



CONSTITUTION

Amended April 2016

Contents

1. Title	page 3
2. Objectives	page 3
3. PSCB functions	page 3
4. Governance & Accountability	page 4
5. Relationships	page 5
6. Roles & Accountabilities	page 6
7. Funding	page 7
8. Operation of the Board	page 8
9. Structure of the Board	page 10
10. Committees of the Board	page 10
11. Review	page 11
Appendix 1: List of Members	page 12
Appendix 2: Members role description	page 13
Appendix 3: Budget agreement	page 16
Appendix 4: PSCB Learning Improvement Cycle	page 18
Appendix 5: Guidelines for writing reports	page 19

PORTSMOUTH SAFEGUARDING CHILDREN BOARD CONSTITUTION

1 Title

1.1 The Board shall be known as the Portsmouth Safeguarding Children's Board (PSCB)

2 Objectives

2.1 The PSCB has been established by Portsmouth City Council in accordance with section 13 of the Children Act 2004, Regulation 5 of the 2006 Local Safeguarding Board Regulations, and Working Together 2015.

2.2 The core objectives of the PSCB are to:

- Coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in Portsmouth
- To ensure the effectiveness of what is done by each such person or body for that purpose

2.3 Section 11 of the Children Act 2004 places a duty on key individuals and bodies, including partners, to ensure that their functions are discharged to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its functions. Section 14B sets out the responsibility of agencies to supply information to the Board when requested to enable or assist the Board to perform its functions.

3 PSCB Functions

3.1 The PSCB is an inter-agency partnership for agreeing how different services and professional groups should co-operate to safeguard and promote the welfare of children in Portsmouth, and for ensuring that the arrangements work effectively to bring about good outcomes for children. The functions of the PSCB are set out in statutory guidance [Working Together 2015](#)

3.2 Whilst the work of the Board contributes to the wider goals of improving the well-being of all children, it has a particular focus on safeguarding and protecting children who are at risk of harm.

3.3 The functions of the PSCB are as follows:

3.3.1 To develop policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:

- (i) The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention
- (ii) Training of persons who work with children or services affecting the safety and welfare of children
- (iii) Recruitment and supervision of persons who work with children
- (iv) Investigation of allegations concerning persons who work with children
- (v) Safety and welfare of children who are privately fostered

(vi) Co-operation with neighbouring children's services authorities and their Board partners

- 3.3.2 Communicate to persons and bodies in Portsmouth the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so
- 3.3.3 Monitor and evaluate the effectiveness of what is done by the authority and PSCB Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve
- 3.3.4 Participate in the planning and commissioning of services for children in the area of Portsmouth to ensure that they take safeguarding and promoting the welfare of children into account
- 3.3.5 Undertake reviews of serious cases and advising the authority and their Board partners on lessons to be learned. A serious case is one where (a) abuse or neglect of a child is known or suspected; and (b) either (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern about the way in which the authority, their Board partners or others have worked together with the child
- 3.3.6 Collect and analyse information about child deaths with a view to identifying:
 - (i) Any matters of urgency affecting the safety and wellbeing of children in the area of Portsmouth, including any case giving rise to the need for a serious case review
 - (ii) Any general public health or safety concerns arising from the deaths of such children
- 3.3.7 Ensure there is a coordinated response by the authority, their Board partners and others to an unexpected death
- 3.3.8 The PSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives

4 Governance & Accountability

- 4.1 The PSCB will have an independent chairperson who will hold all agencies to account
- 4.2 It is the responsibility of Portsmouth City Council Chief Executive to appoint or remove the PSCB chairperson with the agreement of a panel including PSCB partners and Lay Members
- 4.3 The Director of Children's Services will hold the chairperson to account for the effective working of the PSCB through quarterly progress meetings, an annual appraisal and the annual report

- 4.4 Chief Executive and senior managers in all organisations will take the necessary steps to ensure that their responsibilities under [S11 Children Act 2004](#) and section 175 and 157 of the [Education Act 2002](#) are carried out
- 4.5 Each statutory Board member agency will set out their agency's responsibilities and a clear line of accountability, including delegated functions, for safeguarding and promoting the welfare of children
- 4.6 The Local Authority will provide legal and financial advice to and for the PSCB where required
- 4.7 The PSCB is responsible for coordinating and ensuring the effectiveness of work undertaken by local agencies to safeguard and promote the welfare of children, but it is not accountable for their operational work. Each agency retains their own existing lines of accountability for their services. The PSCB does not have the power to direct other organisations, however it will bring concerns to the attention of the agency concerned and the Board
- 4.8 The PSCB has a clear work programme, including measurable objectives, and a budget. The PSCB publishes an annual report which enables the work of the PSCB to be scrutinised by the City Council, local authority, the Children's Trust, and by other local partners and key stakeholders as well as by the inspectorates

