



# HAMPSHIRE SAFEGUARDING CHILDREN BOARD

## CONSTITUTION

<b>Stage</b>	<b>Date</b>
Date reviewed	8 March 2017
Date agreed	2 June 2017
Next review date	June 2018

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## 1. Context

- 1.1 This constitution has been drawn up to reflect the requirements and expectations of LSCBs as set out in:
  - The Children Act 2004
  - The Local Safeguarding Children Board Regulations 2006,
  - Working Together to Safeguard Children (DfE, 2015)
  - Ofsted Review of LSCBs (2013)
  - The Children and Social Work Bill (2017)
- 1.2 The Children Act 2004 placed a duty on local authorities to establish a Local Safeguarding Children Board (LSCB) for their area. Regulation 5 of the 2006 Regulations sets out the functions of the LSCB in relation to the objectives described in the Children Act 2004.
- 1.3 Statutory guidance, Working Together to Safeguard Children (DfE, 2015), gives a clear framework for LSCBs to monitor the effectiveness of local services for children and their families, including early help.
- 1.4 The Ofsted review of LSCBs will evaluate the effectiveness of the LSCB in meeting its statutory functions. Inspectors will use a four-point scale of outstanding, good, inadequate and requires improvement to judge the LSCB.
- 1.5 The constitution for the Hampshire Safeguarding Children Board (HSCB) incorporates these requirements and expectations, set in a local context.

## 2. Statutory Objectives and Functions

- 2.1 Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on the LSCB.
- 2.2 The **statutory objectives** of LSCBs as set out in Section 14 of the Children Act 2004 are:
- a) To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area;
  - b) To ensure the effectiveness of what is done by each person or body for those purposes.
- 2.3 The **functions** in relation to the above objectives are set out in Regulation 5 of the Local Safeguarding Board Regulations 2006 as:
- a) Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
    - i. The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
    - ii. Training of persons who work with children or services affecting the safety and welfare of children;
    - iii. Recruitment and supervision of persons who work with children;
    - iv. Investigation of allegations concerning persons who work with children;
    - v. Safety and welfare of children who are privately fostered;
    - vi. Co-operation with neighbouring children's services authorities and their Board partners;
  - b) Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
  - c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;
  - d) Participating in the planning of services for children in the area of the authority;
  - e) Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

- 2.4 Regulation 5(2) covers the functions of the LSCB relating to serious case reviews and regulation 6 those that relate to the LSCB Child Death functions.
- 2.5 Regulation 5(3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.
- 2.6 In order to fulfill its statutory function under regulation 5 the HSCB will use data and, as a minimum:
- a) Assess the effectiveness of the help being provided to children and families, including early help;
  - b) Assess whether LSCB partners are fulfilling their statutory obligations;
  - c) Quality assure practice, including joint audits of case files involving practitioners and identifying lessons to be learned; and
  - d) Monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.
- 2.7 Whilst the HSCB does not commission or deliver front line services it will commission and deliver multi-agency training to complement single agency training and support partner agencies in meeting their statutory responsibilities with regards to safeguarding training.
- 2.8 While the HSCB does not have the power to direct other organisations it has a role in making clear where improvement is needed. Board partners will retain their own existing lines of accountability for safeguarding.

### **3. Governance and Accountability**

- 3.1 HSCB holds itself accountable by the way it is structured, the specific roles of some of its members as set out in statutory guidance and through the public documents it produces that set out its intentions.
- 3.2 HSCB will have an Independent Chair that can hold all agencies to account.
- 3.4 The Chair will work closely with all HSCB partners, and particularly with the Director of Children's Services for Hampshire.
- 3.5 The Director of Children's Services for Hampshire is required to sit on the main board of HSCB as this is a pivotal role in the provision of children's social care in Hampshire. This post holder has a responsibility to make sure that the HSCB functions effectively and liaises closely with the Independent Chair.
- 3.5 The Chair will publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in Hampshire. The annual report will be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report will be submitted to the Chief Executive for Hampshire County Council, the Leader of Hampshire County Council, the Police and Crime Commissioner and the Chair of the Health and Wellbeing Board. The report will also be shared with the Children's Trust.
- 3.6 The report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action. The report will include lessons from case reviews undertaken within the reporting period.
- 3.7 The Chief Executive of Hampshire County Council, drawing on other LSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSCB. The Chair is accountable to the Chief Executive of Hampshire County Council. The Chair will be subject to an annual appraisal, to ensure the role is undertaken competently and that the post holder retains the confidence of the HSCB members.
- 3.7 The ultimate responsibility for the effectiveness of the HSCB rests with the Leader of the Hampshire County Council. The Chief Executive of the Council is accountable to the Leader.
- 3.8 The Lead Member for Children's Services is the Councilor elected locally with responsibility for making sure that the local authority fulfills its legal responsibilities to safeguard children and young people. The Lead Member contributes to HSCB as a participating observer and is not part of the decision-making process.

