

## **Guildford Borough Council Strategic Safeguarding Group (SSG)**

### **Terms of Reference**

#### **Overview of group:**

The Council's Strategic Safeguarding Group (SSG) is the key mechanism for driving forward the strategic priorities for safeguarding across the Council and for agreeing how each service will co-operate to safeguard and promote the welfare of children, and adults with care and support needs.

The group is responsible for ensuring the Council is meeting its statutory duties across both adult and children's safeguarding by:

- responding to the legislation within the Children's Acts (1989 and 2004) and the statutory guidance 'Working Together to Safeguard Children' (2018).
- responding to the legislation within the Care Act 2014 and the Mental Capacity Act 2005 and the statutory guidance 'Care and Support Statutory Guidance' (updated 2020)
- coordinating the effective implementation of policies and procedures
- promoting a culture of effective safeguarding practice across the organisation
- communicating the need to safeguard and promote welfare to all staff, volunteers, councillors, and contractors

#### **The objectives of the SSG are:**

- To promote the welfare of children, and adults with care and supports needs, consistent with statutory guidance and best practice.
- To develop and agree corporate policies and procedures for safeguarding including the action to be taken where there are concerns about the safety or welfare of a child or of an adult with care and support needs.
- To influence and develop the Council's response to safeguarding within corporate policies and procedures relating to:
  - staff recruitment, vetting and barring, induction, training, development, supervision, discipline, and conduct
  - information sharing and management of data
- To ensure representation of the Council within the Surrey Safeguarding Partnership groups for adults and children
- To monitor, report on and challenge the effectiveness of what is done to safeguard and promote the welfare of children and of adults with care and support needs, across the Council.

## **Membership**

Members must commit to their responsibilities to ensure the Council is meeting its statutory duties to safeguard and promote the welfare of children and of adults with care and support needs:

Lead Councillor for Community

Joint Strategic Director Community Wellbeing- Corporate Management Team lead for safeguarding

