

ROTHERHAM

LOCAL SAFEGUARDING CHILDREN BOARD



Constitution

2013

Document Control

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24.04.13	Revision following publication of Working Together 2013	Alan Hazell & Phil Morris
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tbc	Approval at RLSCB	
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1. Context

- 1.1 The Children Act 2004 requires Children's Services Authorities to establish Local Safeguarding Children Boards (LSCBs) involving key local partners as listed in Section 13(3) of the Act. The Act also requires these Board partners to co-operate with each other in the establishment and operation of LSCBs. This document details the arrangements for the Board partners within Rotherham to carry out their functions as laid out in legislation, regulation and statutory guidance.[†]
- 1.2 Rotherham Local Safeguarding Children Board (RLSCB), here after referred to as the Board, is an independent statutory body.

2. Objectives

- 2.1 The core objectives of the Board (S14 CA 2004) are to:-
- Co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in Rotherham; and
 - Ensure the effectiveness of what is done by each such person or body for those purposes.
- 2.2 Safeguarding and promoting the welfare of children is defined in Working Together (WT) 2013 Introduction (paragraph 2) as:-
- Protecting children from maltreatment
 - Preventing the impairment of children's health or development
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best outcomes.
- 2.3 Section 11 of the Children Act 2004 places a duty on key individuals and bodies to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its function.

3. Functions

- 3.1 The core functions of RLSCB, which are defined by The Local Safeguarding Children Boards Regulations 2006 (Regulation 5), are:-
- a) Developing policies and procedures for safeguarding and promoting the welfare of children in Rotherham. These include policies and procedures in relation to:-
- Action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention

[†] Details are provided at Appendix 1; Children Act, 2004; Local Safeguarding Children Boards 2006; Working Together to Safeguard Children 2013

- Training of persons who work with children or in services affecting the safety and welfare of children
 - Recruitment and supervision of persons who work with children
 - Investigation of allegations concerning persons who work with children
 - Safety and welfare of children who are privately fostered
 - Co-operation with neighbouring Children's Services Authorities and their Board partners.
- b) Communicating to people and bodies in Rotherham 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.
- c) Monitoring and evaluating the effectiveness of what is done by RLSCB partners individually and collectively to safeguard and promote the welfare of children, and advising them on ways to improve.
- d) Participating in the local planning of children's services in Rotherham.
- e) Undertaking reviews of serious cases and advising on lessons to be learned. These comprise Serious Case Reviews (Reg 5/2), Child Death Overview (Reg 6), and other Lessons Learned Reviews and overseeing the progression of recommendations from these reviews.
- 3.2 RLSCB may also engage in other activities that contribute to the achievement of its objectives (Reg 5/3).
- 3.3 RLSCB will ensure the effectiveness of its work by measuring and reporting the Board's performance against the objectives of its Business Plan.
- 3.4 An Annual Report will be submitted to the RLSCB, the Children Young People and Families Partnership, the Council Chief Executive, the Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.

4. Membership

- 4.1 As far as possible, organisations should designate particular, named people as their LSCB member, so that there is consistency and continuity in the membership of the LSCB.
- 4.2 RLSCB's membership will include representatives from the following agencies and organisations:-
- Independent Chair of the Board
 - Rotherham Metropolitan Borough Council, Children and Young People's Services
 - South Yorkshire Police
 - Principal Child and Family Social Worker
 - South Yorkshire Police
 - NHS Rotherham Clinical Commissioning Group
 - NHS England
 - Rotherham NHS Foundation Trust

- Rotherham, Doncaster & South Humber NHS Foundation Trust
 - South Yorkshire Probation Trust
 - Children and Family Court Advisory Support Service (CAFCASS)
 - Schools and Learning communities
 - RMBC, Integrated Youth & Support Service (inc Youth Offending Services)
 - Rotherham Metropolitan Borough Council, Neighbourhoods and Adult Services
 - The Voluntary and Community Sector
 - Lay representatives
 - Director of Public Health
 - South Yorkshire Fire and Rescue Service
- 4.3 The following will attend and act as expert advisers in a non-voting capacity:
- RLSCB Business Manager
 - RLSCB Quality Assurance Officer
 - RMBC Standards and Development Service Manager (Learning & Improvement Adviser)
 - Designated Doctor for Safeguarding Children
 - Designated Nurse for Safeguarding Children
 - Named General Practitioner for Safeguarding Children
 - RMBC Legal Services representative
 - Cabinet Lead Member for Children and Young People – ‘participating observer’ (WT para 3.70)
- 4.4 All members have a duty under sections 10 and 11 of the Children Act 2004 to perform their duties to the best of their ability. Each member of the Board shall be entitled to name one representative who may attend to represent and vote, where necessary, in their unavoidable absence.
- 4.5 Such named deputies will be recorded and agreed by the RLSCB Chair. It will nevertheless remain the responsibility of members to ensure that they undertake any agreed actions on behalf of their agency.
- 4.6 Other agencies and organisations may become members as agreed by the Board.
- 4.7 Members and named deputies should hold a strategic role in relation to safeguarding and promoting the welfare of children within their own organisation, where this exists. They should be able to:
- speak for their organisation with authority
 - commit their organisation on policy and practice matters, subject to their own governance arrangements
 - hold their organisation to account and hold others to account
- 4.8 Each nominated representative and deputy shall undergo an enhanced Disclosure and Barring Service check prior to taking up the position, unless the nominated representative has been granted equivalent clearance by the internal operations of the member organisation they represent. The Disclosure and Barring Service checks should be updated every three years until the implementation of the Independent Safeguarding Authority regulations. The Board Manager should maintain a list of the enhanced Disclosure and Barring Service rating and number for all members and advisors.

- 4.9 Members and deputies should fulfil RLSCB's person specification (Appendix 3) and operate in accordance with RLSCB's member role specification (Appendix 4).
- 4.10 Any member resigning from RLSCB should inform the Chair in writing, providing as much notice as possible, and advising on their replacement and any interim cover arrangements.
- 4.11 The RLSCB Business Manager will seek to ensure that all Board members and named deputies receive induction prior to attending their first meeting.
- 4.12 Observers wishing to attend the Board should write to the RLSCB Chair or contact the RLSCB Business Manager (setting out the purpose) to seek prior agreement.

