



Northumberland Children and Adults Safeguarding Partnership

Terms of Reference



April 2022 – March 2023

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1. Purpose

The purpose of the Northumberland Children and Adults Safeguarding Partnership (NCASP) is to support the Statutory Safeguarding Partners and Relevant Agencies to fulfil their responsibilities for safeguarding and promoting the welfare of children and adult with needs for care and support, and to ensure the effectiveness of safeguarding practice in Northumberland.

NCASP is the key statutory mechanism for overseeing safeguarding arrangements and driving change. It brings Statutory Safeguarding Partner and Relevant Agencies together at both a strategic and operational level to deliver a focused, co-ordinated response, innovate system change, deliver efficiencies and support effective multi-agency practice.

NCASP provides effective and informed leadership to the local safeguarding system and delivers a shared responsibility for the safeguarding of children, young people and adults at risk in Northumberland. The Partnership will also seek to engage with children, young people, adults and their families to inform its work and will use partner agency's existing consultation mechanisms to assist them with this. The central purpose of NCASP is to provide 'added value' to local safeguarding arrangements.

Following a period of consultation and development sessions with key partners, it was agreed that safeguarding arrangements for both children and adults would be overseen by an integrated Partnership Board. This builds upon a few examples of successful collaboration on some key areas of work, and further develops the Think Family model across Northumberland.

From 1 April 2022, the Northumberland Children and Adults Safeguarding Partnership replaces both the Northumberland Strategic Safeguarding Partnership (NSSP) and the Northumberland Safeguarding Adults Board (SAB), which was formally a joint arrangement with North Tyneside SAB. The new Partnership arrangements acknowledge that the NSSP and SAB are underpinned by different legislation and statutory guidance, however, recognises the similarities and shared benefits of a joint safeguarding approach across the life course.

2. Interim Partnership arrangements:

From 1 April 2022 a joint Executive and a Partnership Board will be in place, to ensure the new Partnership meets its statutory requirements and publications. To meet the needs of both partnerships and fully consider the implications of a new model and structure, full partnership arrangements will be carefully planned and implemented over a period of 12 months.

In the interim, current sub-groups and arrangements will remain in place including some joint arrangements with North Tyneside SAB. See *Appendix 1* for an overview of the interim Partnership structure.

The Implementation plan period will provide an opportunity to:

- Review the current parameters and themes of subgroups, reporting/assurance mechanisms, and explore the feasibility of combined groups.
- Map alignments and governance arrangements with other existing partnerships and groups.
- Identify and monitor any risks associated with the new partnership arrangements; ensure an appropriate balance is achieved; and that Children's and Adults statutory requirements continue to be met.
- Explore Independent Chair and Scrutiny arrangements.
- Explore business support models and establish a Business Support Unit.
- Ensure the new Partnership engages with the public and builds the lived experiences of children and adults into planning.

To drive and oversee this work a Lead Task and Finish group has been established, which includes representation from the three Safeguarding Partner organisations.

3. Vision

'It is our vision to work together and provide added value across the safeguarding system, to improve practice and outcomes, and safeguard and promote the welfare of children, young people, adults and their families in our community.'

4. Principles

The overarching principles which underpin the work of the partnership are as follows:

- The Executive will provide strong senior leadership, oversight and governance.
- There will be a clear focus upon performance evaluation, assurance, challenge and independent scrutiny.
- Operational sub-groups and task and finish groups will focus on detail and drive forward actions from the Executive and Partnership Board.
- A comprehensive strategy will be developed for the involvement of children, young people, adults at risk, families and communities in the work of the new arrangements. The voice of the child and the adult will be central to our work.
- The Partnership will build on the strengths of the previous arrangements, and the high level of commitment and engagement from relevant partners will be valued and strengthened.
- The Partnership will be appropriately resourced and supported, and these resources will be reviewed regularly to ensure the arrangements are effective and provide value for money.
- The Partnership will act on learning and data to improve the quality of the safeguarding response to children, young people and adults at risk.

- The new Partnership model will be streamlined and develop new ways of working and identify opportunities to reduce duplication, and improve practice and outcomes for children, young people and adults across the safeguarding pathway.
- The Partnership will develop a 'think family' approach and stronger culture of working together to keep children, young people, and adults at risk safe.
- Core differences between adults and children, will be valued, acknowledged and managed appropriately. This includes recognising the scope for separate work streams and thematic analysis when required.
- Achieving a fair balance between adults and children will be a specific focus in the ways in which the Executive, Partnership, Business support, Independent Scrutiny, and annual reporting/learning are approached.
- Partnership arrangements will be aligned with other relevant partnerships to avoid duplication and inform governance.
- The outcomes of the new arrangements will be clearly identified, and the implementation of change and its impact will be measured and reviewed.