5 Relationships

- 5.1 The PSCB will be independent and will not be subordinate to, nor subsumed within, other local structures
- 5.2 The Board will work closely with the Children's Trust, the Health and Wellbeing Board, Portsmouth Safeguarding Adults Board and other bodies in Portsmouth in order to influence the effective development and commissioning of services for the benefit of children
- 5.3 The Board is a formal consultee in the development of the Children and Young People's plan
- 5.4 There is a clear distinction between the roles and responsibilities of the PSCB and the Children's Trust. The Board's role is to scrutinise and challenge the work of the Children's Trust Board and partners
- 5.5 The Board will present its annual report to Council Cabinet, the Children's Trust, the Health & Well-being Board, and the Safeguarding Adults Board in line with the local protocol to ensure effective joint-working between these bodies. The Board will also present the report to Portsmouth Council Cabinet and the Police and Crime Commissioner for Hampshire
- 5.6 Through the annual report the PSCB will provide a comprehensive analysis of safeguarding in the local area. The report should challenge the work of the above boards and partners to ensure the necessary overarching structures and processes are put in place to ensure that children are fully safeguarded

5.7 Where disputes arise between the PSCB Chair and other parties or between Board members that are not straight forward to resolve, the following dispute process will be used:

- (i) A joint meeting will be convened between the parties within 28 days of determining that the dispute exists, chaired by the PSCB Chair if the dispute is between Board members, or by the Director of Children Services if the dispute is between the PSCB Chair and another party
- (ii) If no agreement can be reached an independent mediator can be appointed
- (iii) If no resolution has been identified within 28 days the dispute may be referred to the Chartered Institute for Arbitrators to be resolved

5.7.1 For the avoidance of doubt the costs of any mediation and or reference to an Arbitrator will be the joint responsibility of the referring parties which will be the LSCB and any partner Agency or group of Agencies who are party to the dispute being determined

6 Roles and Accountabilities

6.1 Membership of the PSCB

6.1.1 Membership of the Board is defined in Appendix 1. Each agency shall designate particular named people as their PSCB member(s)

6.1.2 Board partners who must be included in the LSCB are outlined in Working Together 2015 chapter 3.4 as:

- district councils in local government areas which have them
- the chief officer of police;
- the National Probation Service and Community Rehabilitation Companies
- the Youth Offending Team
- the NHS England and clinical commissioning groups
- NHS Trusts and NHS Foundation Trust all or most of whose hospitals, establishments and facilities are situated in the local authority area;
- Cafcass
- the governor or director of any secure training centre in the area of the authority, and
- the governor or director of any prison in the area of the authority which ordinarily detains children

6.1.3 Reasonable steps must be taken to ensure the following bodies are represented:

- Lay members
- the governing body of a maintained school
- the proprietor of a non-maintained school
- the proprietor of a city technology college, a city college for the technology of the arts or an Academy; and
- the governing body of a further education institution the main site of which is situated in the authority's area.

6.1.4 PSCB members should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- (i) speak with the authority of their organisation;
- (ii) commit their organisation on policy and practice matters (as delegated by their own organisation Board), and

(iii) have authority to hold their own organization to account, (as delegated by their own organisation Board).

- 6.1.5 Lay Members will operate as full members of the LSCB, participating as appropriate on the Board itself and on relevant committees. Lay Members will help to make links between the PSCB and community groups, support stronger public engagement in local child safety issues and an improved public understanding of the PSCB's child protection work
- 6.1.6 The Lead Member for Children (Portsmouth City Council) will be a participating observer of the PSCB. This includes routinely attending meetings as an observer and receiving all its written reports
- 6.1.7 Additional representatives identified, and with the agreement of the Board, may become members of the PSCB
- 6.1.8 All new Board members will participate in the PSCB induction process:
- 6.1.9 The role description for Board members is at Appendix 2

6.2 Offices of the Board

- 6.2.1 Chair (Job Description available on request)
 - (i) The Chair will be somebody independent of all partner agencies so that the PSCB can exercise its challenge function effectively
 - (ii) The Chair is accountable to the Chief Executive of the Local Authority for the effectiveness of their work as PSCB Chair
 - (iii) The purpose of the role is to:
 - ensure the Board fulfils its statutory obligations
 - operates effectively in promoting the safeguarding and wellbeing of children
 - secure a strong and independent voice for the PSCB
 - ensure the Board establishes and fulfils effective challenge and support to Portsmouth Children's Trust and other appropriate relationships
- 6.2.2 Vice-Chair
 - (i) The PSCB Vice-Chair is appointed by the PSCB Chair in consultation with Board Members
 - (ii) The Vice-Chair will deputise in any decision making role where the Chair is unavailable or where such decision making has been delegated to the role by the Chair of the Board
- 6.2.3 Business Manager (Job Description available on request)
 - (i) The Business Manager is not a member of the Board but is employed to facilitate the business of the Board and its committees including attending those committees
 - (ii) The Business Manager will take a lead role in liaison between partner agencies and with neighbouring Boards
- 6.2.4 Board Administrator (Job Description available on request)
 - (iii) The Board Administrator is employed to administrate the Board and its committees