5. Independent Chairing Arrangements

- 5.1 It is the responsibility of the Local Authority Chief Executive (Head of Paid Service) to appoint or remove the LSCB chair with the agreement of a panel including LSCB partners and lay members. The Chief Executive, drawing on other LSCB partners and, where appropriate, the Lead Member, will hold the Chair to account for the effective working of the LSCB. The appointment process will include a children and young people's panel. The appointment will be reviewed three yearly by the Chief Executive of the Local Authority in consultation with Board partners and lay members.
- 5.2 The Chair should fulfil RLSCB's person specification (Appendix 5) and operate in accordance with RLSCB's member role specification (Appendix 6). A Contract between the Independent Chair and Rotherham Metropolitan Borough Council will contain the terms and conditions of the position. An appraisal, by the Board, of the Independent Chair's performance will be conducted twice in a three year tenure.
- 5.3 The responsibilities of the Chair of the Board are as follows:-
- a) To chair meetings of the Board and to ensure they are conducted in accordance with the constitution
 - b) To ensure that an agenda and supporting documentation are available to members one week in advance of each meeting
 - c) To undertake duties specified in legislation, regulations and guidance
 - d) To ensure the effectiveness of the Board in discharging its responsibilities
 - e) To liaise with senior officers/managers of all member agencies as appropriate
- 5.4 The Board will appoint a Vice Chair from its members at the first meeting of each financial year which begins in April. The appointment will be reviewed annually in consultation with the Board members.

6. Meetings – Frequency and Conduct

- 6.1 The Board shall meet on no fewer than four occasions in each calendar year. Extraordinary meetings and development events may be convened at the discretion of the Independent Chair of the Board.

- 6.2 Prior to each full Board meeting, the Chairs of the Board's Sub Groups will meet with the Board Chair to review and finalise the Board Agenda and discuss progress made by each of the Sub Groups towards the Business Plan.
- 6.3 The dates for the ordinary meetings shall be agreed on an annual basis and circulated to all Board Members and Board Advisors.
- 6.4 Members or named deputies are expected to attend all Board meetings. Attendance will be monitored and reported in the Board's Annual Report. For members who do not attend for two consecutive meetings, the Independent Chair will contact the organisation to discuss the agency's commitment.
- 6.5 A meeting shall be quorate, including extraordinary meetings, if the Chair or Vice Chair and 5 representatives are present, including at least two from statutory member agencies.
- 6.6 Members and their named deputies have a responsibility to communicate with each other to ensure effective participation in RLSCB meetings.
- 6.7 It is the aim of the Board that business shall be conducted by consensus and agreement wherever possible. Where agreement is not possible, a decision shall be reached by the majority of those members present at the meeting. Each member or named deputy present shall have one vote. In the event of a tied vote, the Chair shall have a casting vote.
- 6.8 The Minutes of each full Board meeting will be available on the secure information sharing web portal within ten working days of each meeting. The minutes of each full Board meeting will be published on the Board's website once these have been ratified at the subsequent Board meeting.

7. Representation and Accountability

- 7.1 The Board will promote individual, professional and organisational accountability for safeguarding children, including the implementation of safe recruitment practices.
- 7.2 The Board will be responsible for an annual multi-agency learning and development programme which will assist staff to undertake their duties in respect of safeguarding and promoting the welfare of children.
- 7.3 Constituent agencies of RLSCB are responsible jointly for the work of the Board and should ensure engagement in the development and ownership of its work.
- 7.4 Individual members of RLSCB have a duty to contribute to the effective work of the Board.
- 7.5 Individual members of RLSCB have a duty to disseminate decisions and recommendations of, and information about, RLSCB within their own organisations and to report back to RLSCB on that activity where appropriate.
- 7.6 If it is found that an RLSCB member is failing to act in accordance with this Constitution, RLSCB role specification and/or breaching the Code of Conduct, the member and partner agency (the immediate line manager or the senior representative of the organisation if the

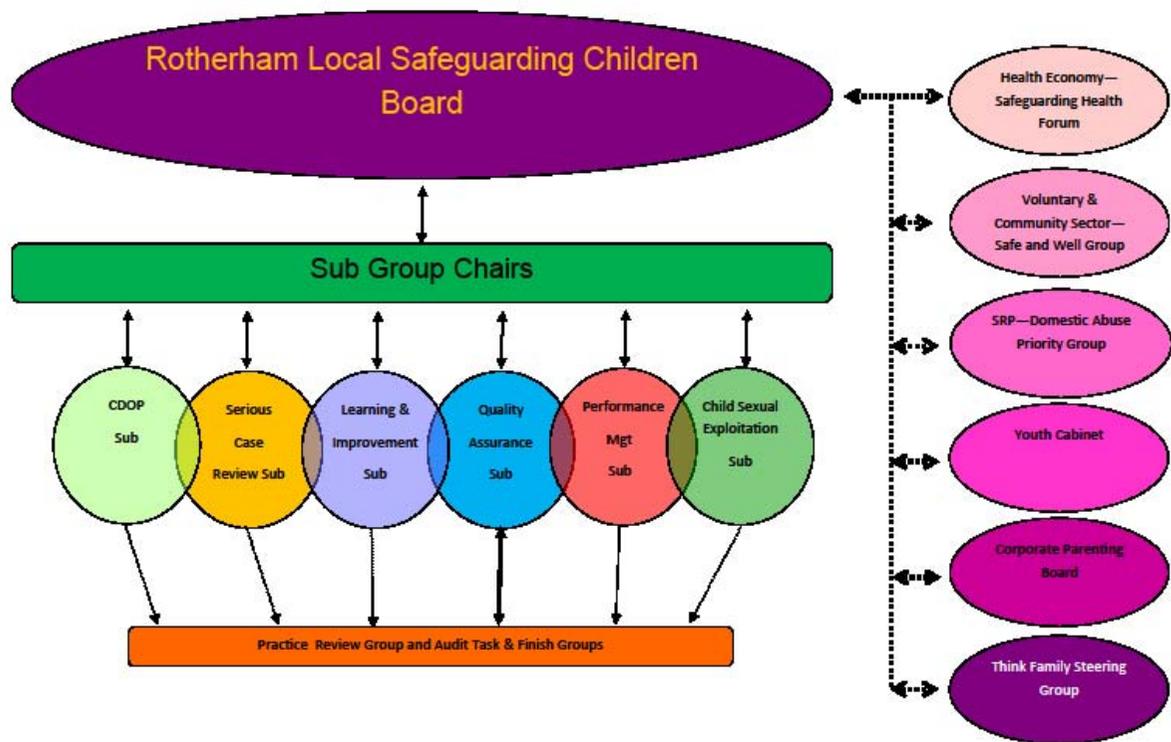
member is an elected representative) will be informed in writing by the RLSCB Chair. The Board partner will notify the RLSCB Chair, in writing, of the planned action to improve performance. If the planned action does not address the identified concerns, the RLSCB Chair will inform the Strategic Director of Children and Young People's Services or Cabinet Member, who will take any necessary action.

