

## Appendix 1

**TERMS OF REFERENCE FOR ISLE OF MAN SAFEGUARDING CHILDREN BOARD ACTION AND IMPLEMENTATION GROUP (AIG)****The Role**

The overall role of the AIG is to be responsible for:

- **supporting and co-ordinating the business of the SCB** to ensure that appropriate reports are presented to the Board to enable them to focus on strategic decision-making, minimise bureaucracy and avoid excessive debate about operational matters – unless these matters presented risk to the reputation of the Isle of Man Government and other constituent members of the SCB;
- **managing action to support the implementation of Board decisions**, ensuring work is appropriately delegated to sub-groups and task and development groups and overseeing the work of sub-groups and task and development groups to ensure focus on SCB Business Plan priorities;

In terms of its support to the SCB the AIG will have specific responsibility for:

- preparing the Annual Report, Business Plan and budget for consideration by the SCB
- forward planning and developing the agendas for SCB meetings ensuring that the SCB is kept informed in relation to its key functions, progress in implementing the annual Business Plan, safeguarding performance on the Isle of Man and any areas of risk on which the SCB seeks assurance ;
- Screening reports and outcome documents and recommending to the SCB whether these should be endorsed;
- forward planning and developing agendas for joint meetings of the SCB and the Safeguarding Adults Partnership (SAP) including the identification of areas of shared interest;
- planning and delivering the bi-annual meetings of the Safeguarding Forum;
- ensuring the Board has regular updates on work undertaken by the sub-groups and task and development groups, drawing to their attention any matters that require decisions from the Boards. This must cover: the effectiveness of policy and procedure; impact of communications strategies; work on serious case reviews and other learning and development exercises; CDOP; monitoring and evaluation of training;
- Overseeing the development and review of inter-agency procedures and guidance in readiness for SCB approval;
- providing the Boards with highlight and exception reporting on performance management and quality assurance work undertaken within the AIG, sub-

- groups and task and development groups – this should ensure that the Boards are aware of success as well as those areas that require improvement and require consideration by the Boards to secure such improvement;
- ensuring performance and quality assurance reporting includes: quantitative data from a balanced scorecard; qualitative data from multi-agency audits; the views and opinions of professionals and staff; the views and opinions of children, young people, parents and carers;
  - monitoring and evaluation of the SCB budgets highlighting decisions required to address any projected under- or over-spends;
  - evaluating risk to effective inter-agency practice to protect children and manage the Risk Register for the SCB;
  - presenting papers on international and local policy issues about which the Board needs to be aware and which will require Board decisions in terms of implementation;
  - commissioning task and finish groups to undertake policy and development work in support of the SCB;
  - preparing responses to Government consultations, policy changes and the like for final approval by the Board;
  - reviewing relevant research findings, policy development and best practice in other jurisdictions in order to identify issues that may be useful to the SCB and its constituent agencies;
  - supporting areas of work that the SCB identifies as priority including commissioning short-term work from a wider group of professionals to enable the SCB to carry out its work;
  - Developing and coordinating an inter-agency communication strategy;

In terms of its oversight of the work of sub-groups and task and finish groups the AIG will be responsible for areas including:

- mapping and agreeing the annual work plans of the sub-groups and task and development groups to ensure that Business Plan priorities are addressed and plans of action put in place to secure targeted outcomes and impact;
- co-ordinating the work of sub-groups and task and development groups to avoid duplication but secure coherence and co-ordination of safeguarding practice and developments;
- ensuring sub-groups fulfil their duties and responsibilities and provide reports appropriate to the needs of the SCB;
- respond to in-year policy and development needs that may arise from Government priorities to ensure that sub-groups and area groups deliver appropriate responses in support of the SCB responsibilities to secure effective, co-ordinating safeguarding delivery.

In addition AIG will support the SCB in relation to its inter-relationship and interfaces with other key partnership bodies such as the Children and Young People's Partnership and the Community Safety Partnership.

### **Membership**

The AIG will be chaired by the Independent Chair of the SCB.

Membership would include:

Independent Chair

Chairs of all sub-groups of the SCB

Designated Safeguarding Leads in Government Departments – where these are not already chairs of SCB sub-groups

The OMG will draw on the services of other professionals that may make a contribution from time to time. These people would not be members of the AIG but would attend when relevant to the AIG and to them. They would receive agendas, papers and minutes of meetings as appropriate to ensure that they remained in touch with OMG direction, priorities, policies and decisions.

### **Meetings**

The AIG would meet six times a year and these meetings would be in alternate months to the Board.

### **Forums reporting to the AIG**

All SCB Sub-Groups and Task and Development Groups would report to the AIG. The current terms of reference of these groups are included in 'Partnership Arrangements for the Isle of Man Safeguarding Children Board' (July 2012) but may similarly be subject to review in light of the change to the arrangements for the AIG.

The AIG will ensure it has a proper process of delegation to ensure that it retains its focus on its role as set out above

### **Relationship to other partnership forums**

As set out above, the OMG will support the SCB in its relationships with other key partnership forums such as: the Safeguarding Adults Partnership, the Children and Young People's Partnership Board and the Community Safety Partnership. These will enable appropriate scrutiny and challenge between partnerships and co-ordination and cohesion in terms of business plans and their operational delivery.