

# Terms of Reference for the Policies, Procedures, Education and Training Subgroup

## 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

To develop, review and maintain Policy, Procedure, and Training and Education resources for professionals. The resources are required to support and promote the welfare of children in Lincolnshire, through enhanced practice and increased accountability.

## Principals

- Members should have regard for the LSCP learning and improvement plan, the LSCP training plan, and through the group, work to support and ensure that the LSCP training plan annual objectives are delivered.
- All output from the sub group will ensure that the welfare and the importance of the voice of the child is at the centre of decision making.
- The complexity and urgency of the work professionals do should be recognised.
- All activity will be aimed at ensuring the workforce is suitably skilled and supported to deliver the best for children, young people and their families.

## Objectives

- Through its function, the group will promote effective working relationships between member agencies, professional groups, and voluntary organisations.
- The group will provide support and guidance to aid the development, review and maintenance of multi-agency policies in Lincolnshire.
- To coordinate, develop, monitor and evaluate all education and training provisions delivered by the LSCP, and to review its effectiveness.
- To facilitate shared learning and gain a better understanding of developments in policy and training which have come about in response to changes in legalisation, the changes in service needs, and the implication of Serious Incident Reviews.
- Be responsible for reporting to the operational delivery group on an annual basis, or when required.
- To fulfil the identified strategic priorities in the LSCP business plan

## Expectations

- All actions from sub group meetings to be finalised/rationalised and fed back via the action log 10 days prior to the next meeting.
- The sub group will meet a minimum of 6 times per year.
- The action log and draft minutes will be circulated no later than 10 working days after the meeting.
- Agenda and papers will be ready no less than 7 days prior to the meeting.
- Draft minutes, action log, agenda and papers will be uploaded to the website no less than 7 days prior to the meeting.
- All output and activity from the sub group will be ratified at the subsequent SMG meeting.
- Actions will be completed in time for the following meeting of the sub group
- In order to ensure the group is developing, reviewing and maintain Policy, Procedure, and Training and Education resources for professionals in a timely manner. It is an expectation of the sub group that any materials produced will not require tabling on more than two occasions.
- Mobile phones will not be answered without prior consent of the chair at the beginning of the meeting.

## Membership

The subgroup can invite and co-opt temporary membership in order to develop and deliver a particular piece of work. This co-opted member does not hold voting rights.

Membership is to consist of:

Sub-Group Membership	
Name/Role	Agency
James Hoyes (Chair)	Lincolnshire Police
TBC (Vice Chair)	TBC
Carol Drury	SHDC – District Councils rep
Mary-Ann Round	LSCP Learning and Development Officer
Philippa Gallop	LCC Children Services
Sylvia Wilkinson	LCC Children's Health
Laura Evans / Elaine Todd	ULHT
Anna Thomas	LCHS
Kayleigh Cheltenham	LPFT
Nicola Wilkinson	Lincolnshire CCG
Matthew Morrissey	Probation Service
Kevin Baker	LSCP Lay Member
Susan Otter	LCC Early Years
Sarah West	LCC Adult care
Ruth Fox	LCC Education
TBC	Voluntary Sector
Natalie Watkinson	Safer Communities
Emma Hewson	SSAFA
Rebecca Wood	We Are With You

## Governance

- The LSCP AGM will appoint the Chair and members of this sub-group.
- The group will fulfil, as appropriate the identified strategic priorities in the LSCP business plan.
- The Chair will provide a report on the work of the group in advance of each ODG and SMG meeting of the LSCP and provide a report to assist in the preparation of the annual report and AGM.

## Quorum

To be Quorate the Sub group will require, in addition to the Chair, the presence of 3 members of the group representing at least 2 different core agencies. For the purpose of this group, those agencies are Police, Health and Social care.

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 Policy, Procedure, Education and Training. 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%

## Approval

Date	Status	By
July 2018	Approved	PPET sub-group
August 2020	TORs reviewed & approved; CCGs amended to Lincolnshire CCG; changes to Children's Services, LCHS and LPFT membership; Youth Offending amended to Future4Me.	PPET sub-group
March 2022	Updated – Chair and membership	Jo O'Boyle, LSCP