- 7.7 Whilst RLSCB has a role in co-ordinating and ensuring the effectiveness of agencies' work to safeguard and promote the welfare of children, it is not accountable for their operational work. Each RLSCB partner retains its own existing lines of accountability for safeguarding and promoting the welfare of children by, and within, their services. Whilst RLSCB does not have the power to direct other organisations, it will seek to influence partner organisations in relation to safeguarding issues.
- 7.8 The Board will monitor, scrutinise and challenge all Board members' and their organisation's work to safeguard and promote the welfare of children.
- 7.9 The Board will consider relevant findings of inspections and reviews of partners and will seek to identify and agree any appropriate action to be taken by the Board arising out of the findings.
- 7.10 Board members will demonstrate high standards of behaviour, declaring any personal interests they have in matters under discussion.

8. Governance Arrangements

- 8.1 The Rotherham Local Safeguarding Children Board is established as a statutory board with formal links to the Strategic Director of Rotherham Children and Young People's Service and, through the statutory duty of partnership, to other statutory agencies.
- 8.2 The Chair of RLSCB is accountable to the Chief Executive of Rotherham Council for their work as Independent Chair of the Board.
- 8.3 The RLSCB Chair will be a member of Rotherham Children Young People and Families Partnership Board and report on all relevant safeguarding matters.
- 8.4 The RLSCB Chair and the Strategic Director of Children and Young People's Services, and the Chair and Chief Executive, will meet regularly to ensure that work is progressed. An approved written record of the meetings will be kept.
- 8.5 The RLSCB Chair and the (Cabinet) Lead Member will meet regularly at agreed intervals. An approved written record of the meetings will be kept.
- 8.6 RLSCB members will take responsibility for sharing RLSCB minutes with relevant personnel in their agencies/organisations.
- 8.7 The minutes of RLSCB will be published on the RLSCB website following ratification of them at the subsequent Board meeting.

- 8.8 The minutes are assumed to be open unless otherwise specified i.e. they relate to specific children and families or matters identifying individual professionals, whereby the relevant sections will be made anonymous, removed or redacted as appropriate prior to any publication.
- 8.9 The (Cabinet) Lead Member will brief the Council's Improving Lives Select Commission in relation to issues arising from RLSCB. When necessary, the RLSCB Chair and/or the RLSCB Business Manager will attend the Improving Lives Select Commission, for example to present the RLSCB Annual Report, or the Council's Overview and Scrutiny Management Board when necessary.
- 8.10 Rotherham Children Young People and Families Strategic Partnership Board has a wider responsibility to promote the well-being and opportunities of children and young people in Rotherham. It is responsible for producing the Children and Young People's Plan (CYPP) and reporting into the Health and Well Being Board. RLSCB will contribute to, and work within, the framework established by the CYPP.
- 8.11 The Board will develop a 3 year Business Plan which meets the requirements of Chapter 3 of Working Together. It will be consistent with the framework of priorities set out in the CYPP. The Business Plan, which will be a public document, will be presented to RLSCB for approval no later than June each year.
- 8.12 Progress against the objectives of the RLSCB Business Plan will be monitored by the RLSCB Business Manager, and reported into the Board as a standing item on each agenda.
- 8.13 An assessment of the RLSCB's effectiveness will be made biennially to ensure that its systems and processes meet the requirements of its remit. As part of the audit, members of the Board may be asked to complete a survey of their experience and contributions as a Board member.
- 8.14 An Annual Report of the work of RLSCB and its Sub Groups should be produced by the Independent Chair, RLSCB Business Manager and Chairs of RLSCB Sub Groups. This report will be agreed by RLSCB no later than 30 September each year. This should incorporate relevant performance information on activity in the course of the previous year and a review of RLSCB's progress (including progress against its Business Plan) in the previous year. The Annual Report will be presented to the Children Young People and Families Partnership, the Council Chief Executive, the Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board by the RLSCB Chair.



9. Management and Staffing Arrangements

- 9.1 The Board shall be staffed so that it has sufficient capacity to:-
- Progress the day to day business of the Board in achieving its objectives, including its co-ordination and quality assurance work through monitoring/evaluating.
 - Deliver and/or commission all multi-agency learning and development opportunities for relevant staff in relation to safeguarding children and young people across Rotherham; and
 - Provide administrative and organisational support for the Board and its Sub Groups, and those involved in policy development and training.
- 9.2 The RLSCB Business Manager will be responsible for the day to day business of the Board and manage relevant RLSCB staff. The RLSCB Business Manager will be accountable to the Board through the Chair of the Board, and will be managed day to day by the CYPS Service Manager for Standards and Development.
- 9.3 The RLSCB Business Manager (in consultation with the Chair or a delegated suitable lead) will manage the Board's budget.
- 9.4 The RLSCB Business Manager will be responsible for advising the RLSCB Chair, the Chief Executive, the Strategic Director of Children and Young People's Services and/or Cabinet (Lead) Member, or any Board Member of any relevant safeguarding issues as and when necessary.
- 9.5 The Board's administrators will support the RLSCB Business Manager, the Board and its Sub Groups, with particular reference to developing and maintaining monitoring and performance management systems.
- 9.6 A Board effectiveness review will be held annually to ensure that the Board and Sub Groups are working effectively.

