

## Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) Health Subgroup

### Terms of Reference

#### Purpose

The overarching purpose of the group is to safeguard and promote the welfare of children across the Hampshire and Isle of Wight Health economy in line with the statutory duty under Section 11 of the Children Act (2004).

The HIPS Health Subgroup is a subgroup of the HIPS Executive, and it supports the work of the HIPS Executive and Local Safeguarding Children Partnerships.

The Subgroup has been established to ensure there is an effective and coordinated health work stream to support the safeguarding of children and in order to fulfil the responsibilities of the members of the Subgroup to keep children safe.

#### Key Functions & Responsibilities

- To provide a forum for strategic discussion of child protection and safeguarding in health services across HIPS and to provide a common health voice at SCPs.
- To consider Local Safeguarding Children Partnership (LSCP) decisions and recommendations relating to health services and to assure the HIPS Executive and LSCP that they are implemented through a co-ordinated health response.
- To provide the HIPS Executive with assurance that there is an effective and coordinated health work stream to support the safeguarding of children
- To provide a forum for the discussion and dissemination of themes and learning emerging from safeguarding children practice reviews, rapid reviews, CPOD, audits and best practice across HIPS.
- To ensure that Health policies and procedures relevant to safeguarding children are written and revised.
- To provide a forum to ensure all updated and new guidance in relation to policy and practice is shared and appropriate actions are taken to implement across the health system.
- To identify and escalate to commissioners where appropriate initiatives to assist health agencies improve outcomes for all children.
- To identify and address concerns in relation to the delivery of services and/or interagency working within the health economy.
- Ensure links with other HIPS and LSCP Subgroups (e.g., CDOP, LAC subgroup etc) to enable the group to fulfil its responsibilities.
- To develop and deliver an agreed work programme that influences the priorities of the LSCP and also HIPS Exec.
- Designated professionals to take responsibility for the dissemination of information sharing and learning across their identified place based network.

#### Accountability

- To be a formal sub-group of the HIPS Executive.
- To be represented on the HIPS Executive via the CCGs (core members) and the Chair who will attend every 6 months.

- The group will maintain links with the local safeguarding children partnerships via its members in each local area.
- Agencies retain responsibility for meeting their own relevant statutory duties and responsibilities.
- To work jointly with partnerships to safeguard children through joint working.

### Membership

- CCGs - Designated Staff/ Heads of Safeguarding
  - NHS and Non-NHS Providers - Named Professionals/Heads of Safeguarding/ Safeguarding Leads
- Agencies will confirm their representatives at an individual level. Agency leads are expected to attend all scheduled meetings. Deputies may attend under exceptional circumstances, and this should be no more than two meetings per year. The Chair will deem the meeting not quorate if less than two thirds of the Core Membership is present.

### Responsibilities of Group Members

The main role of Subgroup Members is to contribute to the effective collaborative work of the Group by sharing responsibility with other members for achieving improved outcomes for children. Members will need to be given appropriate capacity by their organisation to achieve the role set out below.

- To attend the Subgroup meetings and to provide alternative representation as to cover absence.
- To contribute to decision making on behalf of their organisations, having reviewed the papers in advance and discussed papers internally where necessary
- Provide a forum to ensure all updated and new guidance in relation to policy and practice is shared and appropriate actions are taken to implement across the health system.
- To suggest relevant safeguarding agenda items to the Chair and deliver items relevant to their own organisation or subject knowledge at meetings.
- To act as conduit in raising awareness of safeguarding within the own organisation and the wider community across HIPS
- To promote HIPS and local LSCP policies and procedures and ensure effective implementation.

### Administration Arrangements

- The group will meet on a quarterly basis, virtually if advised
- Administration of the group will be undertaken by LSCP staff alternately
- The Partnership support teams will support the Chair in contributing to and developing agendas, which will be circulated one week in advance of the meeting.
- Support Teams will provide draft minutes to the Chair within two weeks of the meeting taking place.
- Maintain an up-to-date list of members and their contact details
- Organise and provide administrative support for any task and finish groups commissioned
- Membership of the group and its terms of reference will be reviewed at least annually.

### For further information

[HIPS Procedures - Safeguarding Partnerships and Organisational Responsibilities](#)