## 4. Members

4.1 Membership of Local Safeguarding Children Boards is defined in Chapter 3 of *Working Together to Safeguard Children 2015*. Members are required to be of sufficient seniority to be able to

- Speak for their organisation with authority.
- Commit their organisation on policy and practice matters.
- Hold their organisation to account.

4.2 The HSCB will include at least one representative from each of the agencies or organisations as outlined below. Due to the size of the HSCB some representatives will be more suitably represented on a sub group or the Business Group:

- Armed Forces
- District Councils
- Child and Family Court Advisory Service (CAFCASS)
- Education establishments (primary, secondary, independent, post-16 years and special schools)
- Hampshire County Council, Adult Services
- Hampshire County Council, Children and Families
- Hampshire County Council, Education and Inclusion
- Hampshire County Council, Public Health
- Hampshire Constabulary
- Hampshire Hospitals NHS Foundation Trust
- National Probation Service in Hampshire
- Community Rehabilitation Company in Hampshire
- Hampshire Youth Offending Team
- NHS Clinical Commissioning Groups
- NHS England Local Area Team
- Southern Health NHS Foundation Trust
- Sussex Partnership NHS Foundation Trust
- Voluntary sector
- Winchester Diocese

4.3 In addition, HSCB will be supported through the appointment of at least 2 Lay Members. These appointments will be for a fixed term through a formal

selection process with performance reviewed annually and continuation subject to a satisfactory appraisal.

- 4.4 The Lead Member for Children's Services will contribute to HSCB as a participating observer.
- 4.5 Representatives of the organisations listed in paragraph 4.2 above can be members of the HSCB Board, HSCB Business Group, any agreed sub groups, as described in the constitution or task groups established when HSCB agrees its annual Business Plan.
- 4.6 Membership of all groups will be reviewed annually by the Independent Chair in consultation with partner agencies.

#### **The HSCB Independent Chair**

- 4.7 HSCB will be chaired by an Independent Chair, who is accountable to the Chief Executive of Hampshire County Council for the effectiveness of the work of HSCB.
- 4.8 The Chief Executive of Hampshire County Council will appoint or remove the LSCB chair with the agreement of a panel consisting of HSCB partners. The Independent Chair will serve a three-year term at which point their tenure will cease and a further process will commence which may include the current Chair if they so wish.
- 4.9 The performance of the Independent Chair will be reviewed annually by the Chief Executive of Hampshire County Council and the Director of Children's Services for Hampshire alongside other partner agencies.
- 4.10 The Independent Chair must ensure the continued confidence of all members in maintaining the independence of HSCB.
- 4.11 The Independent Chair will be a member of the Children's Trust

#### **HSCB Scrutiny of Membership**

- 4.12 It is expected that any necessary employment checks<sup>1</sup> will be undertaken by the member's organisation. It will be a requirement that organisations will, in confidence, inform the Independent Chair of findings within their member's employment checks that may place in doubt their suitability to be a member of HSCB.
- 4.13 Information arising from such checks is confidential; except that the Independent Chair of HSCB will be alerted to the identity of individuals whose checks have indicated that they may not be suitable to be a member of HSCB. Those individuals can be required to resign with immediate effect or, in the case of potential members, not be allowed to take on membership.