10. Internal RLSCB Structures

- 10.1 Each Sub Group will have a member of RLSCB as the Chair. Chairing arrangements will be agreed by RLSCB. A Vice Chair, who will be a member of or advisor to the Board, will be elected by Sub Group members on an annual basis.
- 10.2 Each Sub Group will receive expert advice from an appropriate member of the RLSCB / Safeguarding Unit.
- 10.3 Each Sub Group shall meet on no fewer than four occasions in each calendar year with dates being agreed on an annual basis linked to the dates of the Board to facilitate reporting in and out.
- 10.4 All members are expected to meet the criteria set out in appendices 7 and 8 regarding person specification and role description and attend a minimum of 75% of their respective Sub Group meetings. Attendance will be monitored and reported to the Board at least annually.

- 10.5 Any member resigning from an RLSCB Sub Group must inform the Sub Group Chair in writing.
- 10.6 All Sub Groups will work to agreed Terms of Reference and will be accountable to the Board.
- 10.7 Terms of Reference will be reviewed at least annually by RLSCB. Amendments to the Terms of Reference, where appropriate, can be made at any other time with the agreement of RLSCB.
- 10.8 All Sub Groups will produce minutes of their meetings in a consistent format, which will be available to all RLSCB members on request. Any identified key issues will be reported to the Board by the Chairs.
- 10.9 Each Sub Group will formulate an Annual Work Plan, complementing the RLSCB Business Plan, which will be presented to RLSCB, and will measure its progress against agreed objectives.
- 10.10 Each Sub Group will report to the Board quarterly, contributing to RLSCB's Annual Report and to the Business Plan.
- 10.11 In addition to the established Sub Groups, RLSCB may establish specific task groups to assist it in the conduct of its business. Task groups will be established for either a specific period of time or until the task is completed, or charged with undertaking a discrete and defined piece of work or task.
- 10.12 Members of a Task Group shall be nominated by the Sub Group and will report to either a specific Sub Group or directly to the Board depending upon the task requested. Specialist advisers will be co-opted onto the group as necessary.
- 10.13 Rotherham LSCB has a standard reporting template to be utilised for all reports being submitted to the Board. Board papers must be available for the RLSCB Chair, Business Manager and Administrative Officer at least 2 weeks before a RLSCB meeting to allow for appropriate agenda setting and dissemination of papers.

11. Funding

- 11.1 The LSCB budget will be agreed no later than the January preceding the financial year in question. The budget should enable the Board to undertake all its core functions effectively and to employ staff to drive forward the day to day business, take forward training and development and provide administrative and organisational support for the Board and its Sub Groups. Organisations' shared responsibilities for the discharge of the Board's functions include shared responsibility for determining how the necessary resources are to be provided to support it.
- 11.2 All RLSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate

burden does not fall on a small number of partner agencies.

- 11.3 The level and nature of contributions from constituent agencies will be reviewed annually. The core contributions will be provided by the Local Authority, Health and the Police. It is the responsibility of each constituent agency to contribute in line with their resources and local circumstances.

12. Procedures

- 12.1 The Board will ensure that inter-agency procedures for safeguarding children in Rotherham are compliant with Working Together 2013 and any successive documents. Each member agency / organisation of the Board will produce single agency safeguarding children procedures which are consistent with the RLSCB procedures.
- 12.2 Procedures will be available electronically on the RLSCB website to ensure they are accessible to the widest possible audience, including members of the public and all those whose work brings them into direct contact with children and families.
- 12.3 The procedures will be reviewed bi-annually and developed in response to legislation, statutory and best practice guidance and local experience by the Learning and Improvement Sub Group. Procedural changes may also be agreed by that Sub Group between annual reviews.
- 12.4 The Board will ensure regular and focussed consultation with children, families and the wider community to raise the profile of safeguarding and to share information about keeping children safe. Through consultation views will be obtained about the quality of services and procedures and will be taken account of in future planning.

13. Complaints

- 13.1 Any complaints in relation to the Board's functions should be addressed to the RLSCB Chair who will facilitate a resolution and response.
- 13.2 The RLSCB Chair will refer any complaints about the operation of the published Rotherham Local Safeguarding Children Board procedures to the Performance and Quality Assurance Sub Group (further details relating to both comments and complaints are to be found in the RLSCB Procedures themselves).
- 13.3 Constituent agencies will respond as appropriate to complaints about the conduct of individual staff or service delivery involved in implementing the procedures.
- 13.4 The RLSCB will receive an annual report relating to complaints relating to:
- Professional conduct whilst operating the safeguarding procedures (unless relating to a single agency only)
 - Child Protection Conferences
 - Allegations of abuse referred to the Local Authority Designated Officer (LADO)

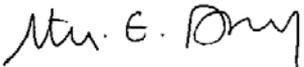
14. Review of the Constitution

- 14.1 This Constitution will be reviewed annually by RLSCB in the first meeting of each calendar year. Amendments to the Constitution can be made at any other time with the agreement of the Board. The Terms of Reference for each Sub Group will be reviewed annually.

15. Signatures

By signing this Constitution, signatories declare that they have read "Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004" (HM Government 2007), and that they understand & accept the responsibilities stated therein.

Statutory Partners under Section 11 Children Act 2004

Name  02.04.2014
Steve Ashley.....Date.....
Independent Chair of Rotherham Local Safeguarding Children Board

Name  27.03.2014
Joyce Thacker.....Date.....
Strategic Director of Children and Young People's Services, Rotherham MBC

Name  01.04.2014
Paul Lakin.....Date.....
RMBC Lead Member

Name  28.03.2014
Sue Cassin.....Date.....
Chief Nurse, NHS Rotherham Clinical Commissioning Group

Name  09.04.2014
Louise Barnett.....Date.....
Chief Executive, The Rotherham NHS Foundation Trust

Name *C. Bain* 01.04.2014
Christine Bain.....Date.....
Chief Executive, RDASH

Name *J. M. Harwin* 01.04.2014
Jason Harwin.....Date.....
Chief Superintendent, Rotherham District Commander, South Yorkshire Police

Name *S. Mainwaring* 23.04.2014
Sarah Mainwaring.....Date.....
Director of Probation, South Yorkshire Probation Trust

Name.....Date.....
Operations Director, CAF/CASS North

Name *Tom Cray* 28.03.2014
Tom CrayDate.....
Strategic Director of Neighbourhood and Adult Services, Rotherham MBC

Name
Sue Wynne.....Date.....
Rotherham Voluntary and Community Sector Representative

Lay Members under Working Together (2013)

Name
Richard Burton.....Date.....

Name
Debra Wadsworth.....Date.....