7 Funding

- 7.1 The Children Act 2004 (S15) gives the power to partners of the Children's Services authority to make payments in respect of the running of the PSCB, or to provide staff, goods services, accommodation or other resources

- 7.2 Ideally Board Members should have the delegated authority of their agency to commit any payments, or to provide staff, goods services, accommodation or other resources in respect of the running of the PSCB and delivery of its business plan. However where this is not the case the member must have the authority to directly inform and influence the decision-making of their agency's budget holder or strategic board that holds such authority
- 7.3 A budget will be agreed each year and details contained in the Business Plan
- 7.4 Contributions should, wherever possible, be agreed on a rolling three-year basis to allow for forward planning. The figure should be agreed for each agency six months in advance
- 7.5 The PSCB funding arrangements are incorporated in a PSCB financial agreement (see Appendix 3)

8 Operation of the Board

8.1 Frequency of meetings:

- 8.1.1 Board meeting dates, including development days, are agreed at the start of each calendar year. There will be five PSCB meetings per year and an additional development day
- 8.1.2 The PSCB may be convened for an extraordinary meeting at any point with a period of notice of not less than 10 working days
- 8.1.3 If any urgent decision is required on any matter the Board delegates responsibility to the Chair (or Vice Chair) in consultation with the Board Manager and as many members of the Board as practicable. Wherever possible, consultation with full Board Members should be undertaken. Urgent decisions are defined as any decision relating to any matter of Board business which is required at less than 10 days' notice.
- 8.1.4 To minimise unnecessary bureaucracy, the Chair and Business Manager will have authority to make decisions in relation to governance, budget and PSCB organisational issues that are in line with achieving PSCB priorities. Such decisions will be overseen at subsequent Executive Board meetings

8.2 Quoracy

- 8.2.1 Any meeting of the PSCB will be quorate if there is attendance by a representative of the Police, a Health Partner organisation, Portsmouth City Council, one other partner and the Independent Chair or Vice Chair.

8.3 Attendance

- 8.3.1 Each Agency will be responsible for ensuring regular and consistent representation at meetings. Each member will be responsible for having a designated deputy to attend in their absence
- 8.3.2 It is expected that the named representatives will attend no less than 75% of PSCB meetings (minimum four per year). It is expected that the nominated deputy should be in attendance to enable 100% attendance
- 8.3.3 When attending a meeting the designated deputy is entitled to the same participation and voting rights as the nominated representative

8.3.4 In the event of persistent non-attendance by a Board Member or their nominated representative, the Independent Chair will make relevant enquiries and challenge where appropriate

8.3.5 Attendance will be reported upon in the Annual Report and monitored within meeting minutes

8.4 Reports to the Board

8.4.1 Reports to the Board must be produced using the PSCB template and in accordance with the PSCB report guidance notes (appendix 4).

8.4.2 Reports must be submitted a minimum of three weeks in advance of the meeting. Any amendments to the report requested by the Chair or Business Manager must be completed and submitted a minimum of one week before the meeting date

8.5 Agenda and minutes

8.5.1 The Chair and the Business Manager will plan the agendas in accordance with the scrutiny calendar and in conjunction with the Executive Committee

8.5.2 Items may be added to the agenda at any time with the permission of the Chair or Vice-Chair. Items to be considered may be submitted to the Business Manager up to two weeks prior to any scheduled meeting

8.5.3 Members will receive an agenda and papers at least one week in advance of each meeting

8.5.4 Minutes will be taken by the Board Administrator, or delegated administrator, and circulated within two weeks of the meeting

8.5.5 Disputes to minutes or decisions should be formally raised with the Chair within two weeks of receipt of the minutes

8.6 Actions

8.6.1 Each agency will be responsible for ensuring that all allocated actions required of representatives are carried out

8.6.2 Each agency must have procedures for considering reports from its representatives in order to identify any action necessary by the agency or the PSCB

8.6.3 The Chair will challenge and escalate matters where non-completion of an action by an agency representative is a cause for concern

8.7 Decision-making

8.7.1 Ordinary decision-making will be by consent following discussion and with contrary views being fully aired and considered.