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<sup>1</sup> The role of LSCB member would not be eligible for a DBS check under current guidance.

- 4.14 The final decision following an opportunity to make representations and due process shall rest with the Independent Chair.
- 4.15 If a HSCB member misses two consecutive meetings without sending apologies, then the Independent Chair, on behalf of HSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the chief executive of that agency requiring a permanent replacement.
- 4.16 Attendance at HSCB meetings and sub-groups will be reported at least annually as part of publishing the HSCB Annual Report.
- 4.17 All HSCB members will be invited to participate in an annual review of performance by the Independent Chair. This will also provide an opportunity for the Chair to receive feedback on the effectiveness of the Board.

#### **Responsibilities of HSCB Members**

- 4.18 Members of the HSCB are expected to:
- a) Contribute to the effective working of HSCB in promoting high standards of safeguarding work and fostering a culture of learning and continuous improvement;
  - b) Hold other members to account for their contribution to the safety and protection of children and young people, including children and young people living in the area away from their home authority;
  - c) Represent their organisation on HSCB, speaking with authority for that organisation, and committing the organisation on policy and practice matters;
  - d) Represent HSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children;
  - e) Be responsible for ensuring their organisation makes a proportionate financial and resource contribution to HSCB and the audit and scrutiny activity of any sub groups;
  - f) Be an objective member in undertaking scrutiny of the performance of HSCB and the services provided by all organisations. This should take precedence over their role as their organisation's representative;
  - g) Be an active and influential participant in informing and planning services for children, young people and families to influence the

priority setting of the Health and Wellbeing Board and the Children's Trust;

- h) Support access to the multi-agency training made available through HSCB for staff in their organisation; and
- i) Work to the agreed terms of reference for the Board and its sub groups where they are members, including the explicit lines of reporting and communication.

- 4.19 Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at HSCB meetings.
- 4.20 Upon taking up membership a member will be expected to confirm an acceptance of the roles and responsibilities as set out in this constitution.
- 4.21 Members will meet annually with the Independent Chair to review their performance.
- 4.22 Members of statutory bodies will be expected to confirm annually to the HSCB Board the compliance of their organisation with their statutory duty through an annual return to the Board.
- 4.23 Members will be expected to attend a minimum of 75%, or 3 out of 4 of the scheduled meetings of the groups they have been nominated to attend in a year (April to March) and to put forward a named deputy to attend up to 25% , or 1, of the meetings for which they are a nominated member.

#### **Data Protection, Confidentiality and Freedom of Information**

- 4.24 Members will ensure that their Data Protection Registration, where appropriate, covers their involvement in the activities of HSCB.
- 4.25 All members will adhere to the provisions of the Data Protection Act 1998 and all other legal provisions relating to confidentiality and data security and maintain confidentiality at all times, other than where a specific exemption under that Act or other legal provision applies. This principle will apply during a member's participation in HSCB and will continue after the individual is no longer a member, or following HSCB's dissolution.
- 4.26 If any member who has access to confidential information or data knowingly breaches the law relating (but not limited to), the unauthorised disclosure of confidential information, they may be personally liable. This applies to all members of the Board, its sub group members and any person who comes into possession of confidential information in their dealings with HSCB.
- 4.28 Any requests made under the Freedom of Information Act 2000 about the LSCB or its sub-groups will be channelled through the Board Manager in the first instance and will be referred to the LSCB Chair if they are in any way

contentious. Under the Ministry of Justice extension to the Freedom of Information Act 2000 LSCBs are not deemed as Public Authorities under the Act and therefore are exempt from requests for the disclosure of information under the Freedom of Information Act 2000. HSCB's usual response will be to acknowledge the request only and any disclosure of information will be at the discretion of the HSCB chair.

## 5. Structure

### HSCB

5.1 HSCB will discharge its statutory functions and deliver its strategic priorities through the groups as described below, and the establishment of short term task and finish groups. Terms of reference for these groups can be found in Appendix I.

### 5.2 Board

The Board is responsible for effectively identifying priorities according to local issues and demands. It must ensure there is evidence of clear improvement priorities identified that are incorporated into its business plan that will improve outcomes for children and young people. Its membership comprises senior representatives from all agencies responsible for child protection arrangements in Hampshire.

