



## **Warwickshire Safeguarding Children Partnership (WSCP) Executive Group**

### **Terms of Reference**

#### **1. Purpose**

The three statutory Lead Safeguarding Partners (LSPs) in Warwickshire are Warwickshire Police, NHS Coventry and Warwickshire Integrated Care Board, Warwickshire County Council's Children's Services as well as Education being identified as a fourth safeguarding partner.

In Warwickshire, the lead safeguarding partners are:

- Monica Fogarty, the Chief Executive of Warwickshire County Council.
- Philip Johns, the Chief Executive of NHS Coventry and Warwickshire Integrated Care Board.
- Alex Franklin-Smith, the Chief Constable of Warwickshire Police.
- Education will be represented by the below Lead Safeguarding Partners on a yearly basis.

2025/27

- Samantha Godfrey - Director of Safeguarding, Stowe Valley MAT in Warwick District
- Peter Hawkins - Assistant Head, St Paul's CofE Primary in Warwick District

2027/29

- Sharon Hillyard - Headteacher, Exhall Cedar infants Nuneaton & Bedworth
- Matt Smith- Assistant Head/DSL, Nicholas Chamberlain School in Nuneaton & Bedworth

Within the Warwickshire Safeguarding Children Executive Group, the LSPs role is to:

- Set the strategic direction, vision, and culture of Warwickshire Safeguarding Children Partnership (WSCP), including agreeing and reviewing shared priorities and the resource required to deliver services effectively.
- Lead their organisation's individual contribution to the shared priorities, ensuring strong governance, accountability, and reporting mechanisms to hold their delegates to account for the delivery of agency commitments.
- Have arrangements in place to delegate functions to the Delegated Safeguarding Partners (DSPs) including support and challenge from the Independent Scrutineer.
- Review and sign off key partnership documents: published multi-agency safeguarding arrangements, including plans for independent scrutiny, shared annual budget, yearly report, and local threshold document.
- Provide shared oversight of learning from independent scrutiny, serious incidents, local child safeguarding practice reviews, and national reviews, ensuring recommendations are implemented and have a demonstrable impact on practice.
- Ensure multi-agency arrangements have the necessary level of business support, including intelligence and analytical functions, such as an agreed data set providing oversight and a robust understanding of practice.
- Ensure all relevant agencies, including education settings, are clear on their role and contribution to multi-agency safeguarding arrangements.
- Commit their agency to the agreed actions of the WSCP.
- Hold their agency and each other to account for the effective delivery of the arrangements.
- Act as a team, as opposed to a voice for their agency alone.
- As outlined in Working Together, promote and embed a learning culture.

## **2. Chairing and Quoracy**

The Executive Group will be chaired by one of the four LSPs on a yearly rotational basis with each representative taking on chairing responsibilities. To be quorate all three statutory delegated safeguarding partners must be in attendance (Warwickshire County Council Children's Social Care, Coventry & Warwickshire ICB and Warwickshire Police).

The Chair of the WSCP Executive Group will:

- Work closely with the WSCP Service Manager to prepare for meetings and set agendas.
- Hold members to account for attendance, engagement and the delivery of specific tasks.

- Actively monitor individual attendance by group members
- Provide an overview report to the Accountability Partnership and always identify and report on any barriers to the delivery of the WSCP priorities.
- Model appropriate behaviours and language.

### **3. Responsibilities**

The Chair will:

- Call meetings and ensure that suitable arrangements are made to host the meeting including the provision of administrative support.
- Ensure an agenda is drafted and circulated along with any other relevant documents including actions.
- Ensure notes and actions are taken at each meeting.

LSPs have committed to:

- Attend meetings and come prepared to offer appropriate specialist and technical advice based on their area of expertise.
- Ensure that decisions are conveyed to the appropriate stakeholders and actions are implemented as agreed.
- Produce an annual assurance report on the effectiveness of multi-agency safeguarding for children in Warwickshire.

### **4. Frequency of meetings**

The WSCP Executive Group will meet twice a year. All meetings will be supported by the WSCP Business Unit Team, and a record of meetings will be maintained.

Each meeting will be pre-arranged to an agenda which will be circulated 5 days in advance of the meeting along with any papers including actions. Separate discussions should take place for urgent matters that require an immediate response.

Minutes of the meeting will be taken by the WSCP Business Unit Team and at the discretion of the Chair having exercised due caution in relation to data protection considerations, be published on the website. The minutes of the meeting will be used to evidence task-oriented activity and effective delivery of agreed actions agreed by the LSPs.

The minutes of the meeting will be circulated within two weeks of the meetings once authorised by chair.

### **5. Membership**

The membership of the WSCP Executive Group includes representation from the following organisations:

- Warwickshire County Council- Children and Young People Directorate
- Warwickshire County Council- Warwickshire Education Services
  - NHS Coventry and Warwickshire Integrated Care Board
  - Warwickshire Police
- Chair of WSCP (rotational arrangement)- Nigel Minns- Children's Services
- Business Manager/ Service Manager - WSCP – Ramandeep Sandhu
- Chair of Warwickshire Safeguarding Adults Board (WSAB)- Elaine Coleridge- Smith
- Lead Safeguarding Partners representing Education:

2025/27

- Samantha Godfrey - Director of Safeguarding, Stowe Valley MAT in Warwick District
- Peter Hawkins - Assistant Head, St Paul's CofE Primary in Warwick District

2027/29

- Sharon Hillyard - Headteacher, Exhall Cedar infants Nuneaton & Bedworth
- Matt Smith- Assistant Head/DSL, Nicholas Chamberlain School in Nuneaton & Bedworth

- Independent Scrutineer- Derek Benson

## 6. Reporting Structure

The group will report to WSCP on the progress of their work against the strategic priorities and address any issues arising from their work.

DSPs report to the LSPs Group named the WSCP Executive Group and LSPs report into the Political Leaders at the WSCP Accountability Group for the partnership. An annual assurance report will be produced on the effectiveness of multi-agency safeguarding for children in Warwickshire.

## 7. Terms of Reference Review

The Terms of Reference for the LSPs- Executive Group will be subject to a minimum of an annual review.

Date agreed by Lead Safeguarding Partners Group	January 2025
Date for Review:	January 2026