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**Working Together to Safeguard Children – The Bradford Partnership**

**Terms of Reference**

**The Bradford Partnership Group**

1. **Introduction**

The purpose of the new arrangements is to support and enable local organisations and agencies to work together in a system where;

* Children are safeguarded and their welfare promoted
* Partner organisations and agencies collaborate, share and co-own the vision
* Organisations and agencies challenge appropriately and hold one another to account.
* There is early identification and analysis of new safeguarding issues.
* Learning is promoted and embedded in a way that ensures local services for children and families can become more reflective and implement changes to practice.
* Information is shared effectively to facilitate more accurate and timely decision making for children and families.

This document will set out the key changes being made in Bradford District to meet the legislative requirements. In moving to the new arrangements, we have adopted the title – **Working Together to Safeguard Children – The Bradford Partnership.**

1. **Voice of the Child**

The Voice of the Child will be secured at the heart of the future local safeguarding
arrangements and we will continue to listen to children and young people to inform thinking, planning and activity.

We have engaged with young people to understand what they would want from the new arrangements and how we can support and provide guidance to keep them safe. We will continue to work with a number of established groups in Bradford that actively engage and are led by young people. Moving forward the Communication and Engagement Group is the platform for future activity.

1. **Vision and Principles**

Partners have agreed the overarching vision and principles for the new arrangements -

***“The Bradford Partnership will work to ensure that children are safe and***

***receive a quality service”***

Principles

* *The child is always at the centre.*
* *There will be clear governance and accountability, clearly defined roles and responsibilities*
* *There will be transparent, open and honest communication between all*
* *We will foster continual improvement which includes learning from others*
* *We will enable early support at the right time to build independence and self reliance*
1. **Membership, Role and Scope of the Bradford Partnership Group**

**Strategic Leadership Group (SLG)** will comprise of the three safeguarding partners (Local Authority, Police and CCG), the Independent Chair and Scrutiny Lead and the Lead Member
for children from the Bradford Council. This group will set strategic direction, ensure effective arrangements are in place, agree funding and resolve disagreements and escalations.

Reporting to this SLG is the **“The Bradford Partnership”.** The membership of the former BSCB has been reviewed and rationalised to include statutory safeguarding partners and relevant agencies. This group will be chaired by the Independent Chair and Scrutiny Lead and will meet quarterly. Appendix A outlines membership of this group.

The function of this group will be

1. Ensure the strategic priorities are embedded across organisations as agreed by Strategic Leadership Group
2. Compliance with Case Review responsibilities
3. Help to ensure that all activities of the Bradford Partnership are informed by the wishes and interests of – and focused on their impact on – children, young people and their families
4. Ensure that the contributions of the sub groups and the Bradford Partnership core functions are integrated and coordinated within the learning and improvement framework
5. Initiate, maintain and regularly monitor identified risks to the achievement of the Bradford Partnership objectives and ensure that the work of the Bradford Partnership is stimulated by challenge and regular assessment of impact
6. Monitoring progress of the Business Plan
7. If necessary, set-up time-limited task and finish groups with delegated responsibilities to carry out the work programme of the Bradford Partnership;
8. Advise the Strategic Leadership Group as to any matters that may be judged as necessary such as revision of the sub-group structure and composition, or changes to the priorities and objectives of the Bradford Partnership.
9. Review its own processes, practices and terms of reference, thereby ensuring continuous quality improvement.

A flexible and virtual approach will enable previous partners who are not now included as lead or relevant agencies, to remain informed and involved in relevant aspects of future safeguarding arrangements.

In line with Working Together 2018 (Update) the group comprise of the Independent Chair, the Business Manager and the following partners:

* National Probation Service
* CRC
* All schools (including multi academy trusts), colleges and other educational providers
* CAFCASS
* Youth Offending Service
* Housing Providers
* Airedale NHS Foundation Trust
* Bradford Teaching Hospitals Foundation Trust
* Bradford District Care Foundation Trust
* VCS
* West Yorkshire Ambulance Service
* NHS England
* Chairs of the sub-groups, including associate Health Safeguarding Children and the Voluntary Community Sector.

Appendix A outlines membership of this group.