5. Statutory Requirements

Children's Safeguarding Partnerships:

Working Together to Safeguarding Children (2018) specifies that Safeguarding Partners are required to work with relevant agencies within their locality to safeguard and protect children. The statutory guidance identifies the three Safeguarding Partners as the Local Authority, Clinical Commissioning Group, and Chief Officer of Police, all of whom have equal and joint responsibility for fulfilling the role.

Relevant agencies are those organisations and agencies whose involvement the safeguarding partners consider may be required to safeguard and promote the welfare of children and adults in respect of local need.

Safeguarding partners are responsible for child protection policy, procedure and guidance at a local level. Working together with other relevant agencies, the safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents.

Safeguarding partners are required to publish their multi-agency safeguarding arrangements, and a yearly report evidencing the effectiveness of these arrangements, including any child safeguarding practice reviews.

Safeguarding Adult Boards:

Section 43 of the Care Act (2014) requires every Local Authority to establish a Safeguarding Adults Board (SAB) for its area. The SAB operates at a strategic level, helping and protecting adults in its area from abuse and neglect through co-ordinating and reviewing a multi-agency approach across all member organisations.

The SAB has 3 core duties:

- Publish an annual strategic plan.
- Publish an annual report.
- Conduct Safeguarding Adult Reviews of serious cases in specific circumstances.

Local authorities are responsible for the establishment of SABs (Safeguarding Adults Board). The Care Act 2014 specifies that there are three core members: the LA (Local Authority), CCG (Clinical Commissioning Group), and the police (specifically the Chief Officer of police). It also notes that for a SAB to fulfil its responsibilities and duties effectively, other agencies will need to be involved in its work.

Northumberland Joint Partnership arrangements:

Working Together to Safeguard Children 2018 and the Care Act 2014 both set out requirements for all local safeguarding partners to work together to safeguard and promote the safety and wellbeing of local children and adults at risk of harm or abuse, including identifying and responding to their needs.

However, one of the key differences is that whilst the duty for establishing a Partnership in Children's legislation is held equally between the LA, CCGs and Police, for an Adult Board that *responsibility remains with the Local Authority* and includes those same statutory members as core partners.

In Northumberland, the three safeguarding partners have delegated their functions to Senior Designated Officers within:

- Northumberland County Council, Director for Children's Social Care
- Northumberland County Council, Director of Adult Social Care
- Northumberland Clinical Commissioning Group
- Northumbria Police

6. Partnership meetings

The frequency of Partnership meetings will be scheduled as set out below, though the Independent Chair may call an extraordinary meeting at any time in response to a specific or exceptional circumstances arising outside of ordinary Partnership business.

All Partnership meetings, including subgroups, will be considered quorate if representatives from at least the three statutory agencies attend. If a meeting is not quorate, any discussions and tentative decision taken must be ratified at the next meeting.

Minutes of each meeting will be prepared and submitted for approval at the next meeting. The approved minutes will be entered as a permanent record and published.

Business support to the Partnership will be provided by Northumberland County Council, jointly funded by the Safeguarding Partners.

The three Safeguarding Partners have the responsibility and authority for ensuring full participation with the NCASP arrangements, though the lead representatives remain accountable for any actions or decisions taken on behalf of their respective agency.

Members from Statutory Partners and Relevant Agencies must be sufficiently senior and delegated to speak with authority, to make decisions and commit resources on behalf of their agency. Each Statutory Partner and Relevant Agency should nominate a standing deputy to represent the Member in their absence.

For NCASP to work effectively there must be commitment, consistency and continuity in membership. The role of each Member must be to contribute actively to the work of the NSCC (Northumberland Safeguarding Children Committee) and provide constructive support and challenge to Partner Agencies regarding their safeguarding responsibilities.

The Partnership will report annually to the Health and Wellbeing Board, and work closely to the Safer Northumberland Partnership.

Executive:

Membership of the NCASP Executive will include the Safeguarding Partner representatives listed above, who will chair the Executive in rotation. The Executive will meet quarterly and will also include Senior Designated Officers from Northumbria Healthcare and Cumbria, Northumberland and Tyne and Wear NHS Foundation Trusts.