Appendix 1 – Statutory objectives and functions of LSCBs

Working Together to Safeguard Children 2013

Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

- (a) 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 the area; and
- (b) to ensure the effectiveness of what is done by each such person or body for those purposes.

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the LSCB, in relation to the above objectives under section 14 of the Children Act 2004, are as follows:

1(a) developing 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 in 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) cooperation with neighbouring children's services authorities and their Board partners;

(b) communicating to persons and bodies in the area of the authority 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;

(c) monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;

(d) participating in the planning of services for children in the area of the authority; and

(e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

Regulation 5 (2) which relates to the LSCB Serious Case Reviews function and regulation 6 which relates to the LSCB Child Death functions are covered in chapter 4 WT 2013.

Regulation 5 (3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

In order to fulfil its statutory function under regulation 5 an LSCB should use data and, as a minimum, should:

- assess the effectiveness of the help being provided to children and families, including early help;
- assess whether LSCB partners are fulfilling their statutory obligations set out in chapter 2 of WT 2013 this guidance;
- quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
- monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.

LSCBs do not commission or deliver direct frontline services though they may provide training. While LSCBs do not have the power to direct other organisations they do have a role in making clear where improvement is needed. Each Board partner retains their own existing line of accountability for safeguarding.

Appendix 2 - Code of Conduct

1. Introduction

- 1.1 Public service values are and must be at the heart of the Rotherham Local Safeguarding Children Board (RLSCB). RLSCB therefore commits itself and its members to ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as RLSCB members.
- 1.2 The code applies to all RLSCB members and is supplemented by professional, agency and Directorate/Service requirements or guidance regarding standards of conduct in particular areas of work.
- 1.3 The code should be read alongside the RLSCB Constitution.
- 1.4 In agreeing to the code, RLSCB members agree to:
 - apply the Nolan principles of public life (See Section 3)
 - uphold the law and act responsibly on behalf of their organisations and/or the people they represent
 - fulfil their responsibilities as outlined in the RLSCB Member Role Specification
 - demonstrate high standards of behaviour, declaring any personal interests they have in matters under discussion.

2. Breach of Code

- 2.1 This code forms part of the RLSCB Constitution and any breach of this code constitutes a breach of the Constitution.
- 2.2 Failure to observe the standards set out in this code will be regarded as serious. Should concern arise that any member has breached the code or any other part of the Constitution, the RLSCB Chair will make representation to the relevant organisation at Chief Executive level or equivalent. In the event that a breach of the code of conduct applies to a Lay Member, then the Independent Chair of the board will contact the Lay Member directly and initiate any appropriate support or action.
- 2.3 Where the RLSCB Chair fails to comply with the code or any other part of the Constitution, the Strategic Director of Children and Young People's Services shall take appropriate action.

3. Standards in Public Life

- 3.1 All persons covered by this code must observe the following Principles of Standards in Public Life as set out by the Nolan Committee:

(a) Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

(b) Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

(c) Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for awards or benefits holders of public office should make choices on merit.

(d) Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

(e) Openness

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

(f) Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

(g) Leadership

Holders of public office should promote and support these principles by leadership and example.

4. Member Responsibilities

4.1 RLSCB members will take steps to co-operate with the Board and with the Chair in relation to their responsibilities under the Code of Conduct in order to secure the achievement of the objectives, and facilitate the performance of the functions, of RLSCB.

4.2 Members will:

- treat each other with respect, dignity and equality of esteem
- be open with information about their performance insofar as it relates to their functions and role in RLSCB and provide RLSCB with early information about relevant problems
- co-operate to agree projects, protocols or arrangements as may be required.

4.3 All members have individual responsibility and are personally liable for their own conduct and compliance. In this regard, members must:

- (a) Observe the Seven Principles of Standards in Public Life (See paragraph 3.1)
- (b) Comply with this code and all other parts of the RLSCB Constitution
- (c) Act in good faith and in the overall interest of RLSCB and in a way that preserves public confidence in RLSCB

- (d) Not use their position with RLSCB to promote improperly or inappropriately their private interests (including business, area, sectorial or other interest) or to confer on or secure an advantage or disadvantage for connected persons, firms, businesses or other organisations.
- (e) If a Board Member or Advisor is contacted by the media relating to any of the Board's work or functions then this should be relayed to the Independent Chair, Business Manager or the Strategic Director for Children and Young People's Services.

Information Governance:

- (f) Not misuse information gained in the course of their role as RLSCB member
- (g) Not disclose information given to them in confidence without the consent of the person authorised to give it, or unless they are required by law to do so
- (h) Always ensure that confidential material, including material about individuals is handled in accordance with the law and information governance principles.
- (i) Use the RLSCB approved methods for sharing / sending / receiving confidential and or sensitive information (ie secure email, the secure Portal or hard copy).

5. Conduct of Meetings

- 5.1 All meetings will follow an agenda agreed with the RLSCB Chair and circulated one week in advance. Meetings will be conducted by the RLSCB Chair with remarks being directed through the Chair and in line with the principles of good conduct outlined below.

Good conduct at meetings

- 5.2 All members agree to respect each other by:
- giving colleagues space to think or express opinions
 - listening actively to each other
 - exploring actively each other's ideas
 - contributing ideas
 - challenging issues, not individuals
 - taking confidentiality seriously
 - respecting timetables
 - being mutually supportive of colleagues
 - respecting and supporting majority decisions of RLSCB
 - recognising the authority vested in RLSCB
 - using inclusive language and refraining from discriminatory behaviour or remarks which would offend anyone present or not present
 - ensuring attendance at meetings, tendering apologies or sending their nominated deputy as appropriate
 - using plain English
 - not using mobile telephones or electronic communications equipment in meetings. In exceptional circumstances (e.g. when on call) agreement should be reached with the Chair regarding acceptable usage.

6. Conduct of Business

- 6.1 The Board and its Sub Groups are responsible for the conduct of RLSCB business. In particular, the Board is responsible for the overall conduct and oversight of RLSCB business.
- 6.2 Members agree to:
- prepare for meetings, ensuring that all minutes and associated papers are read prior to meetings and subsequent comments or contributions are informed to maximise the opportunities for resolution or actions within RLSCB meetings
 - progress any actions agreed at previous meetings within timescales determined by RLSCB
 - accept shared responsibility for the satisfactory completion and implementation of the RLSCB business plan.

