



Shropshire Safeguarding  
Community Partnership

## Constitution

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|------------------------|---|
| <b>Approved by:</b>    | Shropshire Safeguarding Community Partnership (SSCP)  |
| <b>Date Agreed:</b>    | May 2020  |
| <b>Date of Review:</b> | April 2022 (or sooner if required)  |
| <b>Chairperson:</b>    | Independent Chair   |
| <b>Frequency:</b>      | 6 times per year (plus the strategy and priority setting day and annual development session plus extra-ordinary meetings as required) |
| <b>Quorum:</b>         | All members   |

### The Vision of the Partnership

**The Shropshire Safeguarding Community Partnership are committed to increasing the safety and resilience of people in Shropshire (including children and adults with care and support needs) and their communities; in order to reduce harm caused by abuse, neglect or other crime.**

### Aims of the Partnership Arrangements

To ensure the effective multi-agency co-ordination and co-operation of services in Shropshire to:

- safeguard and promote the welfare of children and adults with care and support needs;
- reduce crime and disorder and in particular re-offending;
- combat the misuse of drugs, alcohol and other substances.

To increase individual and community safety and resilience; ensure that when people, their families (where appropriate) and/or communities are affected by abuse, neglect or other crime that they are involved in and central to the development of any response and ongoing plan(s) required.

## **Purpose**

To carry out its statutory functions as outlined in:

- The Care Act 2014 and associated Statutory Guidance.
- Children Act 1989 & 2004 as amended by Children and Social Work Act 2017 and Working Together to Safeguard Children Guidance 2018.
- Crime and Disorder Act 1998

For the purposes of adult and children's safeguarding arrangements, the following organisations are named as Statutory Partners:

- West Mercia Police
- Shropshire Council
- Shropshire Clinical Commissioning Group

For the purposes of community safety arrangements, the following organisations are named as Responsible Authorities:

- West Mercia Police
- Shropshire Council
- Shropshire Clinical Commissioning Group
- Probation Service
- Shropshire Fire and Rescue Service

From this point in the document all organisations will be referred to as key partners.

The Shropshire Safeguarding Community Partnership (with leadership of the Independent Chair) is the strategic group bringing together the senior representatives from each of the key partners.

Each key partner organisation retains its own existing lines of accountability and responsibility.

The Shropshire Safeguarding Community Partnership acts in an independent role to seek and receive assurance, scrutinise, challenge and ensure agencies are enabled to work together to achieve the aims of the Partnership.

## **Function**

The Shropshire Safeguarding Community Partnership will:

- Provide effective and informed leadership of safeguarding and community safety activity
- Set the strategic direction and priorities of the Partnership
- Promote trusted relationships and a stronger culture of working together
- Agree and set the budget.
- Commission and ensure the delivery of and learning from statutory case reviews
- Hold each other and Network partners (as illustrated in the structure below) to account for fulfilling their statutory safeguarding and community safety functions and for contributing to the strategic plan and associated priorities.

- Maintain a strategic overview of risks to the safeguarding and community safety arrangements including receipt of exception performance reports.
- Ensure effective multi-agency performance frameworks (including benchmarking against what good looks like), communication and engagement plans, policies, procedures and guidance are in place to ensure and support effective safeguarding and community safety practice.
- Deliver shared accountability for safeguarding and community safety including learning and improvement
- Keep up to date on matters of local and national relevance relating to the Partnership.
- Ensure the development and local planning of services encompasses the vision and aims of the Partnership as outlined above.
- Ensure the commissioning of services take into account the vision and aims of the Partnership as outlined above.

## Membership

The members described below are required are considered the key partners required to fulfil the function of the Children’s Safeguarding Partnership, Safeguarding Adult Board and the Community Safety Partnership.

Members and attendees are:

| <b>Member role and agency</b>   | <b>Deputy role</b>   |
|---|--|
| Director of Children’s Services, Shropshire Council                   | Assistant Director, Children’s Services, Shropshire Council    |
| Director of Adults Services, Shropshire Council                       | Assistant Director, Adults Services, Shropshire Council        |
| Local Policing Commander Superintendent, West Mercia Police           | Local Policing Chief Inspector (Vulnerability)                 |
| Executive Director for Quality, Clinical Commissioning Group          | Associate Director for Safeguarding                            |
| Head of West Mercia Cluster, National Probation Service               | Deputy-Head of West Mercia Cluster, National Probation Service |
| Head of the Community Rehabilitation Company                          | Deputy-Head of the Community Rehabilitation Company            |
| Prevention and Protection Manager, Shropshire Fire and Rescue Service | Prevention Manager   |
| Independent Chair   | N/A  |
| <b>Attendee (non-voting role and agency)</b>                          | <b>Deputy role</b>   |
| Statutory Safeguarding Business Partner, Shropshire Council           | Development Officers   |
| Legal Services Representative, Shropshire Council                     | Legal Services Representative                                  |
| Director of Public Health, Shropshire Council                         | Consultant in Public Health                                    |

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|---------------------------|---|
| Cllr Kirstie Hurst-Knight | Portfolio Holder for Children’s Services                        |
| Cllr Simon Jones          | Portfolio Holder for Adult Social Care, Public Health & Housing |

A representative of Shropshire Council Legal Services is expected to attend in order to advise the Partnership on its statutory duties.