8.7.2 In the unlikely event consensus is not reached, majority consensus of members will prevail, with dissenting views clearly recorded in the minutes of the meeting

8.7.3 In the event of a split decision or failure to reach a decision on a matter that should not be deferred the Chair will make the final decision

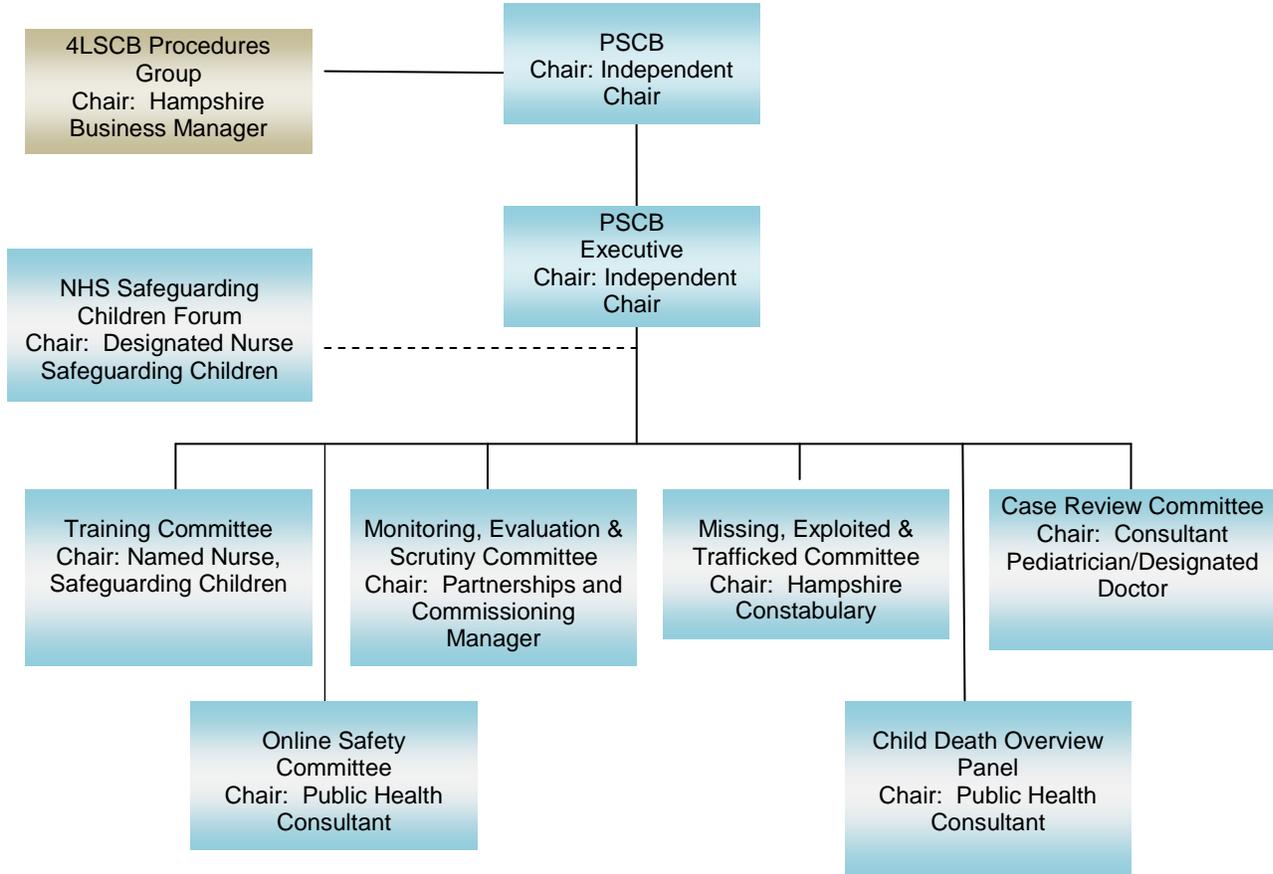
8.8 Confidentiality

8.8.1 All members are expected to sign at each Board meeting that they agree to abide the Portsmouth PSCB Confidentiality Agreement

8.9 Delegation

8.9.1 The PSCB may delegate functions as it considers appropriate to its Executive Group, Committee Chairs group or committees

9 Structure of the Board



10 Committees of the Board

10.1 In order to undertake the range of work required, the Board is supported by committees and a Committee Chairs group

10.2 The current committees are as follows:

- (i) Executive Committee
- (ii) Serious Case Review Committee
- (iii) Monitoring, Evaluation and Scrutiny Committee
- (iv) Online Safety Committee
- (v) Missing Exploited & Trafficked Committee
- (vi) Training Committee
- (vii) Child Death Overview Panel (CDOP)
- (viii) NHS Safeguarding Children Forum (single agency)