7. Conflicts of Interest

- 7.1 Neither the Chair nor any member as a representative of their agency shall put themselves in a position whereby their duty and responsibility to RLSCB conflict with private, business and personal interests. Any member identifying such a conflict will declare an interest. The RLSCB Chair will then consider whether they should be excluded from participating in the item concerned.
- 7.2 Members are required to provide information about personal involvement in any organisation which may be in conflict with the interests of RLSCB.

RLSCB CODE OF CONDUCT

MEMBERS AGREEMENT TO ABIDE BY THE RLSCB CONSTITUTION AND CODE OF CONDUCT.

1 I declare that I have read the RLSCB Constitution and Code of Conduct.

2 I have declared any current, relevant interests and I will identify any future interests to the RLSCB Chair if and when they arise.

3 As a member of RLSCB I acknowledge and agree to adopt and abide by the RLSCB Constitution and Code of Conduct.

Signed:

Name:

Date:

Data Protection Act 1998: The information submitted will be held by RLSCB for personnel or other reasons specified on this form. This information may be held in both manual and computer form and may include data covered by Section 2 of the Data Protection Act 1998.

Return to:

RLSCB Business Manager, 1st Floor, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 3 - Person Specification of RLSCB Members

RLSCB members should hold a strategic role in relation to safeguarding and promoting the welfare of children within their own agency/organisation.

REQUIREMENTS

RLSCB members should have the authority within their agency/organisation to:

- hold their agency/organisation to account
- speak for, make decisions and commit resources on behalf of that organisation
- agree proposals for the commitment of resources, including personnel, in support of the work of RLSCB and its sub-groups
- commit their agency/organisation on policy and practice matters
- promote and enhance effective working relationships within their agency/organisation, the RLSCB as a corporate body and agency representatives on the RLSCB
- influence and advocate change within their own agency/organisation and RLSCB.
- All RLSCB members must possess a valid and up-to-date enhanced CRB Disclosure and declare any changes in circumstances.

RLSCB MEMBERS SHOULD:-

ACCOUNTABILITY

1. Provide statutory inter-agency leadership and governance at a strategic and operational level.
2. Have the strategic lead or local responsibility for safeguarding issues within their agency/organisation and be the identifiable individual whom the RLSCB holds accountable for their agency/organisation's safeguarding arrangements.
3. Communicate decisions of, and issues arising from the work of, RLSCB back to their agency/organisation for this to impact on the work of their agency/organisation.
4. Be prepared to sign to the code of conduct in Appendix 2.

ORGANISATIONAL

5. Be able to represent their entire agency/organisation and not just the part they may have direct managerial control over or for which they have clinical/professional responsibility.
6. Be of sufficient seniority to have access to the Chief Executive / Chair of Governors or similar.
7. Be in a position to ensure implementation of policies and priorities agreed by RLSCB within their own agency/organisation.
8. Have the ability to influence policy and priority setting within their agency/organisation.
9. Have the ability to commit their time and appropriate agency/organisation resources to the work of RLSCB.

PROFESSIONAL

10. Have knowledge and experience of safeguarding issues within their agency/organisation.
11. Have knowledge of the work of partner agencies.
12. Have knowledge of appropriate legislation.
13. Maintain up-to-date knowledge of safeguarding issues, undertaking personal training/development as required.
14. Have knowledge and experience of committee work to enable them to contribute successfully to the work of RLSCB.
15. Be able to bring independence to the role and challenge organisations (including their own) when necessary.

Agencies/organisations should only nominate individuals who can meet the above requirements. Representation, and changes to representation, from RLSCB member agencies must be agreed by the RLSCB Chair.

LAY MEMBERS (Also refer to Lay Members protocol)

15. Commit to supporting stronger public engagement in local child safety issues and contribute to an improved understanding of RLSCB's child protection work.
16. Challenge the RLSCB on the accessibility by the public and children and young people of its plans and procedures.
17. Operate as full members of RLSCB, participating in RLSCB itself and relevant sub groups.

PERSONAL QUALITIES

Members should possess the following personal qualities:-

1. Commit to the Nolan principles
2. Credibility
3. Communication skills
4. Negotiation skills
5. Leadership qualities
6. Commitment to service development and improvement
7. Commitment to challenging oppression and discrimination and a respect for diversity.

Appendix 4 - Role Specification of RLSCB Members

This role description outlines Rotherham Local Safeguarding Children Board (RLSCB) member commitments, roles and responsibilities, in relation to their contributions in the delivery of RLSCB functions and in achieving defined objectives. Further detail on the functions and responsibilities of RLSCB can be found in its Constitution.

PURPOSE

To share responsibility with other RLSCB members, working together as an inter-agency partnership, to safeguard and promote the welfare of children in accordance with the Children Act 2004.

COMMITMENTS

RLSCB MEMBERS COMMIT TO:-

1. Participating actively in RLSCB meetings attending a minimum of 75% of Board meetings and any special meetings as required.
2. Adhering to the conditions as set out in the RLSCB Constitution.
3. Holding managers within their agency/organisation to account for that agency/organisation's contribution to safeguarding. (As specified in s11 Children Act 2004 and ss175 and 157 Education Act 2002 (for schools).
4. Making decisions and commitments on behalf of their agency/organisation and ensuring such decisions/commitments are enacted effectively.
5. Respecting shared information as confidential.
6. Ensuring the effective dissemination of all information, decisions and communications on behalf of RLSCB within their agency/organisation.
7. Being the conduit by which their agency/organisation is consulted on particular issues.
8. Participating in the approval of the annual RLSCB Business Plan and ensuring their agency/organisation provides an annual report in relation to safeguarding children.
9. Requesting their agency/organisations agreement to commit resources i.e.:-
 - to provide staff, goods, services, accommodation or other resources for purposes connected with RLSCB
 - to ensure that services aimed at safeguarding are adequately resourced.
10. Leading work areas at the request of RLSCB e.g. chairing a sub-group or working group and ensuring that the group achieves the objectives in its work plan.
11. Act as safeguarding champion within their agency/organisation.

RESPONSIBILITIES

It is each member's responsibility and duty to contribute to steering the strategic direction of RLSCB and to ensure implementation of Working Together to Safeguard Children (2013).

Members should support and engage in RLSCB initiatives including attendance at a range of meetings.

