## Quoracy

To be Quorate; the Significant Incident Review Group will require, in addition to the Chair, the presence of 3 members of the group representing at least Police, CCG and Children's Services.

In order to ensure the group is quorate and business can be effectively delivered, all agencies are expected to be represented by one member of staff who has an understanding of the strategic priorities relating to Significant Incident Reviews. Where attendance of one named member is not possible, it is expected that a suitable deputy be identified, and that they are properly briefed by the group member to ensure active contribution. Representation at the sub group is expected to be no less than 75%

## Membership

Sub-Group Membership		
Role	Name/	Agency
Head of Education Support	John O'Connor (Chair)	LCC, Children's Services Education
Consultant Nurse Safeguarding, Public Protection & Mental Capacity	Liz Bainbridge (Vice-Chair)	LPFT
Service Manager	Andy Cook	LCC, Children's Services YOS
Named Nurse for Safeguarding	Gemma Cross,	LCHS
Senior Probation Officer-Offender Management PPU3, MAPPA, Safeguarding Children	Beccy Leachman	NPS
Children's Health Lead Nurse Safeguarding	Claire Saggiorato	LCC, Children's Health
Named Nurse for Safeguarding Children and Young People	Elaine Todd,	ULHT
Serious Case Review Author	Perce Bosworth/Helen Bennett	Police
Head of Safeguarding Children	Nicola Wilkinson	CCG
Designated Doctor for Safeguarding Children, Looked After Children and Adults	Julian Saggiorato	CCG, Designate Doctor
Manager of Flex Team 5 – Lincoln and Louth	Matthew Morrissey	CRC
Assistant Director	Roz Cordy,	LCC, Children's Services

In Attendance		
Role	Name/Role	Agency
Business Manager	Clare Rowley	LSCP
Legal Adviser	Toni Geraghty	Legal Services Lincolnshire

**Deputies**

Members are expected to attend, but named deputies are to be provided, and are to attend and be briefed on the groups' business, only if necessary.

**Approval**

Date	Status	By
31.01.19	Approved	SIRG
25.06.19	Addition of quoracy. LSCB to LSCP. Approved.	SIRG
27.05.20	Membership updated. Approved.	SIRG