The key roles of the relevant agencies are to:

• Contribute to the effective working of the safeguarding arrangements in promoting high standards of safeguarding work and fostering a culture of continuous improvement;

• Represent their organisation or sector on the Bradford Partnership Group, speaking with authority for that body; committing the organisation or sector on policy and practice matters and holding them to account in respect of its work to safeguard and promote the welfare of children and young people within Bradford;

• Represent the Bradford Partnership within their organisation or sector; ensuring that it is meeting its obligations to safeguard and promote the welfare of children and young people (recognising that some agencies will have less authority to impose this obligation) ;

• Be an objective member in undertaking assessments and scrutiny functions of the Bradford Partnership. Where necessary this should take precedence over the role as organisational or sector representative. Members will undertake their roles in accordance with the Bradford Partnership Membership Agreement (Appendix 3a). All partner organisations will ensure that information about the safeguarding arrangements is shared through internal ‘safeguarding’ meetings.

Appendix 2 outlines the Person Specification for members of the SLG and Appendix 2 outlines the Job Description for members of the SLG

**5. Statutory Objectives and Functions**

Working Together to Safeguard Children (WTSC) 2018 provides professionals with statutory guidance informed by the Wood Review of Local Safeguarding Children Boards (LSCB), 2016 and given legislative force by the Children and Social Work Act, 2017. Arrangements for safeguarding children in each local authority (LA) district are the responsibility of the Local Safeguarding Partners: the LA, the relevant Clinical Commissioning Groups (CCG) and the Police.

The three safeguarding partners should:

* Agree on ways to co-ordinate their safeguarding services;
* Act as a strategic leadership group in supporting and engaging others; and
* Implement local and national learning including serious child safeguarding incidents.

The three safeguarding partners must set out how they will work together and with any relevant agencies. Relevant agencies are those organisations and agencies whose involvement the safeguarding partners consider may be required to safeguard and promote the welfare of children with regard to local need.

In order to work together effectively, the safeguarding partners with other local organisations and agencies should develop processes that:-

* facilitate and drive action beyond usual institutional and agency constraints and boundaries.
* ensure the effective protection of children is founded on practitioners developing lasting and trusting relationships with children and their families.

The safeguarding partners should make arrangements to allow all schools (including multi academy trusts), colleges and other educational providers, in the local area to be fully engaged, involved and included in the new safeguarding arrangements.

The responsibility for how the system learns the lessons from serious child safeguarding
incidents lies at a national level with the Child Safeguarding Practice Review Panel
and at local level with the safeguarding partners. Local safeguarding partners must make arrangements to identify and review serious child safeguarding cases which, in their view, raise issues of importance in relation to their area. Within Bradford this will be through the Child Safeguarding Practice Review Sub- group.

Safeguarding partners and relevant agencies must act in accordance with the
arrangements for their area, and will be expected to work together to resolve any disputes
locally.

In order to bring transparency for children, families and all practitioners about the
activity undertaken, the safeguarding partners must publish a report at least once in every
12-month period.

**6. Governance and Operational Arrangements**

**6.1 Agency accountability and MOU**

To be effective, these arrangements should link to other strategic partnership work
happening locally to support children and families. This will include other public boards
including Health and wellbeing boards, Bradford Safeguarding Adults Boards (BSAB), Channel Panels, Improvement Boards and Community Safety Partnerships (CSP).

The new arrangements will continue to work closely with the BSAB and CSP particularly in the shared nature of sub-group activity. Across Bradford the Communications and Engagement sub-group and the Risk and Vulnerabilities in Complex Safeguarding sub-group include representation and collaborate to achieve outcomes in support of both children and adults.

The Bradford Partnership, BSAB and CSP should recognise shared priorities, and identify the lead partnership responsible for driving the work streams. Assurance will be given to each regarding activity relating to the shared priorities in keeping with the core functions and responsibilities.

**Reporting and Governance Arrangements**

Through its chair the Sub Group will:

* Provide a highlight report to each (quarterly) meeting of the Bradford Partnership
* Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the Bradford Partnership

**Dispute**

The Strategic Leadership Group will assume executive decision making and resolve operational cases under Multi Agency Professional Disagreements and Escalation where cases illustrate a strategic or systemic issue. For all other matters that require resolution this will be delegated to the Independent Chair and Scrutiny lead who will resolve with relevant partners from the Bradford Partnership group.

