



# **Warrington CCG Operational Safeguarding Children Health Forum Terms of Reference**

## **1 Introduction**

- 1.1 The Operational Safeguarding Children Health Forum (the Health Forum) is established within the Safety Committee structure in accordance with Warrington Clinical Commissioning Strategic Safeguarding Clinical Forum's constitution (the Clinical Forum), standing orders and scheme of delegation and Warrington Safeguarding Children Board (WSCB) constitution.
- 1.2 The Forum is approved as a sub group of the Warrington Safeguarding Children Board and therefore the chair of the Forum is a member of the WSCB.
- 1.3 These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Forum.

## **2 Membership**

- 2.1 Chair – Designated Doctor/Paediatrician for Safeguarding Children. In the absence of the Designated Chair, the role of may be taken by any other Group Member as agreed by those present.
- 2.2 Core Members:
  - Designated Nurse for Safeguarding Children Warrington
  - Lead/Specialist Nurse for Children in Care (CIC) the Bridgewater Community Healthcare NHS Trust (BCHT)
  - Designated Doctor/ Paediatrician
  - Named Doctor for Bridgwater Community Healthcare NHS Trust
  - Designated Doctor for Children in Care
  - Named Nurses, Doctors and Safeguarding Leads from Warrington and Halton Hospitals NHS Trust (WHHFT)
  - Lead Nurse Bridgewater Community Healthcare NHS Trust
  - Lead Nurse 5 Boroughs Partnership NHS Trust
  - Named General Practitioner for Safeguarding Children Warrington

- 2.3 Invitations may be extended to any appropriate personnel to attend and provide evidence, information or expert advice to the Forum.
- 2.4 If unable to attend a meeting a core member must, wherever possible, nominate a deputy who has full authority to act on their behalf, to attend the Forum in their place.

### **3 Secretary**

- 3.1 The Designated Nurse and secretary will be responsible for managing the Health Forum and for drawing the Health Forum's attention to best practice, national guidance and other relevant documents, as appropriate.
- 3.2 The Forum secretary will be responsible for:
  - Preparation of the agenda in conjunction with the Chairman and the Designated Nurse;
  - Minuting the proceedings and resolutions of all meetings of the Forum, including recording the names of those present and in attendance. Minutes shall be circulated promptly to all members of the Forum;
  - Keeping a record of matters arising and issues to be carried forward; and
  - Advising the Forum on pertinent areas.

### **4 Quorum**

- 4.1 The quorum for a Health Forum meeting shall be when the following are present:

Warrington Clinical Commissioning Group (CCG) Designated Nurse, Designated Doctor/Paediatrician for Safeguarding Children and at least two other clinicians representing Provider and CCG Member practices.
- 4.2 If a quorate member of the Health Forum should be required to leave prior to the conclusion of the meeting, the chair should confirm that the meeting is still quorate or not. If the meeting is no longer quorate, it may continue, but decisions will have to be ratified at the next meeting.
- 4.3 A duly convened meeting of the Health Forum at which a quorum is present shall be competent to exercise all or any of the authorities' powers and discretions vested in or exercisable by the Health Forum.
- 4.4 The Forum may on occasion take a decision by email provided that:

- The decision taken is by quorum of the Forum as laid down in its Terms of Reference;
- If the decision is one which requires a vote, it shall be at the discretion of the Chair to decide whether use of email is appropriate;
- The decision is reported to the next meeting and is minuted;
- The e-mails reflecting the decision are copied to all members of the Forum, are printed, appended to the minutes and are retained on file.

## **5 Frequency and Notice of Meetings**

5.1 The Forum shall meet on a bi-monthly basis. Additional formal or informal meetings may be arranged and convened by the Chair.

5.2 Meeting papers must be sent out 7 days (5 working days) in advance of the meeting.

## **6 Remit and Responsibilities of the Forum**

### **6.1 Remit:**

- To consider Safeguarding Children's actions and issues across **health** organisations in Warrington and provide information and assurance to:
  1. The Warrington CCG Governing Body via the Quality Committee and Clinical safeguarding governance structure.

