

## Hillingdon Safeguarding Partnership

### Executive Leadership Group

#### Terms of Reference

#### 1. Overview

1.1 The Chief Executive of the London Borough of Hillingdon, the Borough Commander of the West Basic Command Unit (Metropolitan Police Service) and the Managing Director of the Clinical Commissioning Group (CCG) agreed to develop a new structure to embed the new Safeguarding arrangements for children and adults in Hillingdon in accordance with the Children and Social Work Act 2017, Working Together to Safeguard Children 2018, and The Care Act 2014.

1.2 The terms of reference will be reviewed and updated as required each year as the new arrangements embed and develop.

#### 2. Purpose

2.1 The Executive Leadership Group (ELG) will delegate operational responsibility to the Children and Adult Safeguarding Boards. The ELG is responsible for overseeing the Safeguarding Board's strategic objectives and supporting plans to protect children and adults with care and support needs.

Statutory Safeguarding responsibilities will be discharged by a partnership between the London Borough of Hillingdon, Hillingdon Clinical Commissioning Group and the Metropolitan Police. These agencies will take joint and equal responsibility for safeguarding Hillingdon residents.

2.2 The ELG will receive recommendations from and make them to the Safeguarding Boards in order to respond to priority areas and/or advise on priorities at a strategic level.

2.3 The ELG will intervene when operational forums are unable to resolve issues, or the matter in question is system-wide.

2.4 The ELG will commission yearly independent scrutiny of the Safeguarding Boards' activity.

2.5 The ELG will agree and sign off the annual Safeguarding Partnership Report, agree the key strategic objectives and the annual work plan.

### **3. Membership**

3.1 The core membership is as follows -

- Chief Executive, London Borough of Hillingdon
- Corporate Director for Adults, Children and Young People, London Borough of Hillingdon
- Chief Nurse & Director of Quality, North West London Clinical Commissioning Group
- Borough Commander, Metropolitan Police Service

3.2 This group is chaired on an annual rotating basis by a core member. The lead representatives will be supported by their Senior Leaders with strategic and operational decision making powers in each organisation.

3.3 Where any of the 3 core members cannot attend the ELG meeting, it is a requirement that a substitute will attend with all of the delegated authority of the core member and organisation they represent.

3.4 There may be occasions when the ELG will co-opt members to attend, where very specialist advice or input is required; such as the Director of Public Health or the Chief Executive of a Hospital Trust, depending upon the issue.

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

4.1 The ELG will meet quarterly initially. The frequency of the meetings will be reviewed yearly.

4.2 The ELG will meet outside of the agreed schedule in response to a particular incident or circumstance.

4.3 The agenda will be dependent on strategic objectives and reporting by exception from the Children Safeguarding Board and the Adults Safeguarding Board, or from priorities emerging from a strategic level.

## **5. Reporting Arrangements and Accountability**

5.1 Partners will report progress through their own internal management arrangements and quality assurance processes to satisfy themselves of their own safeguarding responsibilities; the scrutiny and governance of this is the responsibility of the Safeguarding Boards.

5.2 There will be an external annual review of these safeguarding arrangements to inform an annual report. This yearly independent scrutiny is commissioned by the ELG.

## **6. Review**

The Terms of Reference will be reviewed on an annual basis.

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