The Executive undertakes the overall safeguarding responsibility, statutory and strategic function and oversees the NCASP Partnership Board.

The role of the Executive is to provide high level strategic direction, set priorities, and oversee assurance and exception reporting.

The Partnership Board:

The NCASP Board will meet bi-monthly and will be chaired by an Independent Chairperson who will oversee and ensure the agendas cover all priorities and national and regional developments, hold partners to account, and have an independent view of effectiveness of both children and adults safeguarding arrangements.

The membership of the Partnership Board, including Relevant Agencies, is set out in *Appendix 2*. From 1 April 2022, membership of the Partnership Board will include existing members of the NSSP and SAB, with a full membership review planned before the full Partnership model is implemented in April 2023.

Partnership membership also includes co-opted members who have an interest in and a contribution to make to safeguarding children and adults at risk, and the promotion of their welfare.

The 'NCASP Board' meets the Local Authority's statutory requirement in the Care Act, to establish a Safeguarding Adults Board for its area. The NCASP arrangements also meet the statutory requirements set out in Working Together to Safeguarding Children.

Sub groups:

As an interim arrangement current NSSP and SAB subgroup arrangements, including Terms of Reference and memberships will remain in place, pending a full review. This includes some joint arrangements with North Tyneside SAB. (See *Appendix 1*).

7. Funding and resources

Working in partnership means organisations and agencies should collaborate on the resourcing and financial management of the arrangements.

The three Safeguarding partners will directly contribute to the local arrangements for safeguarding and promoting the welfare of children and adults at risk. Funding allocations are to be agreed by Safeguarding Partners via the Executive group and will be equitable and proportionate. The three safeguarding partners and Relevant Agencies will also, as required, provide in kind contributions to support the work of the local arrangements e.g. training capacity.

Safeguarding Partners funding will contribute to the costs associated with the implementation and ongoing development of the joint Partnership, including the arrangements for Independent Scrutiny and Business Support functions. These arrangements will be reviewed on an annual basis by Executive Group.

The arrangements will be supported by a jointly funded Business Support unit which will provide strategic and administrative support to ensure the components of the structure can deliver their responsibilities and achieve the Partnership aims.

8. Priorities

The NCASP works to ensure that local services work knowledgeably, effectively, and together to safeguard children and adults at risk, and to support their parents or carers. The Partnership's priorities will be informed by detailed analysis of local need and will target the most vulnerable children and adults at risk for support. The Partnership's priorities will be informed by data obtained from a variety of scrutiny and audit methods, as well as learning from all Safeguarding Reviews and system-wide developments in safeguarding practice.

The Partnership's shared priorities will be agreed in consultation with wider partners, with an overarching emphasis upon scrutiny and assurance. Priorities will also be informed by consultations with children, young people and adults at risk. The agreed priorities will be outlined in a 24-month Business Plan and will be reviewed at each meeting of the Partnership.

9. Annual Report

NCASP will publish Annual Reports, setting out the work that partners have achieved as a result of the arrangements, and how effective the arrangements have been in practice. It will also include details of Child Safeguarding Practice Reviews and Safeguarding Adult Reviews undertaken during the year, and action taken to improve practice.

In addition, the report will also include:

- A summary of the activities undertaken by the Partnership.
- Evidence of the impact of the work of the Safeguarding Partners and Relevant Agencies, including training, on outcomes for children and adults at risk.
- A summary of the Partnership's self-evaluation and the key findings of independent scrutiny of the effectiveness of the Partnership.
- A record of actions taken by the Safeguarding Partners in the report's period (or planned to be taken) to implement the recommendations of any reviews, including resulting improvements.
- An analysis of any areas where there has been little or no evidence on agreed priorities.
- Details of how the Partnership has engaged with children and adults and used this to inform its work and influence practice.
- Any changes to published arrangements.
- The difference the Partnership makes to the safety of children, young people and adults at risk.

Annual Reports will be signed off via the Partnership governance arrangements and Executive group. The Partnership will ensure reports are widely available in accordance with the relevant statutory legislative requirements and will be published on the Safeguarding Partnership website.

A copy of the report relating to Safeguarding Children arrangements will be sent to the Child Safeguarding Practice Review Panel and the What Works Centre for Children's Social Care within seven days of being published, the Local Healthwatch, Chair of the Health and Wellbeing Board and the local policing body.