### **6.2 Responsibilities:**

- To ensure that common health related aspects of safeguarding children and young people are identified, actions agreed and issues highlighted to the CCG and Safeguarding Boards.
- To ensure that the 'Voice of the Child' is considered by health organisations in Warrington (NHS and non-NHS).
- To ensure up-to-date coordinated internal procedures and guidance for safeguarding/child protection is in place for all NHS organisations in Warrington.
- To seek assurance from providers/commissioners that policies and procedures are audited to demonstrate effectiveness.
- To monitor the implementation of Serious Case Review, Health Domestic Homicide Reviews, Child Death Panel, Recommendations

and Action Plans as related to health services and take actions as needed to ensure plans are effectively implemented.

- To identify to Warrington CCG, Safeguarding Boards and relevant partnership boards, the health aspects of safeguarding children and young people that need to be addressed through commissioning processes.
- To provide a forum for discussion of best practice and to ensure dissemination within organisations.
- To provide a forum for oversight of the coordination of education and training across health organisations with regard to safeguarding.
- To request information from similar groups and other bordering CCG areas, regarding their actions to Safeguarding Children who form part of the Warrington CCG registered population.
- Inform the Governing Body via the Quality Committee structure or the Warrington Safeguarding Children Board of any escalation or sensitive issues in good time.
- To ensure that an Annual Report for Children in Care is completed.
- To ensure that an Annual Report for Safeguarding Children is completed and submitted to the Warrington CCG and shared with the WSCB on an annual basis.
- To seek assurance from providers/commissioners that they are compliant with their statutory responsibilities under Section 11 of the Children Act and their requirements under outcome 7 of the Care Quality Commission (CQC) Essential Standards.

## **7 Relationship with the Warrington Safeguarding Children Board and Warrington CCG Quality and Safety Committee**

- 7.1 The Health Forum will provide an annual report or as required to the Warrington Safeguarding Children Board (WSCB).
- 7.2 As a sub group of the WSCB the chair will be a member of the WSCB.
- 7.3 WSCB Safeguarding will be a standing agenda item on the CCG Quality Committee and the Health Forum will provide regular reports and updates to the Quality Committee.

7.4 In addition, specific reports and topics related to safeguarding will be provided as required.

7.5 Accountability and reporting mechanisms are shown in Appendix 1.

## **8 Policy and Best Practice**

8.1 It is the responsibility of the Health Forum to provide appropriate information and assurance to the Safety Committee so that it will assure the Governing Body that the CCG meets Statutory and Mandatory requirements related to safeguarding (children) and that National and Local Clinical Policy and Guidance is followed where applicable.

8.2 The Forum will apply best practice in any decision making.

8.3 The Forum has full authority to commission any reports or surveys it deems necessary to help it fulfil its obligations.

## **9 Conduct of the Forum**

9.1 If any member has an interest, pecuniary or otherwise, in any matter, and is present at the meeting at which the matter is under discussion, he/she must declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the matter has been completed.

9.2 The Chair must invite members to declare any interests at the start of each meeting. This will be a specific agenda item. In addition, members may declare an interest at any time during the meeting. This should follow the CCG policy.

9.3 Any declarations will be recorded by the minute taker.

9.4 If the Chair declares a conflict of interest, an appropriate member will chair that part of the meeting by agreement with members.