**6.2 Equalities**

In undertaking any activity, the Bradford Partnership will take account of the need to promote equality of opportunity and to meet the diverse needs of children, young people and their families within Bradford.

**6.3 The Bradford Partnership Group and Sub-groups**

While the Strategic Leadership Group exercises overall responsibility for all statutory objectives and functions, it will delegate authority for the detailed examination and delivery of all aspects of these requirements to the Bradford Partnership Group and associated sub-groups. Each of these will have its own terms of reference agreed with the Bradford Partnership Group, to which they will be directly accountable and report back on their activities to the Bradford Partnership Group meeting. In order to facilitate this all sub-groups Chairs will be full members of the Bradford Partnership Group. The sub-groups are:

* Learning and Improvement
* Performance, Audit, Evaluation and Compliance
* Policy and Procedure
* Child Safeguarding Practice Review Steering

In addition two groups will continue to report in to the Bradford Partnership without formally being sub-groups:

* Voluntary and Community Sector
* Safeguarding in Health

**Child Death Review** (Previously Child Death Overview Panel)
Governmental leadership of Child Death Reviews will transfer from the Department of
Education to the Department of Health, with the Local Authority and CCGs being the
accountable bodies locally. The Bradford Health and Wellbeing Board will maintain strategic oversight and will delegate the executive management of the arrangements to their Integrated Change Board. The new safeguarding arrangements will continue to support the work of the group, and retain the strong working relationship with all the sub-groups to ensure operational change and learning and improvement is maximised throughout the District.
Each sub-group will be individually responsible for how it organises its work and may establish Task and Finish groups to deal with specific issues as and when required. The subgroups must inform the SLG and the Bradford Partnership Group of any groups set up and their purpose and progress as part of their updates.

**6.4 The Bradford Partnership Meetings**

Meetings will take place quarterly, usually in March, June, September and December. The Independent Chair and Scrutiny Lead may call an extra–ordinary meeting at any time, and members can make a written request for such a meeting to the Chair (though this will normally only be considered if several members make such a request). The Bradford Partnership will be quorate if the three safeguarding partners are present.

All meetings will be minuted; and minutes will be submitted for approval to the next meeting.

**7.2 Independent Chair and Scrutiny Lead**

As a the chair of the Bradford Partnership the role of the independent chair and scrutiny lead is to provide additional assurance in judging the effectiveness of multi-agency arrangements to safeguard and promote the welfare of all children in a local area, and this will add value to what is already known. Working Together to Safeguard Children 2018 requires that safeguarding partners ensure that the scrutiny is objective, acts as a constructive critical friend and promotes reﬂection to drive continuous improvement. Some forms of scrutiny will need to be independently commissioned, for example local child safeguarding practice reviews.

The role will also

* Assess how well organisations come together to cooperate with one another to safeguard and promote the welfare of children and to hold each other to account for effective safeguarding.
* Scrutinise any quality assurance activity (including multi-agency case file auditing and processes for identifying lessons to be learned).
* Scrutinise the effectiveness of training, including multiagency training, to safeguard and promote the welfare of children.
* Provide a rigorous and transparent assessment of the extent to which appropriate and effective systems and processes are in place in all partner agencies so as to fulfil their statutory duties and ensure that children are protected and that appropriate safeguarding strategies are developed and embedded.
* Evaluate arrangements for the operation of the safeguarding partnership, including the purpose and functions of meetings, and recommend and implement appropriate changes.
* Confirm, or not, that effective performance management, audit and quality assurance mechanisms are in place within partner organisations which will support the 3 safeguarding partners to fulfil their statutory objectives, and which will enable the partnership to identify and measure its success and impact.
* Ensure that the voices of children, young people and their families are appropriately represented and heard in the work of the partnership.