During Interim Partnership arrangements 2022-23, two separate Annual reports will be produced to report on Nssp and SAB activity and assurance retrospectively during 2021-22. The full Partnership review will also consider future reporting arrangements, to ensure both children and adults statutory requirements are appropriately met.

10. Dispute resolution

NCASP arrangements are based on strong partnership relationships but in the event of any concerns about practice there is an aim to resolve any disagreements or disputes at the lowest level of each safeguarding partner's organisation.

There is an emphasis on partners being respectful of each other's position and as a joint and shared

responsibility each partner needs to communicate any significant changes in their agency that may impact on the effectiveness of the safeguarding arrangements, consult with each other, and listen to each partner's contribution.

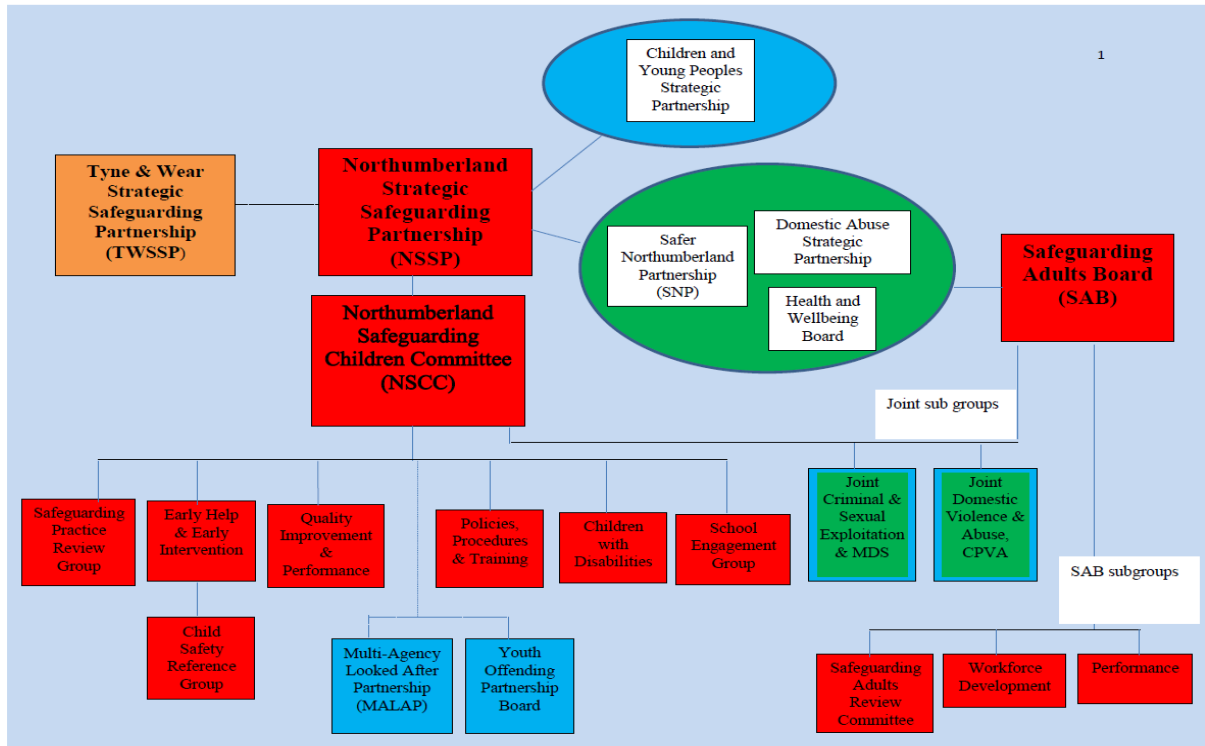
If matters cannot be resolved through discussion and negotiation, the issue will be brought to the attention of the NCASP Executive.

11. Review of arrangements

The arrangements outlined above will be reviewed within 12 months and annually thereafter. As Partnership arrangements evolve, there is an expectation that all partners and relevant agencies raise issues as they arise in a dynamic way.