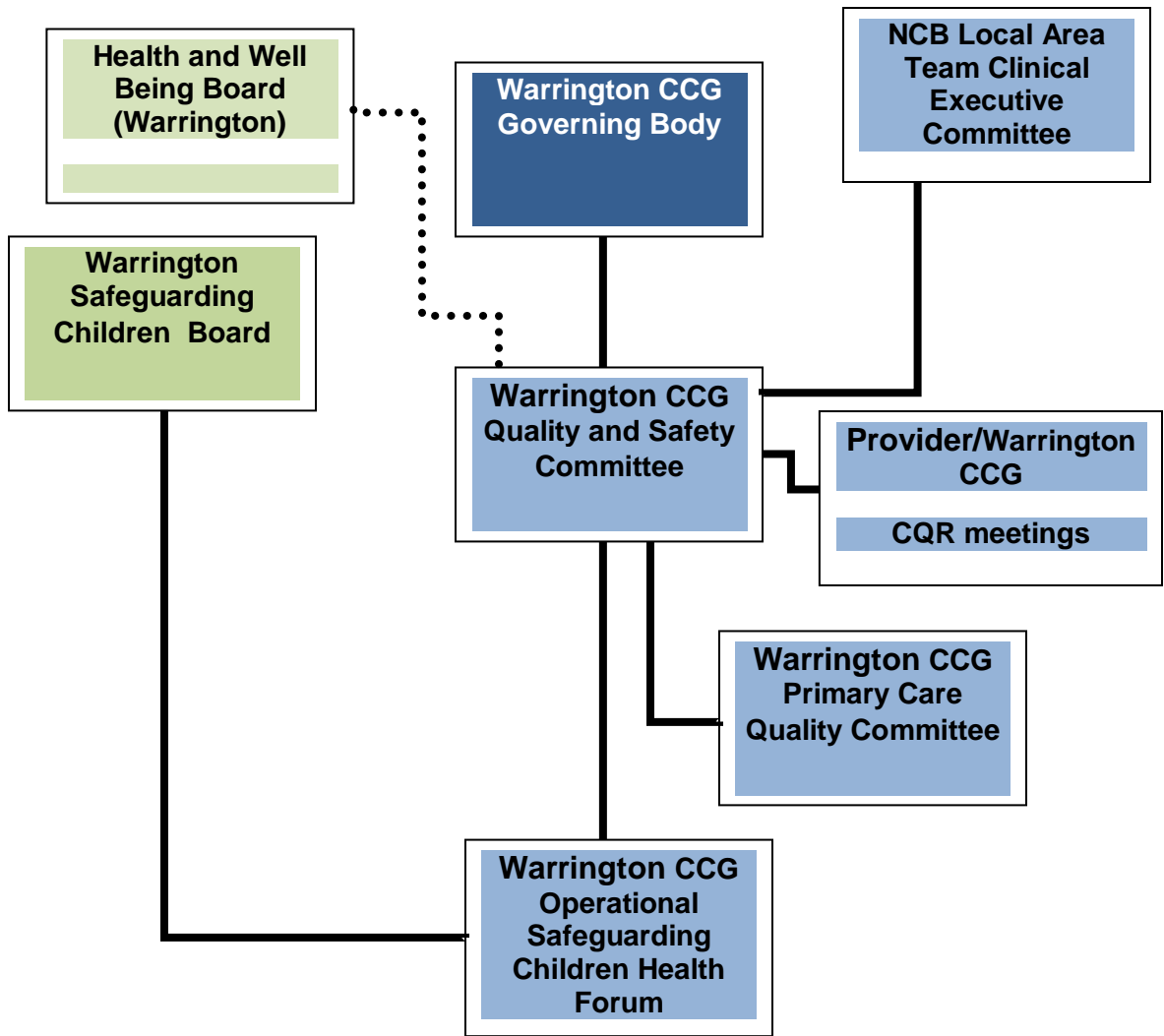
9.5 Wherever a conflict of interest may be perceived, the matter must always be resolved in favour of the public interest rather than the individual member.

9.6 All members and those attending/participating in meetings will be expected to adhere to the Seven Principles of Public Life, (see Appendix 2).

These Terms of Reference were agreed by the Safeguarding Children Health Forum on 07.04.14 and approved by the CCG Quality Committee on

30.04.14. Then reporting will be on a quarterly basis or on request. The Terms of Reference are due for review on or before September 2015.

### Safety Committee, Sub-Committees and Forums' Accountability and Reporting



## THE NOLAN SEVEN PRINCIPLES OF PUBLIC LIFE

### 1. SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### 2. INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### 3. OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### 4. ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### 5. OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### 6. HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### 7. LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.