10.3 Membership of committees is made up of staff from bodies or agencies represented at the PSCB who are co-opted to ensure that each group has relevant expertise and

knowledge to undertake the range of business. Membership of committees can include Members of the Board

- 10.4 For any committee meeting to be quorate a minimum of representation by the Police, A Health Partner organisation and Portsmouth City Council and the committee Chair or Vice-Chair is necessary
- 10.5 Each committee has a working mandate, in-line with the PSCB Business Plan, which is set out within their respective Terms of Reference
- 10.6 Committees hold responsibility for the planning and implementation of information gathering and analysis in order to recommend courses of action to the Board or Executive Committee. Decisions which impact on the quality of safeguarding practice, process or delivery can only be taken by a committee with the specific agreement of the Executive Committee
- 10.7 In addition, the Child Death Overview Panel meets quarterly to review the deaths of children aged 0 to under 18 years that have happened in Portsmouth
- 10.8 The four LSCBs in the Hampshire area have agreed to work in a collaborative manner to support across boundary coordination. To assist this process there are quarterly 4LSCB managers' meetings and a 4LSCB Procedures group.
- 10.9 In addition to the standing committees the PSCB will secure representation at other groups in order to further its work in safeguarding children

11 Review

- 11.1 This Constitution should be reviewed annually and may additionally be considered for amendment at any meeting of the PSCB, provided that prior notice of amendment is formally tabled for the meeting

Appendix 1 - Membership

PSCB members at January 2016

Board Members	Title	Agency
Reg Hooke	PSCB Chair	PSCB
Louise Boyle	Business Manager, Home-Start (Vice Chair)	Portsmouth Voluntary Sector
Ellen McNicholas	Deputy Director of Nursing	Solent NHS
Alison Jeffery	Director of Children's Services	Portsmouth City Council
Janet Maxwell	Director of Public Health	Portsmouth City Council
Sarah Newman	Deputy Director of Children's Services, Children's Social Care	Children's Social Care- Portsmouth City Council
Innes Richens	Chief Operating Officer Portsmouth CCG and Director of Adult Services	Adult Services - Portsmouth City Council
Cathy Stone	Director of Nursing	P/mouth Hospital NHS Trust
Dr Linda Collie	Clinical Executive	Portsmouth Clinical Commissioning Group
Nicola Priest	Assistant Director of Nursing (Patient Experience)	NHS England
Anne Fleming	Head of Child & Family Services	Solent NHS
Rich John	Chief Superintendent	Hampshire Constabulary
Cllr Neill Young	Cabinet Member for Children and Education	Lead Member for Children's Services
Jacqueline Coonie	Leadership Adviser & Senior Manager for Allegations, Education and Strategic Commissioning	Portsmouth City Council
Sandra Gibb	St Georges Beneficial C of E Primary School, Portsmouth	Portsmouth Primary Schools
Sara Spivey	Headteacher, Springfield Secondary School, Portsmouth	Portsmouth Secondary Schools
Helen Brennan	Executive Director, Student & Alumni Services, Highbury College	Portsmouth Colleges
Bruce Marr	Service Manager, Hidden Violence & Young People	Domestic Abuse Services- Portsmouth City Council
Elaine Bastable	Options Manager, Housing	Housing -Portsmouth City Council
Hayden Ginns	Commissioning & Partnerships Manager	Children's Trust Board
Clare Ansell	Director of Operations, Motiv8	Portsmouth Voluntary Sector
Ian Berry	Diocesan Safeguarding Advisor, Anglican Diocese	Diocese
John Marshman	Methodist Association	Diocese
Jacky Storey	Southern Counties Baptist Association	Diocese
Tim Churchill	Demand Management Lead	S/Central Ambulance Service
Noah Carter	PSCB Lay Person	
Lorna Stringer	PSCB Lay Person	
Jenni Wessels	PSCB Lay Person	
Barbara Swyer	Head of Operations, Hampshire & IOW CRC	Probation
Sarah Beattie	Director of Offender Management	Probation
Terri Brown	Area Officer	Naval Welfare
Carla Bristol	Higher Officer	UK Border Force

Appendix 2 PSCB MEMBERS - ROLE DESCRIPTION

1. Purpose

- 1.1. To share responsibility and accountability with other members of the PSCB to deliver as an interagency partnership to safeguard and promote the welfare of children in accordance with the Children Act 2004