### 5.3 Executive Group

Enables the board to effectively fulfil its functions through effective business planning. Develops the HSCB work programme and Annual Report. Agrees the agenda for HSCB meetings, commissions work required for meetings and ensures that before items are taken to the Board clear solutions and/or proposals have been formulated.

Includes all the Chairs of the HSCB Sub-Groups to ensure that work commissioned by the Board is effectively discharged and that any areas of practice that require scrutiny or challenge are appropriately and timely raised to the Board.

All Sub Group Chairs will be required to prepare quarterly reports to the board and formally present on them at least once in an annual cycle.

### 5.4 Education and Schools Sub Group

Facilitates communication across the education sector on their statutory safeguarding duties, the local safeguarding challenges and is responsible for disseminating learning from audits and serious case reviews. The group co-ordinates and provides an overview report on the annual s.175/157 audits. The group is pivotal in identifying strategic and practice issues from within the sector and making recommendations to the HSCB. Co-ordinates achievement of education related Business Plan priorities and provides a combined education response to the HSCB.

### 5.5 Health Safeguarding Group

Facilitates communication across the health sector on their statutory safeguarding duties, the local safeguarding challenges and is responsible for disseminating learning from audits and serious case reviews. The group is pivotal in identifying strategic and practice issues from within the sector and making recommendations to the HSCB. Co-ordinates achievement of health related Business Plan priorities and provides a combined health response to the HSCB.

5.6 Missing, Exploited and Trafficked Children Sub Group

Identifies, addresses and prevents incidents of child sexual exploitation, trafficking and missing children at a local level through understanding the nature and extent of local issues, overseeing effective information sharing and implementing a local strategy and action plan. Co-ordinates achievement of MET related Business Plan priorities provides a combined MET response to the HSCB.

5.7 Quality Assurance Sub Group

Is responsible for implementing the HSCB quality assurance framework. It co-ordinates quality assurance activity and produces an analysis on the effectiveness of what is being done by HSCB partner agencies, individually and collectively to safeguard and promote the welfare of children. It has oversight of all multi-agency and single agency audits, section 11 audits and analysis of performance data about safeguarding within relevant agencies in Hampshire. Co-ordinates achievement of quality assurance activity outlined in the HSCB Business Plan.

5.8 Learning and Inquiry Group

Reviews all serious cases referred to the HSCB, making recommendations to the HSCB chair on whether or not a case meets the criteria for a Serious Case Review (SCR) as set out in Working Together to Safeguard Children 2013 and establishing the initial scope for any SCR where the criteria is met. Will advise on commissioning other types of case reviews where the criteria for a SCR has not been made. It oversees the case review process and monitors the progress of actions taken following findings and recommendations arising out of any local case reviews. The committee maintains the HSCB learning and improvement framework and the local protocols for undertaking case reviews.

5.9 Workforce Development Sub Group

Co-ordinates, promotes and quality assures training and development opportunities to meet local need. Maintains the HSCB training policy, undertakes an annual training needs analysis and produces an annual multi-agency training programme that in addition to meeting local needs is aligned to the HSCB business plan and responds to lessons learnt from local and national case reviews

5.10 Child Death Overview Panel (CDOP)

Undertakes reviews of all child deaths in Hampshire and disseminates learning to all agencies. Leads on compiling learning from child deaths, based

on information supplied by the 4SCBs. The Panel collects and analyses information to identify any trends and matters of concern. An annual report is prepared and presented to the HSCB Board.

- 5.11 The Chairs for these groups will be agreed and appointed by the HSCB Board. These appointments will be reviewed annually.
- 5.12 HSCB Board members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the sub groups. They will be expected to act on behalf of their organisation and have sufficient authority to make decisions and be able to allocate resources.
- 5.13 HSCB will ensure the attendance of necessary professional advisors at its meetings. The Legal Services advisor for Hampshire County Council Children's Services will provide legal advice to HSCB meetings.
- 5.14 The HSCB structure and the relevance and function of sub groups will be reviewed on an annually basis by the Independent Chair.