**7.5 The Bradford Partnership group and Sub-groups Administration and Support**

The Independent Chair and Scrutiny Lead of the Bradford Partnership will be responsible for agreeing agendas and for reviewing and approving minutes. The Chair will be responsible for identifying decisions taken, actions agreed, any further work to be commissioned and the individual and organisation responsible. This will also include agreed deadlines for completion of any tasks identified. In this role, the Chair will be supported by Bradford Safeguarding Partnership Business Team who will be responsible for taking notes at meetings, producing draft minutes, communications with members following meetings regarding follow-up activities, expediting reports and responses, circulation of agendas and papers for meetings and arrangements for securing meeting rooms.

**8. Finance**

The safeguarding partners should agree the level of funding secured from each
partner, which should be equitable and proportionate, and any contributions from each
relevant agency, to support the local arrangements. The funding should be transparent to
children and families in the area, and sufficient to cover all elements of the arrangements,
including the cost of local child safeguarding practice reviews.

**9. Monitoring and Inspection**

The Bradford Safeguarding Partnership Business Team reports directly to the Office
of Chief Executive. This allows a greater element of independence for the Team,
particularly around scrutiny and challenge. The Council’s effectiveness of safeguarding
arrangements is also scrutinised through the process of Overview & Scrutiny which is
recognised as valuable process and will be continued.

Ofsted, Her Majesty’s Inspectorate of Constabulary, Fire and Rescue Services
(HMICFRS) and the Care Quality Commission (CQC) and HMI Probation jointly
inspect and report on the impact of local multi-agency safeguarding
arrangements on children through the joint targeted area inspection (JTAI)
programme.

**10. Freedom of Information Requests**

Under the Working Together to Safeguard Children legislation the previous position of LSCB falling outside of the Freedom of Information Act will change.

As public authorities, individual safeguarding partners will comply with their own responsibilities under the relevant information law and have regard to guidance provided by the Information Commissioner’s Office when responding to requests for information.

Each individual safeguarding partner is responsible in their own right for dealing with Freedom of Information Act requests they receive, correctly applying any applicable exemptions and responding within the required timescales. However, in most cases such as requests for agendas, minutes, policies and procedures, the information will relate to all partners rather than individual ones and therefore the partners should consult each other on what information they are proposing to disclose in response to the requests. Once a request is received by a partner they should without undue delay notify and consult the other safeguarding partners and the Bradford Safeguarding Partnership Business Team.

All requests for information received by the Bradford Safeguarding Partnership Business Team under this legislation are initially dealt with by Bradford Council’s Information Governance Team who will provide advice and guidance on dealing with requests in line with current law and in accordance with legal advice. This request will be shared with other partners who will seek their own advice and guidance from their own Information Governance officers. The Bradford Safeguarding Partnership Business Team will collate and respond to any requests.

As public authorities, safeguarding partners will work to their own responsibilities under the relevant information law and have regard to guidance provided by the Information Commissioner’s Office when issuing and responding to requests for information.

All requests under this legislation are dealt with by Bradford Council’s Information Governance Team who will deal with requests in line with current law and in accordance with legal advice.

The [INTER-AGENCY INFORMATION SHARING PROTOCOL](http://bradfordscb.org.uk/practitionersprofessionals/documents/) covers the sharing of person-identifiable confidential data, with the individual’s express consent, unless a legal or statutory requirement applies for specific purposes. The West Yorkshire Procedures on line also provides additional guidance with regard to [Information Sharing and Confidentiality](https://westyorkscb.proceduresonline.com/chapters/p_info_shar_confid.html). This guidance was reviewed and updated in December 2018 in line with the revised Working Together to Safeguard Children and DfE, Information Sharing Advice for Safeguarding Practitioners.