2. Responsibilities

2.1. PSCB members should:

- (i) Abide by the Constitution contributing fully and effectively to the work of the PSCB
- (ii) speak with the authority of their organisation
- (iii) commit their organisation on policy and practice matters
- (iv) hold their own organisation to account and hold others to account, developing and maintaining strong and effective interagency safeguarding procedures and protocols
- (v) Contribute to case reviews and reflective learning exercises and influence the development of their agency's practices
- (vi) Ensure that child protection and safeguarding services within those agencies are adequately resourced
- (vii) Contribute to the development of robust and effective monitoring and performance functions of the PSCB
- (viii) Commit their organization to supporting the financial stability of the PSCB

3. Accountabilities

- 3.1. Attend all meetings of the PSCB and required committees, and when unable to do so, send apologies in advance and supply an appropriate, briefed deputy
- 3.2. Agencies must ensure 100% attendance. Deputisation must not occur for more than 25% of meetings
- 3.3. Ensure agency resourcing and contribution to resourcing is adequate and appropriate
- 3.4. Ensure they have the appropriate level of delegated authority from their agency to enable them to conduct the business of the Board
- 3.5. Ensure strategic agency issues are brought to the attention of the Board
- 3.6. Nominate appropriate agency representatives to work on PSCB committees
- 3.7. Maintain a clear focus on the safeguarding needs of children
- 3.8. Appreciate the roles and responsibilities of member agencies in protecting children
- 3.9. Maintain proactive engagement in the work of the PSCB
- 3.10. Recognise the implications of and key issues involved in multi-disciplinary working
- 3.11. Represent their agency from a strategic standpoint

4. Decision-making authority

- 4.1. PSCB members should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They must hold senior management positions within their organisation and be able to commit their agencies to joint working

5. Activities

- 5.1. Participate in new Member induction process
- 5.2. Prepare for meetings by reading minutes and associated papers
- 5.3. Action any areas agreed at Board and committee meetings, and to meet PSCB deadlines
- 5.4. Be available for consultation between meetings to facilitate the business of the Board
- 5.5. Declare any interest in a particular topic or issues before a meeting to the Chair
- 5.6. Disseminate and communicate PSCB reports, policies, procedures, training and decision where appropriate within their agency
- 5.7. Ensure there is a process within their agency for the distribution and communication of the above
- 5.8. Support and participate in the work of the PSCB by assisting the Chair and the Business Manager and bringing key issues to the attention of the Board
- 5.9. Contribute to the on-going development of the PSCB by participating in planning or training events
- 5.10. Support the work of the PSCB by identifying people with their agency to join the committees, or to undertake any necessary research or investigations
- 5.11. Contribute to the development and implementation of the Business Plan and Annual Report
- 5.12. Ensure that the Duty to Cooperate is understood and acted upon in their agency
- 5.13. Ensure the safeguarding and promoting the welfare of children people is firmly embedded within their agency thus improving outcomes for children
- 5.14. Ensure that there is adequate knowledge, a good skills base, suitable resources and accessible training for staff within the agency represented
- 5.15. Contribute to the development of robust and effective monitoring and performance functions and open the respective organisational practice to scrutiny
- 5.16. Provide specific information to the PSCB as required by producing or ensuring the production of reports to / from the agency as appropriate
- 5.17. Challenge and question the practice of members and / or their agency for the improvement of safeguarding
- 5.18. Cooperate with the Serious Case and Child Death Review process and ensure appropriate action is taken within each agency to complete work in a timely manner and to the standard required

- 5.19. Take forward any additional actions arising from Serious Case Reviews deemed necessary to improve standards of child protection services within each agency and between agencies. Actions of this nature should not necessarily await the completion of the review process
- 5.20. Respect the confidentiality of sensitive information provided by the constituent agencies of the PSCB
- 5.21. Agree any response to media enquiries with constituent agencies as appropriate

6. Additional information regarding Lay Members

- 6.1. Section 3.7.5 of Working Together 2015 outlines the role of Lay Members. Lay Members will commit to:
 - 6.1.1. Attend and contribute to 5 PSCB meetings annually and participate where appropriate in relevant committees or task groups
 - 6.1.2. Attend one development day per year
 - 6.1.3. Abide by the PSCB Constitution and the role description of PSCB Members
 - 6.1.4. Actively support stronger public engagement in local child safety issues and contribute to an improved understanding of the PSCB's child protection work in the wider community
 - 6.1.5. Challenge the PSCB on the accessibility by the public and children of its' plans and procedures
 - 6.1.6. Help to make links between the PSCB and community groups.
- 6.2. Lay members are expected to sign a confidentiality agreement which includes their responsibility to raise any safeguarding concerns identified in the course of carrying out their duties with the Business Manager or Chair
- 6.3. Suitability to be a Lay Member is a matter for the Chair who can consider ending the appointment of a Lay Member. In such event the Lay Member will be informed in writing with an explanation. The Lay Member will be given an opportunity to respond before a final decision by the PSCB Chair
- 6.4. Lay Members are supported in their role by the Business Manager

Appendix 3: PSCB - Budget Agreement

1. This agreement sets out the arrangements for multi-agency funding of the Portsmouth Safeguarding Children Board in line with government guidance in Working Together to Safeguard Children 2015 which states:

3.98 The budget for each LSCB and the contribution made by each member organisation should be agreed locally. The member organisations' shared responsibility for the discharge of the LSCB's functions includes shared responsibility for determining how the necessary resources are to be provided to support it.