RLSCB members are accountable to the RLSCB Chair.

INDIVIDUAL MEMBER ROLES AND RESPONSIBILITIES INCLUDE:-

1. (Where applicable) being responsible for agency budget contributions and ensuring that allocated agency resources, both financial and human, are utilised to meet RLSCB objectives, and that any shortfalls are brought to the attention of RLSCB and the agency/organisation concerned. It is acknowledged that members may have to consult with their agency/organisation before confirming significant commitments.
2. Ensuring their agency/organisation commits sufficient resources to support RLSCB core business including:
 - ensuring that representatives from their agency/organisation attend and contribute to sub-groups and/or working groups as required
 - the Serious Case Review process - including nominating representatives for the Serious Case Review Panel and Overview Panels and the provision of their agency/organisation's Individual Management Review
 - the Rotherham Child Death Overview Panel
 - policy/procedure development work
 - development and delivery of the RLSCB learning and development programme
 - performance management/quality assurance
 - allegations management.
3. Representing their agency/organisation's views and reporting any key strategic or operational developments/issues directly to RLSCB where there are implications for the effective delivery of children's services.
4. Ensuring that the work of RLSCB impacts on the strategic and operational planning, decision making and activity of their agency/organisation.
5. Representing the view of their profession where applicable.
6. Making objective assessments and offering constructive challenge in relation to the effectiveness of safeguarding activity of RLSCB partners, including their own.
7. Ensuring robust single and inter-agency child protection/safeguarding procedures are developed and maintained.
8. Monitoring and evaluating the implementation of single and inter-agency child protection/safeguarding procedures within their agency/organisation.
9. Holding their agency/organisation to account in terms of its safeguarding performance and to oversee any necessary changes in practice.
10. Ensuring their agency/organisation's compliance with s11 Children Act 2004 and ss175 and 157 Education Act 2002 (for schools) including:
 - all staff are trained in child protection and safeguarding to an appropriate level
 - their agency/organisation is aware of and complies with the Rotherham Information Sharing Protocol
 - their agency/organisation operates safe recruitment procedures.

11. Supporting any audit undertaken of:
 - the effectiveness of RLSCB as a body
 - safeguarding practice (single agency and inter-agency).
12. Having an overview of performance management and quality assurance regarding safeguarding within their agency/organisation and providing information on activity as required.
13. Identifying any safeguarding learning and development needs within their agency and drawing these to the attention of RLSCB.
14. Promoting and supporting participation in the RLSCB learning and development programme.

Appendix 5 - Person Specification of RLSCB Chair

Person Specification

A Key Areas of Knowledge and Experience

1. Knowledge of current legislation, practice, inspection regimes and developments in terms of multi-agency safeguarding and child protection work
2. Extensive experience of chairing complex professional meetings at a strategic level, demonstrating appropriate challenge and effective decision making
3. Extensive experience of managing complex service provision for children at a senior level
4. Significant experience, knowledge and understanding of negotiating and influencing across the public and voluntary / community sectors
5. Experience of involving children, young people and their families in planning and decision making

B Qualifications

1. Educated to degree level and hold a recognised professional qualification in any discipline represented on the RLSCB (eg. Social Work, Health Care, Education, Criminal Justice, and Law).

C Key Skills

1. The confidence, authority, and objectivity to challenge practices and hold agencies accountable.
2. The ability to analyse complex policy issues at both national and local levels.
3. The ability to drive multi-agency action and deliver required improved outcomes
4. The ability to lead change and implement change across agencies
5. Excellent organisational skills
6. Effective communication and media skills
7. The ability and skill to develop effective partnerships between member agencies

D General Requirements

1. Commitment to the highest standards of confidentiality

2. Commitment to the safeguarding of children, the promotion of their welfare and aspirations for their future
3. Ability to undertake any necessary travel in connection with the duties of the role
4. Able to work flexibly to meet the requirements of the role

E Special conditions

1. Applicants for this role should not have worked for any of the RLSCB partner agencies during the past three years.
2. The appointment will be for 3 years reviewed annually with performance being measured against the following:
 - Annual review of Board performance against the business plan objectives and in line with the budget
 - Annual improvement of statutory members' compliance with their duties under S.11 (Children Act 2004)
 - Full statutory membership of RLSCB and quoracy of all Board and sub group meetings
 - Evidence that the views of Rotherham's children and their families have been sought and acted upon
 - 360 degree appraisal
2. The Chair is expected to spend a maximum 36 days in any calendar year to fulfil these responsibilities.
3. Fees will be £550 per day based on an hourly rate of £73.33 (inclusive of expenses)
4. Invoices will be paid monthly in arrears.
5. Prior to appointment the Chair will provide (and maintain for the duration of the appointment):
 - An enhanced CRB
 - Registration with a relevant professional body (eg. HCPC)
 - Professional indemnity insurance to the value of £5,000,000
 - A clean driving licence
 - Motor vehicle insurance (for business use)

Appendix 6 - Role Specification of RLSCB Chair

Independent Chair of Rotherham Local Safeguarding Children Board

Purpose of the Role

To ensure that Rotherham Local Safeguarding Children Board (RLSCB) operates effectively and independently to exercise its statutory responsibilities as set out in the Children Act 2004, Working Together (2013) and any other relevant legislation and guidance, to safeguard and promote the welfare of children across the continuum of need from early help to children at risk of, or suffering, significant harm.

To lead the continuous development of RLSCB, ensuring effective implementation of all statutory functions and responding to local priorities.

Reporting to

Strategic Director of Children and Young People's Services
RMBC Chief Executive

Duties and Responsibilities

1. To independently chair RLSCB in accordance with its Constitution and to provide independent scrutiny, challenge, leadership and strategic vision to the Board Partners.
2. To ensure that RLSCB operates effectively and fulfils its statutory functions imposed by the Children Act 2004, Regulation 5 of the Local Safeguarding Children Boards Regulations 2006, Working Together 2013 and related legislation, guidance and good practice as outlined in its Constitution.
3. To champion and incorporate the voice of the child in all aspects of safeguarding activity. To actively seek the views of children and their families and to act on their responses when determining priorities.
4. To ensure that RLSCB has an information sharing protocol which enables effective identification, assessment and service provision to safeguard children.
5. To ensure that RLSCB carries out quality assurance of practice across all agencies; assesses the effectiveness of help being provided to children and young people, including early help; to assess whether RLSCB partners are fulfilling their statutory obligations; and to monitor and evaluate the effectiveness of training.
6. To actively represent the RLSCB on the Children Young People and Families Partnership, and / or the Health and Wellbeing Board and on the Multi Agency Improvement Panel.
7. To brief, advise, and liaise with, the Strategic Director of Children and Young People's Services to ensure communication and accountability on safeguarding issues.