#### **4LSCB Partnership**

- 5.15 Hampshire, Isle of Wight, Portsmouth and Southampton each has its own LSCB, but come together under the 4LSCB umbrella in order to share procedures and policies, skills, knowledge, resources and learning. The 4LSCB has a number of sub-groups:
- 5.16 4LSCB Policy and Procedures Sub Group  
Maintains and keeps up to date the 4LSCB on-line safeguarding procedure manual. Reviews the existing and produces new policies and protocols in response to local need and national guidance.

## **6. Relationship of HSCB with other bodies**

### Hampshire County Council

- 6.1 HSCB will submit its Annual Report to the full meeting of Hampshire County Council each year to highlight progress made over the past year, and the challenges ahead facing the Hampshire Council and its partners.

### Health and Wellbeing Board and Children's Trust

- 6.2 These bodies have important but distinct roles in keeping children safe. The Children's Trust has a wider role in the commissioning and delivery of services locally. The HSCB has a unique statutory role within the strategic partnership arrangements and a clear responsibility to undertake an independent scrutiny and challenge role in respect of agencies' success in ensuring that children and young people are kept safe. The effectiveness of the HSCB relies upon its ability to assert its statutory authority through an independent voice.

- a) The HSCB will provide to the Health and Wellbeing Board (HWB) a copy of its Annual Report. The Annual Report will challenge the Health and Wellbeing Board to respond to the evidence provided by HSCB regarding the effectiveness of the multi-agency arrangements to protect children in Hampshire. This will include the impact of the early help offer.
- b) The HSCB will provide to the Children's Trust a copy of its Annual Report. The Annual Report will challenge the Children's Trust and its partners to ensure that structures, processes and culture are in place to ensure that children are fully safeguarded.
- c) The HSCB will be formally consulted as part of any commissioning proposals regarding safeguarding children made by either the HWB or Children's Trust.
- d) The HWB and the Children's Trust will assess whether the HSCB is fulfilling its statutory responsibilities to help (including early help), protect and care for children and young people.
- e) The HWB and the Children's Trust report to the Independent Chair on progress in responding to the HSCB Annual Report at least once in a 12-month period.
- f) The Independent Chair will attend the Children's Trust and the Health and Wellbeing Board at least once a year.

#### Hampshire Adult Safeguarding Board

- 6.3 HSCB will seek to agree joint areas of work with the Adult Safeguarding Board aligned to its current business plan priorities and recognising the impact of adults on the welfare of vulnerable children and young people, in addition to seeking to implement joint processes and share resources in relation to adult and children serious case reviews.

#### Hampshire Domestic Abuse Forum

- 6.4 HSCB will seek to agree joint strategic priorities with the Hampshire Domestic Abuse Forum aligned to its current business plan priorities and recognising the impact of domestic violence on the welfare of vulnerable children and young people, in addition to seeking to implement joint processes and share resources in relation to domestic homicide and serious case reviews (children).

#### 6.5 Community Safety Partnerships

HSCB will seek to work with Community Safety Partnerships across Hampshire on areas aligned to its current business plan priorities and recognising the impact of effective community safety partnerships on issues that affect the welfare of vulnerable children and young people.

#### 6.6 Family Justice Board

HSCB will seek to work with the Family Justice Board in Hampshire on areas aligned to its current business plan priorities and recognising the importance of effective partnerships on issues that affect the welfare of vulnerable children and young people.

#### 6.7 Corporate Parenting Board

HSCB will seek to work with the newly formed Corporate Parenting Board on areas aligned to its business plan priorities, and recognising the importance of effective partnerships on issues that affect the welfare of children who are looked after in Hampshire.

#### 6.8 Office of the Police and Crime Commissioner

HSCB will work with the Office of the Police and Crime Commissioner (OPCC) on areas aligned to each respective business plan, recognising the mutual cross-overs in the role of the Board and OPCC to assure and coordinate partnership working to safeguard and protect children in Hampshire.