3.99 The core contributions should be provided by the responsible local authority, the CCGs, and the police. Other organisations' contributions will vary to reflect their resources and local circumstances. For some, taking part in LSCB work may be the appropriate extent of their contribution. Other organisations may wish to contribute by committing resources in kind, rather than funds, as provided for in the legislation.

2. Contribution of funds is agreed from Portsmouth City Council, Hampshire Constabulary, Portsmouth Clinical Commissioning Group, Nation Probation Service, Hampshire & Isle of Wight Community Rehabilitation Company and Cafcass. The amount of the contribution of each partner will be agreed annually as a part of Board business towards the end of each financial year. It is recognised that, for some partners, taking part in the work of the Board is the appropriate extent of their contribution.

3. Funds are to be used to carry out the functions of the PSCB and its committees in line with the Working Together guidance i.e.

3.103 The LSCB's resources will need to enable it to have staff to take forward its business, whether those are paid for from a common fund, or seconded as part of a contribution in kind. The particular staffing of each LSCB should be agreed locally by the Board partners. An effective LSCB needs to be staffed so that it has the capacity to:

- *drive forward the LSCB's day to day business in achieving its objectives, including its co-ordination and monitoring/evaluating work;*
- *take forward any training and staff development work carried out by the LSCB, in the context of the local workforce strategy; and*
- *provide administrative and organisational support for the Board and committees, and those involved in policy and training.*

4. Spending decisions will be made in line with the PSCB annual budget plan and Business Plan priorities. Spending decisions below £5,000 may be made by the Chair in

consultation with the Business Manager. Spending decisions over £5,000 will be made by the Chair after consultation with the Executive.

5. Accountancy support will be provided by Portsmouth City Council who will provide budget monitoring reports, support to the Chair through regular budget discussions with the PSCB Business Manager and end of year report for the purposes of the PSCB Annual Report.

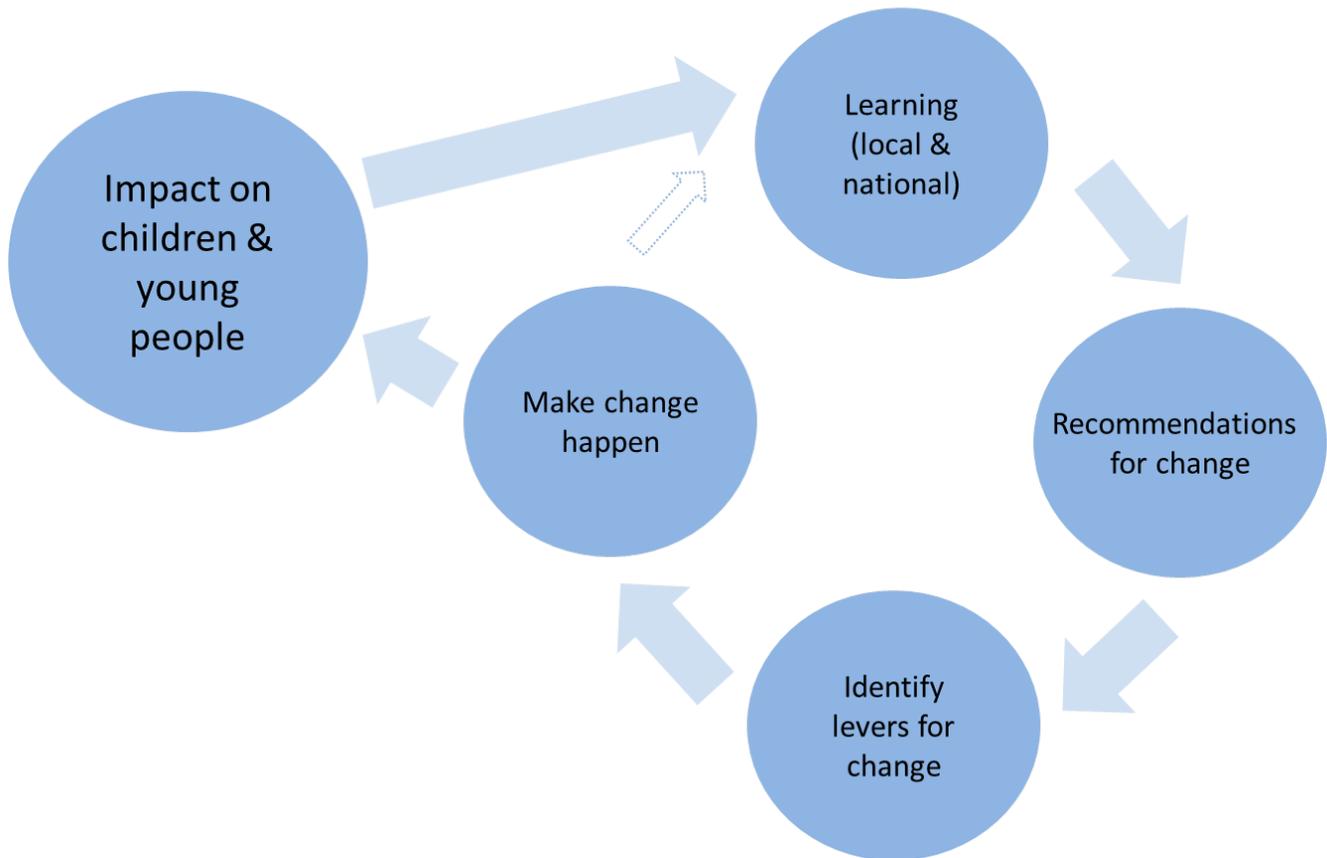
6. Any unspent funding may be carried forward into the next financial year up to a maximum amount of 25% of the annual budget. Any under spend beyond this amount will be refunded to contributing board partners in proportion to their contributions to the budget.