## **Expectations of Shropshire Safeguarding Community Partnership Group Members:**

- Ensure they have the right level of seniority to enable the functions of the Shropshire Safeguarding Community Partnership group for which they are a member. Act on behalf of their agencies, ensuring that Executive Leads and commissioned services are aware of any decisions made.
- Ensure they are aware of the agreed route for reporting to and from the organisation they are representing. For issues that they cannot make decisions on during the meeting they must be clear about what route needs to be taken in their organisation to make the decision.
- Send apologies and offer a suitable deputy but only in exceptional and occasional circumstances. Deputies must have appropriate authority to make and/or influence strategic decisions. The use of junior Deputies should be kept to a minimum and limited to no more than one of four meetings per financial year. Use of more senior Deputies are accepted as at least equal to attendees.
- Attend, participate in and contribute to Shropshire Safeguarding Community Partnership group meetings for which they are a member.
- Commit to attend the meeting in full unless an operational emergency arises.
- Offer and receive challenge and scrutiny from partners in order to support the vision and aims of the Shropshire Safeguarding Community Partnership.
- Complete actions in a timely manner, providing a full update at Shropshire Safeguarding Community Partnership meetings or in writing prior to meetings if they are unable to attend.
- Take action to deliver improvements in their own organisations and across the Partnership.
- Co-operate with Shropshire Safeguarding Community Partnership when requested to do so in line with their organisation’s legal responsibilities and functions.

## **Effective Working Relationships with Others**

The Shropshire Safeguarding Community Partnership recognises other partnerships and organisations working in Shropshire that have responsibilities to address issues relevant to safeguarding and community safety. To ensure effective communication and lead accountability in issues which traverse groups, the Partnership will formalise links and develop effective, high quality relationships with:

- The Health & Wellbeing Board
- Coroner’s Office

- The Office of Police and Crime Commissioner
- Office for Standards in Education, Children's Services and Skills (Ofsted)
- Care Quality Commission
- Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS)
- Transforming Care Partnership
- Her Majesty's Inspectorate of Prisons and Probation
- Learning Disability Mortality Review (Leder) Review Group
- Corporate Parenting Panel (Shropshire Council)

## **Partnership Structure (see Appendix 1.)**

The Shropshire Safeguarding Community Partnership will establish an **Operational Leadership Group** that will be responsible for:

- Reviewing the progress against Shropshire Safeguarding Community Partnership strategy and priorities through the business planning process.
- Identifying issues to be scheduled for the Shropshire Safeguarding Community Partnership agenda.
- Commissioning task and finish groups and/or delegating activity to system and strategic priority groups.
- Ensuring system and strategic priority groups are working collaboratively and in accordance with the Shropshire Safeguarding Community Partnership vision, aims, strategy and priorities.
- Maintaining a risk register and challenge log; with exceptions escalated to the Shropshire Safeguarding Community Partnership as and when required.
- Approving and ensuring the completion of multi-agency policy, procedure, guidance, multi-agency performance frameworks, communication and engagement plans.
- Receiving performance reports and providing narrative and agreeing actions as required.
- Escalating performance, assurance and practice exceptions to the Shropshire Safeguarding Community Partnership.
- Keeping up to date on matters of local and national relevance relating to the Partnership.

The Operational Leadership Group will be chaired by the Independent Chair and will be made up of system and strategic priority groups chairs, and operational safeguarding leads for each of the key partners to ensure technical safeguarding knowledge informs decision-making. People leading short-term pieces of work will be co-opted to the Executive Group when required.

The Shropshire Safeguarding Community Partnership will establish Safeguarding and Community Safety Networks that will be responsible for:

- Providing assurance to Shropshire Safeguarding Community Partnership that individual partners are fulfilling their statutory safeguarding and community safety functions.

- Providing assurance to Shropshire Safeguarding Community Partnership that they are contributing to the strategic plan and associated priorities.
- Ensuring attendance and contribution at system and strategic priority groups.
- Act as a consultation group for the development of policy, procedure and guidance.
- Share and disseminate information about up to date legislative and local policy change.
- Share, disseminate and implement good practice.
- Ensuring the voice of those that have experienced abuse and crime, their families and/or communities is heard throughout their organisations and the Shropshire Safeguarding Community Partnership.
- Keep up to date on matters of local and national relevance relating to the Partnership.