### **7. Communications**

7.1 HSCB will seek to engage with local stakeholders and the media to ensure wider understanding of safeguarding in Hampshire. It will aim to ensure that any publicity describing policies, aims, decisions and review results is objective, concentrates on facts and explanations and promotes clearly what HSCB aims to achieve for the children and young people in the county.

7.2 HSCB will always consider the sensitivity of personal health or social care issues when discussing individual cases and will only refer to information that is already in the public domain.

7.3 HSCB will publish and review annually a Media Handling Protocol setting out its procedures and expectations of partner agencies.

7.4 HSCB will instigate systematic communications with practitioners through the organisation of workshops and learning events each year that reflect the practice improvements arising out of audits, case reviews and inspections. This will be agreed by the Hampshire Workforce Development group and published on the HSCB web site and other relevant mediums.

7.5 HSCB will, through its protocols with the Health and Wellbeing Board and the Children's Trust share with and seek information from them. The aim of this is to challenge and scrutinise the local commissioning of services to ensure they reflect the practice improvements identified in HSCB audits and case reviews and the current challenges highlighted in its Annual Report.

- 7.6 HSCB is committed to publishing the final reports of all Serious Case Reviews commissioned in Hampshire, taking into account the need to fully anonymise and remove sensitive data before reports are placed in the public domain.

## **8. Information Sharing**

- 8.1 Effective sharing of information between professionals and local agencies is essential for effective service provision. The HSCB will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This will include ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.
- 8.2 The HSCB can require a person or body to comply with a request for information (Section 14A, Children Act 2004, inserted by section 8 of the Children, Schools and Families Act 2010). This will only take place where the information is essential to carrying out LSCB statutory functions. Any request for information about individuals must be 'necessary' and 'proportionate' to the reasons for the request. HSCB will be mindful of the burden of requests and should explain why the information is needed
- 8.3 HSCB subscribes to and upholds the following principles in relation to information sharing:
- a) The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately;
  - b) Being open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
  - c) Seeking advice if in any doubt, without disclosing the identity of the person where possible;
  - d) Sharing with consent where appropriate and, where possible, respecting the wishes of those who do not consent to share confidential information;
  - e) Basing information sharing decisions on considerations of the safety and wellbeing of the person who may be affected;
  - f) Ensuring that the information shared is necessary for the purpose for which it is being shared, sharing only with those people who need to have it, it is accurate and up-to-date, shared in a timely fashion, and is shared securely; and
  - g) Keeping a record of the decision and the reasons for it - whether it is to share information or not.

## **9. Finance and Support**

- 9.1 The Children Act 2004 (S15) gives the power to partners of the children's services authority to make payments in respect of the running of the HSCB, or to provide staff, goods, services, accommodation or other resources, but it does not require them to do so.
- 9.2 Partner agencies may make payments by direct contribution, or into a pooled budget. The Financial Partnership Agreement will determine the financial governance of the Budget. This agreement is attached as Appendix II.
- 9.3 The Local Authority will appoint a Legal Adviser to the Board to advise and assist the Board. Legal Advice attendance is not required at the Board or any of the Board subgroups, but may do so if requested by any partner agency. Any legal adviser attending the Board or sub-group is not a member of the Board or sub-group. The expenses of Legal Advice to the Board will be met from the budget or may be provided as a contribution from the Local Authority. Legal advice to individual Board Partners will not be the role of the Legal Adviser.
- 9.4 The Local Authority will provide financial advice and support to the Board concerning the management and operation of the budget. The cost of such support will be met from the budget or may be provided by the local authority as a contribution. Financial support to individual Board Partners will not be included within this provision.
- 9.5 To support the work of HSCB, a Partnership Support Team will be maintained. The expenses of the support team will be met from the budget or from direct contributions from partner agencies.

## **10. Complaints**

- 10.1 The HSCB will respond to any complaints related to its functions in line with the Complaints Policy of Hampshire County Council. Any complaint relating to an individual partner agency will be referred to that agency and dealt with by, and under the complaint process of that agency.

## **11. Amendment and Review**

- 11.1 This Constitution will be reviewed annually and following any revision of statutory guidance. It may additionally be considered for amendment at any meeting of the HSCB, provided that prior notice of amendment is formally tabled for the meeting.