



# Participation and Engagement Group

## Terms of Reference

### 1. PURPOSE

The Plymouth Safeguarding Children Board (PSCB) is the statutory vehicle for co-ordinating and evaluating effectiveness of safeguarding and promoting welfare of children within the City of Plymouth. The purpose of the Participation and Engagement Group (PEG) is to ensure PSCB understands the views of key stakeholders and enables it to discharge its functions and deliver its core objectives.

### 2. RESPONSIBILITIES

The PEG exists to provide and aid peer support in:

- 2.1 early engagement and involvement in the determination of the PSCB's overall strategic focus, functions and core objectives;
- 2.2 advice to PSCB on local intelligence and themes within child protection and safeguarding functions;
- 2.3 contribute to service development and improvement proposals and securing informal consultation;
- 2.4 feedback to the PSCB on the impact of the PSCB strategic operations within the City of Plymouth
- 2.5 support to the scrutiny and quality assurance systems of the PSCB's strategic operations and enable agency challenge.

### 3. DUTIES

The PEG shall:-

- 3.1 provide a proactive approach to managing the full knowledge and risk available to the PSCB;
- 3.2 facilitate full engagement and active debate amongst members with the aim of reaching and presenting wherever possible a cohesive and balanced perspective to inform the PSCB decision making.
- 3.3 secure and enable full engagement in learning and development opportunities in the safeguarding of and promoting the welfare of children
- 3.4 consider and develop thinking about future multi-arrangements to develop both quality and impact of practice

- that outcomes for children improve
- 3.5 support the PSCB in the design and delivery of its Business Plan;
- 3.6 contribute to the delivery of a PSCB Communication Strategy;
- 3.7 reflect upon the City's response to the needs of children and young people and promote innovation in service delivery and outcomes;
- 3.8 provide the PSCB with independent assurance that any service improvements implemented are supported and embedded by PEG members across their sectors;
- 3.9 secure engagement with frontline staff and service users and their families.

**4. ACCOUNTABILITY** The PEG is accountable to the PSCB.

**5. MEMBERSHIP** Membership of PEG shall be drawn from within the City of Plymouth and ensure involvement from a range of bodies and sectors operating within the communities served by the PSCB. It is the role of PEG members to represent fairly and fully the interests and views of those bodies and sectors.

Membership shall be made from representatives of the following sectors:-

- 7.1 Community sector
- 7.2 Voluntary sector
- 7.3 Religious sector
- 7.4 Sporting and coaching sector
- 7.5 Adult Social Care
- 7.6 Public Health
- 7.7 Fire and Rescue Service
- 7.8 South West Ambulance Trust
- 7.9 Naval Personnel and Family Service and Royal Marines Welfare
- 7.10 British Transport Police
- 7.11 Disability Equality
- 7.12 Racial Equality
- 7.13 Young People and Children Groups
- 7.14 Refugee/Asylum Seeker Support Groups
- 7.15 Drug and Alcohol Support Services

Each member organisation will be invited to send a representative.

Membership of the PEG shall be reviewed by the Independent

Chair of the PSCB on a yearly basis to assess value of participation and its reflection of the demands and needs within the City to safeguard and promote the welfare of children. There is no time limit upon membership within the PEG.

Members are expected to make every effort to attend all forums. Attendance will be recorded formally through notes from the forums.

Appointments to the PEG shall be made by the PSCB, based upon nominations/expressions of interest received from City stakeholder groups and sectors. The PSCB may seek independent expressions of interests to represent a key group where it has determined that such a group are not already represented. This may occur in response to local and national intelligence, findings from Serious Case Reviews or other methods of learning/indication of concern.

**6. INVITED TO ATTEND**

In addition to members of the PEG, it may be appropriate to invite subject matter experts to provide advice, support and information.

**7. IN ATTENDANCE**

The Independent Chair and the Safeguarding Board Manager will be present at all PEG Events, together with a member of one of the key agencies, e.g. NEW Devon CCG, Police, Local Authority. The PEG may also request the attendance of particular PSCB partner agencies subject to the agreement of the PSCB Independent Chair.

**8. QUORUM**

As the PEG is not a decision-making body, there is no specific quorum for its forum meetings.

**9. BUSINESS SUPPORT**

The PSCB Business Manager, on behalf of the Independent Chair, will ensure that PEG is properly equipped to carry out its role by:-

- 11.1 providing advice and support to the PEG on the respective communication pathways of PEG and PSCB;
- 11.2 ensuring and providing meeting dates and venues for the PEG meetings;
- 11.3 ensuring that PEG receives the information it needs on a timely basis;
- 11.4 providing support to PEG to secure strong community links and effective reporting to the PSCB.

**10. DECLARATION OF** Everyone in attendance at PEG forum must declare any actual or

**INTERESTS**

potential conflicts of interest. These shall be recorded in the forum notes. Anyone with a relevant or material interest in a matter under consideration must be excluded from the discussion. This shall be recorded in the forum notes.

**11. FORUM FREQUENCY**

It is the intention of the PEG for forum meetings to be informal and provide an environment for learning, communication, scrutiny and assurance.

PEG shall meet a minimum of four times per annum.

Full minutes shall not be taken, but a note of the forum event, its attendees, its core objectives and any outcomes and shall be recorded.

**12. COMMUNICATION**

The PEG and PSCB will formally communicate through the following mechanisms:-

- 14.1 at PSCB Board/Group meetings, as appropriate, through relevant PEG members' attendance and reports;
- 14.2 by written report;
- 14.3 any other form agreed by PEG and PSCB.

**13. REVIEW OF TERMS OF REFERENCE**

Every year PEG will conduct a review of its purpose and effectiveness including compliance with its Terms of Reference, and propose any adjustments which may be required. These will be reviewed by the PSCB.

The Terms of Reference shall be next reviewed:

By PEG: \_\_\_\_\_

By PSCB: \_\_\_\_\_

**14. APPROVED BY:**

PEG on: \_\_\_\_\_

Independent Chair of PSCB on: \_\_\_\_\_