**Appendix 1 – Membership of the Bradford Partnership Group as at September 2019**

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| --- | --- |
| **Job Role** | **Agency** |
| Superintendent | West Yorkshire Police |
| Interim Deputy Director, Children’s Social Care | Children’s Services |
| Executive Head Teacher | St Edmunds Nursery School |
| Head Teacher | Horton Grange Primary |
| Consultant | Children’s Services |
| Principal | Thornbury Leadership Academy |
| Portfolio Holder for Children and Families | CBMDC |
| Head of Safeguarding | BDC FT |
| Director of Nursing and Operations | BDC FT |
| Independent Chair and Scrutiny Lead  | The Bradford Partnership  |
| VCS Representative | Young Lives Bradford |
| Operations Director | Prospects |
| Assistant Director, PC&P | Children’s Services |
| Director of Nursing | Airedale NHS FT |
| Chief Nurse | BTH FT |
| Head of West Yorkshire | NPS (Bradford & Calderdale) |
| Team Leader (Social Care) | Legal Services |
| Deputy Director, Education and Learning | Children’s Services |
| Strategic Director | Children’s Services |
| Business Unit Manager | Bradford Safeguarding Partnership Business Team  |
| Head Teacher | Crossley Hall Primary |
| Director of Quality & Nursing | CCGs |
| Community Director | CRC |
| Chief Executive | BDC FT |
| Deputy Director of Adult Physical Health andChildren’s Services | BDC FT |
| Head of Public Health | Public Health |
| Service Manager | CAFCASS |
| Consultant Paediatrician | CCGs |
| Lay Member |  |
| Service Manager | YOT |
| Quality Assurance Consultant | NSPCC |
| Designated Nurse | CCGs |
| Independent Consultant | NSPCC |

Chairs of the sub-groups, including associate Health Safeguarding Children and the Voluntary Community Sector are also members, these are normally standing members of the Partnership Group.

**It is the responsibility of the members to identify a suitable named person who can deputise for that member and is of sufficient decision making seniority.**

**Appendix 2**

**Person Specification for Members of the Bradford Partnership**

It is recognised that all members of the Bradford Partnershipwill have continuing development needs to enable them to deliver their role most effectively. Support will be provided by the Bradford Safeguarding Partnership Business Team to enable individuals develop and maintain key knowledge, skills and values consistent with the requirements of the person specification set out below. The below are the characteristics of an effective member:

1. Broad knowledge, experience and commitment to improving outcomes for children, young people and their families.
2. Ability to provide leadership for safeguarding at a strategic, operational and promotional level
3. Ability to constructively challenge others and to scrutinise safeguarding arrangements/activity within their own organisation and across the wider partnership.
4. Ability to speak and act with authority on behalf of both their own agency and the Bradford Partnership.
5. Ability to distinguish safeguarding priorities from resource constraints.
6. Objective focus on safeguarding without bias or constraint.
7. Ability and commitment to work with and support partner agencies, with a particular emphasis on safeguarding.
8. Effective and comprehensive communication and presentation skills
9. Current knowledge of safeguarding legislation, practice, policy and procedure especially around the need to maintain confidentiality, discretion and safeguarding of personal and confidential information.
10. Able to dedicate the necessary time to participate fully in the work of the Bradford Partnership.
11. Commitment to the active involvement of children, young people and families in work to secure better outcomes for children and young people.
12. Commitment to and accountability for own personal development in relation to role as the Bradford Partnership member and willing to undertake training and briefing as required.