Agreed by Board members Feb 2016

Review scheduled for Feb 2017

Appendix 4

PSCB Learning Improvement cycle



Appendix 5

Report Writing and Submission Process for Papers to PSCB and Executive

1. **Report content:** Papers to be completed following the below guidelines. Large documents will only be acceptable as appendices to the main report. The main report will comprise of a maximum four, ideally two, sides of A4. The report will clearly state what the purpose of the report is and what the meeting is asked to do. Recommendations will be small in number, ideally a *maximum* of five.
 2. **Submission:** Papers to be submitted to PSCB administrator three weeks prior to meeting dates.
 3. **Quality assurance:** Business Manager will review papers as to their fitness for purpose and liaise directly with the author where revision is necessary.
 4. **Revisions:** Revised papers will be returned within two weeks of meetings.
 5. **Circulation:** Meeting agenda and papers will be circulated at least one week in advance of meeting dates.
 6. Paper submissions that do not comply with this process risk being withdrawn from the agenda.
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Report Format

Report To: e.g. 'PSCB (*Enter Date*)'

Report By: *Name & Title*

Report Date: *Enter Date*

Report Title: *Enter Title - be descriptive to help readers identify this from other reports*

Recommendation(s)

- a) *Enter here so readers know what the Board is being asked to do. Examples "The Board notes the report detailing the progress to date and actions that will be implemented" "The Board approves the procedure" "The Board approves (a particular course of action)"*
- b) *List all recommendations separately*

Guidelines for writing report to PSCB

- a) *The above Report title information and box for recommendations must be used.*
- b) *Use sub-headings where appropriate to assist ease of comprehension. Use headings that will follow a logical sequence to bring the readers to the conclusion you want them to consider. Start with a brief 'Introduction' or 'Background' section to explain what the subject is about. The middle sections are for you to decide. A concluding section should cover 'Next Steps' or 'Action Plan' and set out what will happen, the timescales and who will lead.*
- c) *Where there is a substantive report already written you can attach this as an appendix for background reference (e.g. an annual report).*

- d) *Where the PSCB has requested a report you should clarify what questions the Board wants answered if this is not clear (such as in a scrutiny report). The Board manager will be able to advise.*
- e) *Due to the volume of papers that Board members receive for each meeting, this overview/covering report should ideally be no more than 2 pages (4 maximum). It should succinctly tell the readers what the issues are and what the Board is being asked to do.*
- f) *Think carefully about language, explain any acronyms etc. as the readers will be from different disciplines and there are Lay Members.*
- g) *Try and link your subject to learning and improvement. See diagram attached which is taken from the PSCB Learning & Improvement Framework (April 2014). Try to evidence:*
- *what the learning has been to date (including what the impact has been on children),*
 - *detail the recommendations for change,*
 - *explain what the likely levers for change are,*
 - *timescales,*
 - *who will lead,*
 - *when and how the Board (or the Executive or Committee) will be updated on progress.*
 - *describe what the impact is expected to be on children - what difference will a particular action make to children's lives.*
- h) *Always consider the voice of the child, the child's experiences, parent and carers' views where this is relevant to the report.*