Appendices

Appendix 1 – Current Board arrangements and sub groups illustration



Appendix 2 – Membership of the Partnership Board

Northumberland Children and Adults Safeguarding Partnership members:

Representing:	Name of representative and deputy
Independent Safeguarding Scrutiny and Assurance Chair	Paula Mead
Children’s Services, Northumberland County Council	<p>Graham Reiter, Service Director, Children's Social Care</p> <p>Audrey Kingham, Senior Service Director and Director of Education and Skills</p> <p>Guy Renner-Thompson, Lead Elected Member</p> <p>Alan Hartwell, Senior Manager Performance and Systems Support (Advisor)(Brian Smeaton, deputy)</p>
Adult Services, Northumberland County Council	<p>Neil Bradley, Director of Adult Social Services</p> <p>Karen Martin, Head of Service MH/LD, Adult Social Services</p>
Northumberland County Council (Children & Adults)	<p>Wendy Pattinson, Councillor (Children & Adults) (David Ferguson, Councillor deputy for Adults)</p> <p>Philip Soderquest, Head of Housing and Public Protection (Julie Stewart, deputy) (Children & Adults)</p> <p>Elizabeth Morgan, Interim Executive Director Public Health and Community Services (Karen Herne, deputy for Children and John Liddell, deputy for Adults)</p>
Northumberland Clinical Commissioning Group (Children & Adults)	<p>Siobhan Brown, Chief Operating Officer (Children & Adults)</p> <p>Annie Topping, Executive Director of Nursing, Quality & Patient Safety (Children & Adults)</p>

	<p>Claire Coyne, Deputy Director of Nursing, Quality & Patient Safety (Adults)</p> <p>Dr Naomi Jones, Designated Doctor (Children)</p> <p>Alison Johnson, acting Designated Nurse for Children & Named Nurse Primary Care, Northumberland CCG (Leesa Stephenson, Deputy Designated Nurse Vulnerable People, deputy) (Children)</p>
Harrogate & District Foundation Trust (Children)	<p>Claire Wallace, Deputy Director, Safeguarding Children</p> <p>Aileen Galloway, Named Nurse Child Protection for 0-19 Service Northumberland, Safeguarding Team (deputy)</p>
Northumbria Healthcare NHS Foundation Trust (Children & Adults)	<p>Marion Dickson, Executive Director of Nursing, Midwifery and Allied Healthcare Professionals</p> <p>Paula Shandran, Head of Safeguarding Children & Adults & Acute Learning Disability Liaison Service (deputy) (Children & Adults)</p>
Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (Children & Adults)	<p>Chloe Mann, North Locality Group Nurse Director (Children & Adults)</p> <p>Claire Thomas, Associate Director for Safer Care, CNTW (Sheona Duffy, deputy) (Children)</p>
Northumbria Police (Children & Adults)	<p>Lynne Colledge, Detective Chief Inspector (Safeguarding Strategic Support) (Children & Adults)</p>
Probation Service (Children & Adults)	<p>Steven Gilbert, Probation Delivery Unit Lead, North Tyneside and Northumberland (<i>Tanya Graham, deputy</i>) (Children & Adults)</p> <p>Kathryn Harrington, Operational Team Manager (Adults)</p>
CAFCASS (Children)	<p>Karen Burns, Service Manager (annual attendance)</p>

<p>Adult Services (Officers in attendance) (Children & Adults)</p>	<p>Karen Wright, Senior Manager, Safeguarding Adults (Children & Adults)</p> <p>Joanne Currie, Information and Performance Manager (Adults)</p> <p>Leigh Waller, Safeguarding Adults/MCA Training Practitioner (Adults)</p>
<p>Subcommittee Chairs (Children) <i>(only attend to present their annual report)</i></p>	<p>Lynne Colledge, Detective Inspector (Safeguarding Strategic Support) (Exploitation)</p> <p>Alan Hartwell, Senior Manager Performance, Education & Safeguarding, NCC (Quality, Improvement & Performance) (David Lea, deputy)</p> <p>Tracey Horseman, Operational Manager, Social Work Learning and Development, NHCFT (Policies, Procedures and Training)</p> <p>Dr Naomi Jones, Designated Doctor, Northumberland (Disabled Children & Young People)</p> <p>Catherine Joyce, Operational Director Children's Services, Action for Children North East (Early Help & Early Intervention)</p> <p>Adele Moore, Head of Service (Safeguarding), NCC (Deputy Chair, Safeguarding Practice Review Group)</p> <p>Lesley Pyle, Northumberland & North Tyneside Domestic Abuse & Sexual Violence Lead (Domestic Violence Abuse & Sexual Violence)</p> <p>Jane Walker, Virtual School Headteacher, NCC (School Engagement Group)</p>
<p>Children's Partnership</p>	<p>Sharron Brennan, Business Manager</p>
<p>NHS England (Children and Adults)</p>	<p>Minutes/MOU</p>