Joint Executive Head- Community Services- JMT Safeguarding Lead

Senior Policy Officer – Strategic Lead Officer for safeguarding

Joint Executive Head- Organisational Development

Joint Executive Head- Communications and Customer Service

Joint Executive Head- Regulatory Services

Joint Executive Head- Housing Services

Joint Executive Head- Commercial Services

Legal Lead Specialist

Specialist – HR - Training

## **Frequency of meetings:**

Quarterly

## Performance, Governance and Structure

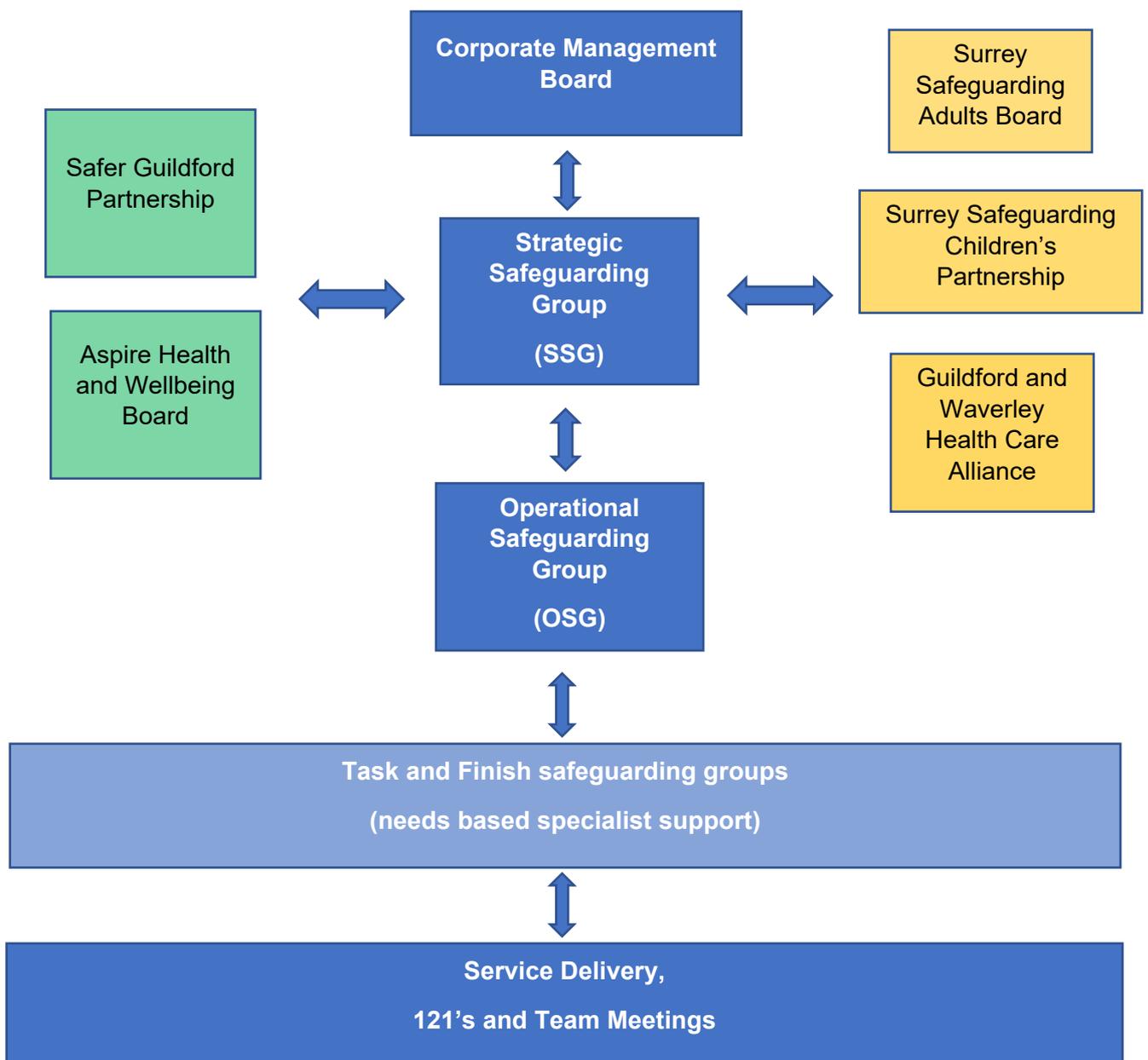
### Strategic Safeguarding Structure

Key:

**Blue**- GBC Safeguarding accountability

**Yellow**- relationship with SCC Partnerships/Boards

**Green**- relationship with GBC Partnership/Boards



### *SSG Strategic Action Plan*

The SSG will develop, coordinate, and ensure delivery of an annual strategic action plan. The action plan will primarily respond to any gaps in compliance with the Council's statutory duties and audit recommendations but will also support best practice across the Council. The action plan will set the work programme for the SSG and relevant subgroups. The plan will be reviewed at each meeting to ensure it is continuing to respond to current legislation and best practice.

### *Service Planning*

The Council's service planning framework recognises safeguarding responsibilities in those services directly working with children and those working with adults with care and support needs.

The Community Services service plan recognises the accountability for the coordination of strategic and operational safeguarding.

### *Performance Monitoring*

The Council's performance monitoring framework is aligned to service plans. Core activity measures and milestones reflecting the Council's safeguarding arrangements are monitored monthly, through the Community Services Service Plan.

The SSG will provide an update on the strategic action plan to Corporate Management Team twice a year.

### **Quality assurance**

The Council has a statutory duty to complete the Surrey Safeguarding Children's Partnership self assessment section 11 audit and Surrey Safeguarding Adults Board audits. Each of these have associated action plans for improvement that are reflected in the SSG action plan.

The Council's internal audit programme includes safeguarding every 2 years. The outcome of the audit is an action plan for improvement which is reflected in the SSG action plan. A bi annual progress report is presented to CMB. An annual progress report is required by Corporate Governance and Standards Committee.

### **Integration with Council Services**

Organisational Development have lead responsibility for ensuring an effective strategy, service planning, policy and partnerships framework underpins our statutory safeguarding responsibilities.

Specialists in Organisational Development, Community Services, Communications and Customer Service, Regulatory Services, Housing Services and Commercial Services work with the SSG to deliver against the SSG strategic action plan.

### *Task and Finish groups*

Task and finish groups will respond to specific areas of work within the strategic action plan, engaging the relevant specialists from across the Council where appropriate. Examples of task and finish group activities may include but are not limited to:

- reviewing and rewriting policy documents
- undertaking training audits
- reviewing and rewriting training material where appropriate

### *Operational Safeguarding Delivery Group*

The Council's Operational Safeguarding Delivery Group (OSDG) is the key mechanism for communication between specialist service delivery staff. It also supports the dissemination of information from the SSG to service delivery areas. The group provides a forum for sharing best practice and learning from case reviews, highlighting barriers in service delivery and escalating issues to the SSG.