# BLACKPOOL SAFEGUARDING CHILDREN BOARD CASE REVIEW SUB-GROUP

**TERMS OF REFERENCE**

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| **1** | **OVERALL STATEMENT** |
|  | Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out the functions of LSCBs; this includes the requirement for boards to undertake reviews of serious cases in specified circumstances.  This Sub-Group is responsible to the Blackpool Safeguarding Children Board (BSCB) for ensuring that reviews of serious cases are undertaken as detailed in Working Together to Safeguard Children 2015. |
| **2** | **TERMS OF REFERENCE** |
| **2.1** | To prepare and keep under review the Board’s procedure for serious case reviews and multi- agency ~~concise~~ learning reviews. |
| **2.2** | To advise the Independent Chair of the Board whether a serious case review or multi-agency learning review should be held, following consideration of a case. |
| **2.3** | To advise on the scope of the review and establish a Review Team to undertake the review. This includes appointing one or more suitable individuals to lead the review who have demonstrated they are qualified to conduct reviews using the approach set out in Working Together 2015 (the lead reviewer must be independent of BSCB and any of the organisations involved in the case) |
| **2.4** | To monitor any Review Process; including the timeliness of the review and any emerging issues. |
| **2.5** | To consider conducting multi-agency learning reviews on cases which do not meet the SCR criteria; these are cases falling below the SCR threshold and involve incidents where a child had been harmed and there are concerns about multi-agency practice or involve incidents where multi-agency practice is considered to be good. Internal lead reviewers may be appropriate in these circumstances. |
| **2.6** | To monitor the progression and completion of any action plans or agreed work arising from reviews, dissemination strategies from MA concise and serious case reviews and report progress regarding these to the Strategic Board. |
| **2.7** | To receive notifications of Ofsted Notifiable Incidents and Youth Offending Team - Community Safeguarding and Public Protection Incidents (YOT CSPPI) and review the delegated decision of the Chair (in conjunction with the Business Development Manager and Independent Board Chair) to consider whether these merit formal referral as potential serious case reviews. |

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| **3** | Sub-Group Membership |
|  | **Representatives from:**  **Blackpool Council Children’s Social Care (CSC)**   * Children’s Social Care - Senior Service Manager * Early Help - Senior Service Manager * Quality Assurance - Principal Social Worker and Head of Safeguarding * Youth Offending Team - Senior Service Manager   **Blackpool Clinical Commissioning Group (BCCG)**   * Designated Nurse * Designated Doctor   **Blackpool Teaching Hospitals NHS Foundation Trust (BTH)**   * Head of Safeguarding   **Blackpool Schools representative**   * Head of Access and Inclusion   **Lancashire Constabulary**   * Detective Chief Inspector, Public Protection Unit (PPU) Development ~~&~~ and Compliance   **North West National Probation Service**   * Assistant Deputy Director   There is an expectation that members will attend no less than 75% of all meetings.  All members must have a nominated deputy who can represent them in case of absence |
| **4** | **CHAIR** |
|  | Designated Doctor: Blackpool Teaching Hospitals NHS Foundation Trust (BTH) |
| **5** | **VICE CHAIR** |
|  | Designated Nurse: Blackpool Clinical Commissioning Group (BCCG) |
| **6** | **AGENDA** |
|  | The agenda is set by the Chair with the ~~Administrator and~~ ~~Board~~ Business Development Manager and Secretariat (Blackpool Council’s Democratic Governance officers). All items for inclusion should be sent to the ~~Board~~ Business Development Manager or Secretariat for consideration at least two weeks before a meeting. The agenda for the meeting should be circulated one week prior to the meeting being held. |

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| **7** | **QUORACY** |
|  | Representation of three different agencies and either the Chair or Vice-Chair. |
| **8** | **REPORTS TO** |
|  | This group will report to the Blackpool Safeguarding Children Board’s Business Management Group. Members will take responsibility for reporting to their respective organisational Senior Management Team (SMT). |
| **9** | **FREQUENCY/LENGTH OF MEETINGS** |
|  | Subgroup business meetings will be held on a bi-monthly (quarterly?) basis, and will meet no less than 4 times per year.  Length of each meeting = 2 hours |

These Terms of Reference will be reviewed on an annual basis by the BSCB Case Review Sub-Group and endorsed by the Business Management Group on behalf of the Board.

Revised (and recommended for approval) by the Case Review Sub-Group: January 2017

Adopted by the Business Management Group: March 2017

Next review (January 2018) for adoption: March 2018