

**ESSCP Steering Group**

**Terms of Reference**

**Function:**

The main function of the Steering Group is to ensure that the work plan of the ESSCP is delivered in an effective and timely manner.

To achieve this, the Steering Group will:-

* Review and monitor the progress of the ESSCP Business Plan.
* Receive and review reports from the ESSCP subgroups.
* Co-ordinate the work of any short-life working groups.
* Receive and assess, monitoring and auditing information.
* To review the progress of action plans arising from case review work, including Serious Case Reviews, Local Child Safeguarding Practice Reviews, and Rapid Reviews.

The Steering Group will also respond as necessary to issues arising between Board meetings which require an immediate response. The ESSCP may delegate responsibility to the Steering Group to undertake or complete any functions which need to be progressed between Board Meetings.

**Membership:**

Senior Representatives drawn from the statutory membership of the ESSCP Board Members

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| ESSCP  | East Sussex ESSCP Independent Chair |
| ESSCP Manager |
| ESSCP Business Support |
| Sussex Police  | Detective Chief Inspector, Safeguarding Investigation Unit, Sussex Police  |
| Health | Designated Doctor Safeguarding Children, Sussex Commissioners |
| Designated Nurse Safeguarding Children, Sussex Commissioners  |
| Named Nurse Safeguarding Children (School Health) |
| Named GP for East Sussex, Sussex Commissioners |
| Named Nurse for Safeguarding, Sussex Partnership Foundation Trust |
| Head of Safeguarding and Named Nurse Safeguarding, ESHT |
| General Manager CYPS, CAMHS |
| Local Authority  | Asst. Director Early Help and Social Care., Children’s Services ESCC |
| Head of Children Services Safeguards & Quality Assurance, CS, ESCC  |
| Public Health Consultant, ESCC |
| Strategic Lead, Social Care – Children’s Disability Service |
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| Senior Manager, Standards and Learning Effectiveness, CS ESCC |
| Operations Manager, Safeguarding Unit, CS, ESCC |
| Head of Specialist Services |
| Head of Health Visiting and Children’s Centres, ESCC |
| Probation  | Senior Operational Support Manager, NPS |
| CAFFCASS  |  |

To be quorate the meeting must include representatives in attendance from Health, Police and Children’s Social Care.

**Chair:**

* ESSCP Independent Chair. In the event that the Chair is unable to attend a Steering Group meeting, the meeting will be chaired by the Vice Chair (Asst. Director Early Help and Social Care, ESCC)

**Frequency of Meetings:**

* The Steering Group will meet 4 times a year and may meet more frequently should this be necessary.

**Administration:**

* The ESSCP Manager/s and the ESSCP Administrative Support Officer will support the group.

**Accountability:**

* The Group is accountable to the ESSCP Board and ESSCP Planning Group. Steering Group and Subgroup activity will be summarised and presented by the ESSCP Independent Chair at Board, alongside sharing the sub group chairs report and QA Dashboard.

February 2022