The Shropshire Safeguarding Community Partnership will establish system and strategic priority groups (as illustrated in the diagram below) that will be responsible for:

- Setting the business plan to deliver the strategic plan and priorities of the Shropshire Safeguarding Community Partnership.
- Developing multi-agency policy, procedure, guidance and training (where required) as to be approved by the Executive Group.
- Gathering assurance information for the Shropshire Safeguarding Community Partnership regarding the effectiveness of policy and/or practice and embedding learning and improving performance.

## **The Role of the Independent Chair**

The role of the Independent Chair is identified as follows:

- To develop an environment of robust scrutiny and effective challenge (in line with the role of "independent scrutineer" as identified in Working Together 2018).
- To represent the Shropshire Safeguarding Community Partnership at other meetings and events locally, regionally and nationally and to feedback on matters for local consideration and development.
- To speak with authority on safeguarding and community safety including representing the Partnership with the media.
- Act as the decision maker in relation to whether statutory reviews are carried out for Safeguarding Adult reviews and Domestic Homicide Reviews.
- To provide holistic leadership and parity to community safety and the safeguarding of children and adults with care and support needs.
- To maintain communication with all agencies throughout the structure of the partnership.
- Ensure appropriate working relationships with key partnerships as stated above in Effective Working Relationships with Others.

- Engage with the Local Authority Scrutiny Committee.
- Working with the Statutory Safeguarding Business Partner to ensure the Shropshire Safeguarding Community Partnership fulfils its statutory duties.
- Work with the Statutory Safeguarding Business Partner to Assess the effectiveness of system and strategic priority groups chairs.

The performance of the Chair will be reviewed on an annual basis using:

- Feedback questionnaire from all partnership agencies.
- An interview panel comprised of Shropshire Safeguarding Community Partners. Should the members consider the performance of the Chair unsatisfactory and not resolvable, any decision to terminate the contract will be made by the Chief Executive of Shropshire Council.

## **Decision Making**

The key partners hold joint and equal responsibility for making decisions for the wider partnership however, the Shropshire Safeguarding Community Partnership is intended to be a collaborative, co-operative body and striving to take account of the wider views of the partnership. The Partnership will always seek to make decisions by achieving a consensus view. Problems and issues should normally be debated and resolved at the relevant meetings. If this is not possible, the role of the Independent Chair is to work with individual partners to come to a resolution.

### Disputes

If no agreement can be reached, the matter will be referred to an appropriate resolution mechanism taking account of:

- The type of dispute;
- The knowledge, expertise and seniority required in resolving the matter.

Where a dispute remains unresolved despite the above arrangements, it will be referred to the appropriate Chief Officers.

## **Conflicts of Interest**

Conflicts of interest may arise where an individual's personal, professional or family interests conflict with those of the Shropshire Safeguarding Community Partnership. At the commencement of meetings, members will be asked to declare potential conflicts of interest in any aspect of the agenda. The Chair, at their discretion, may ask the individual to leave the meeting for the whole or part of the relevant agenda matter.

## **Information Requests**

Under the Ministry of Justice extension to the Freedom of Information Act 2000 Local Safeguarding Adults Boards are not deemed as Public Authorities under the Act and therefore will be exempt from requests for the disclosure of information under the Freedom of Information Act 2000.

As public authorities, safeguarding and community safety partners should be aware of their own responsibilities under the relevant information law and have regard to guidance provided by the Information Commissioner's Office when issuing and responding to requests for information.

Where the Shropshire Safeguarding Community Partnership requests information; the person or organisation to whom a request is made must comply in line with their statutory responsibilities. If they do not do so, the safeguarding and community partners may take legal action against them if appropriate.

## **Business Support**

Shropshire Council is the accountable body (covered within Appendix E, Section 4) of Shropshire Council's Financial Rules. The accountable body is the legal entity that assumes responsibility for funding received and the use of that funding. The Partnership chooses to make decisions about the use of the funding jointly with its members.

The budget will be set annually but may have to be revised according to need throughout the year with the agreement of the key partners in response to the needs of the Shropshire Safeguarding Community Partnership in order to fulfil its functions. The budget will be held by Shropshire Council and will be reviewed annually and managed by the Statutory Safeguarding Business Partner.

A Safeguarding Community Partnership Business Unit is established that includes business management, development support, administrative support and capacity to deliver multi-agency training.

It is the role of the Business Unit to act as enablers to allow Shropshire Safeguarding Community Partnership to function effectively. It is role of the partners to be responsible and accountable for the delivery of the relevant strategic functions and strategic plan and priorities.



**Shropshire Safeguarding Community Partnership Structure**