8. To meet regularly with the following to ensure robust communication on all aspects of safeguarding activity and performance:
 - the Council's Chief Executive
 - the RLSCB sub-group Chairs
 - the Safeguarding Board Business Manager
 - the Safeguarding Unit Manager
 - the Service Manager for Strategy Standards and Development
9. To ensure that the RLSCB meets the requirements of Child Deaths and Serious Case Reviews and Ofsted / Multi Inspectorate inspection frameworks and oversee effective action in response to recommendations.
10. To ensure that the RLSCB agrees an annual budget supported by robust funding arrangements.
11. To ensure the development, publication and delivery of the RLSCB's Business Plan and Annual Report.
12. To oversee the RLSCB contribution to the development of the Children & Young People's Plan to ensure the co-ordination and commissioning of safeguarding priorities.
13. To quality assure representation on the RLSCB and the contribution of each member agency, providing appropriate challenge as required and to include annual 1:1 meetings with each Board Member.
14. To contribute to media management on any matter within the Objectives or Functions of the RLSCB.
15. To represent the RLSCB at national and regional events as agreed by the Board to include the Regional Independent Chairs Group.
16. To liaise with the Department for Education as required and agreed by the Board
17. To ensure that the Rotherham Local Safeguarding Children Board adheres to the Equal Opportunities, Harassment and Anti-oppressive policies of Rotherham Borough Council.

Appendix 7 - Person Specification of RLSCB Sub Group Members

Member should be in a position of responsibility and should offer sufficient experience and expertise relevant to the role and remit of the sub group. Members should allocate sufficient time to their role and the work of RLSCB.

Requirements

RLSCB sub group members should:

1. act as a channel of communication between senior officers and RLSCB members within their agency/organisation and the sub group
2. liaise with their agency/organisation's RLSCB member to take forward proposals for the commitment of resources, including personnel, in support of the work of RLSCB and its sub groups
3. influence policy and practice matters within their agency/organisation
4. promote and enhance effective working relationships within their agency/organisation, the RLSCB as a corporate body and agency representatives on the RLSCB
5. accept shared responsibility for the sub groups completion of their work programme.
6. be proactive members of RLSCB sub group highlighting areas where improvements can be made at the earliest opportunity.

All RLSCB sub group members must possess a valid and up-to-date enhanced CRB Disclosure (i.e. within the past 3 years).

RLSCB members should:-

ACCOUNTABILITY

1. Communicate decisions and issues arising from the work of RLSCB back to their agency/organisation and for this to impact on the work of their agency/organisation.

PROFESSIONAL

2. Have knowledge and experience of safeguarding issues within their agency/organisation.
3. Have knowledge of the work of partner agencies.
4. Have knowledge of appropriate legislation.
5. Maintain up-to-date knowledge of safeguarding issues, undertaking personal training/development as required.

Agencies/organisations should only nominate individuals who meet the above requirements. Representation, and changes to representation from RLSCB member agencies must be agreed by the Sub Group Chair or RLSCB Chair.

PERSONAL QUALITIES

Members should possess the following personal qualities:-

1. Communication and negotiation skills
2. Commitment to service development and improvement
3. Commitment to challenging oppression and discrimination and a respect for diversity.

Appendix 8 – Role Description of RLSCB Sub Group Members

This role description outlines Rotherham Local Safeguarding Children Board (RLSCB) sub group member commitments, roles and responsibilities, in relation to their contributions in the delivery of RLSCB functions and in achieving defined objectives. Further detail on the functions and responsibilities of RLSCB can be found in its Constitution.

RLSCB sub group members commit to:-

1. Participating in RLSCB sub group meetings attending a minimum of 75% of meetings.
2. Adhering to the conditions as set out in the RLSCB Constitution.
3. Ensuring the effective dissemination of sub group information, decisions and communications to relevant staff within their agency/organisation.
4. Briefing their agency/organisations RLSCB representative on emerging sub group issues.
5. Contributing to the development of joint working across partner agencies as part of the work of RLSCB.

Responsibilities

Individual member roles and responsibilities include:-

1. Influencing and supporting the sub group agenda.
2. Representing their agency/organisation's views and reporting any key developments/issues directly to the sub group.
3. Undertaking tasks as agreed by the sub group and as outlined in the business plan.
4. Producing or ensuring the production of reports to/from their agency/organisation as required in a timely manner.
5. Providing relevant management information to the sub group in accordance with the sub group's terms of reference.

Appendix 9

Abbreviations and Interpretations

“the Act”	Means the Children Act 2004 (or any amendment or replacement thereof).
“the Board”	Means the Rotherham Local Safeguarding Children Board.
“Board Partner” or “Board Partners”	Means that Member or those Members so identified in paragraph 4.2.
“the Borough”	Means the Metropolitan Borough of Rotherham.
“Budget”	Means the budget of the Board agreed in accordance with paragraph 11.1.
“the Council”	Means Rotherham Metropolitan Borough Council.
“Member” or “Members”	Means an organisation or individual acting in a representative capacity listed at paragraph 4.2 and any other person invited from time to time to be a Member of the Board and in this Constitution use of the impersonal pronoun in relation to a Member or Members shall be deemed to include use of the personal pronoun where the context so requires.
“Personal Interest”	Has the meaning given in Schedule 1 to The Local Authorities (Model Code of Conduct) (England) Order 2001 with such amendments thereto as may be necessary to apply effectively to this Constitution.
“Safeguarding Children Board Business Manager”	Means the person identified by that or any other job title appointed by the Rotherham Local Safeguarding Children Board to manage the business of the RLSCB.
RLSCB	Rotherham Local Safeguarding Children Board
PCT	Primary Care Trust (commissioning and / or provider services)
Working Together 2013	HM Government, Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children.
CYPS	Children and Young People’s Services, Rotherham Metropolitan Borough Council
CCG	Clinical Commissioning Group