



SAFEGUARDING BOARD

ISLE OF MAN

Action and Implementation Panel Terms of Reference

1.0 Under the Safeguarding Act 2018, the Action and Improvement Panel (AIP) is a statutory panel of the Safeguarding Board (SB), the Safeguarding Board (Qualifications and Procedures) Regulations 2018 state:

“The first meeting of the Action and Implementation Panel is to be held on such and at such place as may be determined by the Chair, who is to be responsible for convening the meeting.

The Panel is to meet at least four times a year.

At a meeting of the Panel, the Chair, or in the absence of the Chair, the Deputy Chair is to preside.

Before each meeting of the Panel, a notice of the meeting which specifies the business to be transacted and is signed by the Chair or a person authorised to sign on behalf of the Chair must be sent to each member of the Panel so as to be available to the member at least seven days before the meeting. The proceedings of any meeting are not invalidated by reason of a failure to give notice of it to a member.

In the case of an equality of votes on any resolution or decision of the Panel, the Chair shall have a second and casting vote.

Until the contrary is proved, if a minute of any meeting of the Panel has been made and signed in accordance with paragraph (1)

(a) the Panel is deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute,

(b) the meeting is deemed to have been duly convened and held, and

(c) the members present at the meeting are deemed to have been duly qualified. “

Quoracy

The regulations omit reference to the quoracy of the AIP nevertheless they include this in terms of the Serious Case Management Review Panel i.e. *Three members of the Panel constitute a quorum and it is reasonable to apply these to the AIP.*

2.0 The role of the AIP

The overall role of the AIP is to be responsible for:

- supporting and co-ordinating the business of the SB to ensure that appropriate reports are presented to the SB to enable them to focus on strategic decision-making, minimise bureaucracy and avoid excessive debate about operational matters – unless these matters presented risk to the reputation of the Isle of Man Government and other constituent members of the SB;
- managing action to support the implementation of Board decisions, ensuring work is appropriately delegated to sub-groups and task and development groups and overseeing the work of sub-groups and task and development groups to ensure focus on SB Business Plan priorities;

In terms of its support to the SB the AIP will have specific responsibility for:

- preparing the Annual Report, Business Plan and budget for consideration by the SB;
- forward planning and developing the agendas for SB meetings ensuring that the SB is kept informed in relation to its key functions, progress in implementing the annual Business Plan, safeguarding performance on the Isle of Man and any areas of risk on which the SB seeks assurance
- screening reports and outcome documents and recommending to the SB whether these should be endorsed;
- forward planning and developing agendas for meetings of the SB;
- planning and delivering the Safeguarding Forum;
- ensuring the SB has regular updates on work undertaken by the subgroups and task and development groups, drawing to their attention any matters that require decisions from the SB. This must cover: the effectiveness of policy and procedure; impact of communications strategies; work on serious case reviews and other learning and development exercises; monitoring and evaluation of training;
- overseeing the development and review of inter-agency procedures and guidance in readiness for SB approval;
- providing the SB with highlight and exception reporting on performance management and quality assurance work undertaken within the AIP, sub- groups and task and development groups – this should ensure that the SB are aware of success as well as those areas that require improvement and consideration by the SB to secure such improvement;
- ensuring performance and quality assurance reporting includes: quantitative data from a balanced scorecard; qualitative data from multi-agency audits; the views and opinions of professionals and staff; the views and opinions of children, young people, parents and carers and adult service users;
- monitoring and evaluation of the SB budgets highlighting decisions required to address any projected under- or over-spends;

- evaluating risk to effective inter-agency practice to protect children and manage the Risk Register for the SB;
- presenting papers on international and local policy issues about which the SB needs to be aware and which will require SB decisions in terms of implementation;
- commissioning task and finish groups to undertake policy and development work in support of the SB;
- preparing responses to Government consultations, policy changes and the like for final approval by the SB;
- reviewing relevant research findings, policy development and best practice in other jurisdictions to identify issues that may be useful to the SB and its constituent agencies;
- supporting areas of work that the SB identifies as priority including commissioning short-term work from a wider group of professionals to enable the SB to carry out its work;
- developing and coordinating an inter-agency communication strategy;

In terms of its oversight of the work of sub-groups and task and finish groups the AIP will be responsible for areas including:

- mapping and agreeing the annual work plan of the sub-groups and task and development groups to ensure that Business Plan priorities are addressed and plans of action put in place to secure targeted outcomes and impact;
- co-ordinating the work of sub-groups and task and development groups to avoid duplication but secure coherence and co-ordination of safeguarding practice and developments.
- ensuring sub-groups fulfil their duties and responsibilities and provide reports appropriate to the needs of the SB;
- respond to in-year policy and development needs that may arise from Government priorities to ensure that sub-groups and area groups deliver appropriate responses in support of the SB responsibilities to secure effective, co-ordinating safeguarding delivery.

3.0 Members of AIP

3.1 Members of the AIP should be of sufficient seniority to make appropriate decisions and commit resources to the work of the SB on behalf of their organisation.

3.2 They should have the capacity to attend all AIP meetings and to support the work of the SB between meetings.

3.3 All SB subgroup chairs will be a member of AIP.

3.4 One Safeguarding Board Independent Member will be a member of the AIP.

4.0 Administration

4.1 The Safeguarding Board Business Manager will attend all meetings and facilitate the work of the AIP between meetings. They will draft the AIP agenda for the Chair's approval and seek agenda

items one month before each AIP meeting and ensure the minutes are distributed within two weeks of each meeting.

4.2 The Safeguarding Board Business Support Team administrator will minute the meetings.

Appendix 1

Membership of AIP

Independent Chair of the Safeguarding Board (Ch)

Chair of the Children's Quality Training and Development Group (Vice-Ch)

Chair of the Adult's Quality Training and Development Group

Chair of the Community Engagement Group

Designated Doctor, Manx Care

Executive Director of Social Care, Manx Care

Head of Additional Extra Needs, Department of Education, Sports and Culture Head of Safeguarding,

Head of Housing, Department of Infrastructure

Health Services, Manx Care

Interim Head of Community Rehabilitation, Prison and Probation Service

Superintendent, Isle of Man Constabulary