



Safeguarding Partnership Board

Terms of Reference - Core Business Group

1. Introduction

The Core Business Group is the sub-group of the Safeguarding Partnership Board (SPB) with the responsibility for coordinating and supporting the implementation of the Board's business plan, monitoring the business agenda for the Board and ensuring the effective communication of safeguarding messages to all audiences.

N.B. the SPB remains the decision-making body.

2. Purpose of the Sub-Group

The role of the Core Business Group is to:

- 2.1 Agree, support and monitor the delivery of the SPB annual Business Plan, including performance monitoring
- 2.2 Set the agendas for Board meetings
- 2.3 Proactively horizon-scan for issues which require Board attention
- 2.4 Provide strategy advice for the Chair, Board and office regarding budgetary, risk, HR and capacity issues
- 2.5 Agree the SPB communications strategy and ensure appropriate SPB media engagement, both proactive and reactive.
- 2.6 Support the Independent Chair in the preparation, content and presentation of the Annual Report

3. Value Base

The Core Business Group members will ensure that policies and procedures reflect a consistent value base in regard to the principles of:

- **Anti discriminatory and anti oppressive practice**

Demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstance and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status

- **Confidentiality, data protection and information sharing**

The PP will work within the agreed SAPB Information Sharing Protocol.

- ***'Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children'***
(Working together 2013)

Safeguarding is **everyone's responsibility**: for services to be effective each professional and organisation should play their full part [Working Together 2013];

- **Empowerment** – presumption of person led decisions and informed consent
- **Protection** - support and representation for those in greatest need
- **Prevention** - it is better to take action before harm occurs
- **Proportionality** – proportionate and least intrusive response appropriate to the risk presented
- **Partnership** - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** - accountability and transparency in delivering safeguarding.

4. Membership

4.1 The Core Business Group will be chaired by the Safeguarding Board Independent Chair.

4.2 Representatives will be the Chairs of the sub-groups of the Boards together with the SPB Board Manager.

5. Decision Making and Accountability

5.1 To be quorate, attendance must include as a minimum:

- the Chair, and
- at least four other sub-group Chairs

5.2 The Core Business Group will conduct business on a consensual basis.

5.3 The Core Business Group will make recommendations to the SPB for endorsement/approval.

6. Administration

The Chair will ensure, with the support of the SPB Board Manager, that:

- the sub-group meets at least 6 times per year, on dates to be agreed in advance or at such other intervals as may be agreed by members
- the agenda is circulated prior to the meetings and meeting notes are taken, circulated to members with copies being retained and stored by the Chair
- meeting notes are agreed as a permanent record at the following meeting