**Appendix 3**

**Job Description - The Bradford Partnership Member**

1. **JOB PURPOSE**
	1. To contribute to the strategic direction, resourcing and effective work of the Bradford Partnershipand to share responsibility with other Members for delivering and continuously improving an effective safeguarding system in Bradford.
	2. To contribute to objective evaluations of the effectiveness of work to safeguard and promote welfare on a single and multi-agency basis and to hold responsibility for implementing changes within own agency and to improve work to safeguard and promote welfare.
	3. To commit the partner agency on policy and practice matters.
2. **ACCOUNTABILITY**
	1. To be accountable to a named person/post (first or second tier) in your home organisation for your organisation’s performance in relation to the Bradford Partnership responsibilities.
	2. To be accountable to the Bradford Partnership for your organisation’s contribution to the Bradford Partnership in terms of:
* time and human resources
* finance
* information participation in agreed activities
* implementation of agreed Bradford Partnership procedures and protocols
* the quality of your organisation’s contribution to multi-agency safeguarding work
	1. To retain your own existing lines of accountability for safeguarding and promoting the welfare of children in your home organisation[[1]](#footnote-1)
1. **JOB RESPONSIBILITIES**
	1. To prioritise attendance and attend a minimum of 80% meetings and development days per annum.
	2. To chair sub groups of the Bradford Partnership where required.
	3. To speak for your home agency / organisation with authority.
	4. To ensure the effectiveness of work undertaken to safeguard and promote the welfare of children within the members own agency and to hold their organisation to account in reference to activity undertaken to safeguard and promote the welfare of children.
	5. To report to the Bradford Partnership any difficulties within the members own agency in relation to its ability to fulfil the statutory requirements and to take lead responsibility within their agency for addressing actual or potential failures in the fulfilment of these statutory responsibilities.
	6. To work with partners to find effective solutions to challenges that arise as a result of inter-agency / multi-agency working
	7. To contribute to the development and achievement of the Bradford Partnershipvision, strategies, policies and objectives including by the routine challenging of the performance of constituent members of the Bradford Partnership
	8. To ensure that local, regional and national safeguarding issues relating to your agency / organisation are brought to the attention of the Bradford Partnership. In order to ensure meaningful outcome related links between these and the work streams of the Bradford Partnership.
	9. To produce or ensure the production of reports, including performance management information / from your agency / organisation as required by the Bradford Partnership
	10. To ensure that individual agency review reports and rapid reviews are submitted to the Bradford Partnership as part of the learning review and serious case review process and are:
* Completed within required timescales
* Compliant with statutory guidance; and
* Signed off and approved by the relevant agency Chief Officer.
	1. To provide details to the Bradford Partnershipabout specific lines of accountability within their own organisation.
	2. To be in a position to commit resources from their own agency in cash and/or in kind (including personnel), required for sub-group/task group/to task to finish group activity, in order to ensure the effectiveness of work undertaken by the Bradford Partnership.
	3. To ensure that your organisation agrees the allocation of resources to the Bradford Partnershipby February each year.
	4. To proactively raise awareness of the Bradford Partnershipand its activities within your own organisation and champion the right of all children to stay safe.
	5. To ensure that there is an identifiable communication strategy between the Bradford Partnership and the members own agency and to be accountable for the effective implementation of that strategy.
	6. To take back into their own agency, policy issues, learning and developments and ensure that processes are in place for implementation.
	7. To evidence that the members own agency has addressed arrangements to ensure that strategic plans in relation to staff training take account of training in relation to the safeguarding of children. To ensure that effective links are facilitated between the training department of their own agency and the Learning and Improvement sub group.
	8. To declare any personal involvement/interest in matters considered by the Bradford Partnershipand where there is evidence of sufficient potential conflict of interest to avoid participating in the Bradford Partnership consideration of matters.
	9. To prepare for meetings by reading minutes and associated papers.
	10. To have taken action on any areas agreed at the previous meeting.
	11. To present the annual report to their Accountability Boards
	12. To respect confidentiality of information provided by constituent agencies of the Bradford Partnership as set out in the Confidentiality Statement and to operate within the requirement of Information Sharing Protocols.
	13. To agree any response to media enquiries regarding specific cases with Bradford Council’s Communications Team/constituent agencies.

**Appendix 3A: The Bradford partnership Membership Agreement**

1. **Duty to Safeguard**

This membership agreement is between the Safeguarding Partners  pursuant to section 16E-G  Children Act 2004 (as amended by Children and Social Work Act 2017) requires the safeguarding partners for a local authority area to make arrangements for them to work together in exercising their functions related to safeguarding and promoting the welfare of children.

1. **Purpose**

The agencies and organisations represented on the Bradford Partnership  share a commitment under Chapter 3 of the Working Together to Safeguard Children 2018 to co-operate and work together to safeguard and promote the welfare of children. It is each member’s responsibility and duty to contribute to steering the strategic direction of the Bradford Partnership and to ensure implementation of Working Together Guidance.

1. **Expectations of Members**

All members will share the responsibility for ensuring that the Bradford Partnership objectives are delivered. Chairpersons of each individual sub-group will be responsible and accountable for agreeing their terms of reference and supporting plans within their remit. Each partner accepts the responsibility to:

• Strive to be represented with 100% attendance of which no more than 20% should be by an alternative named representative;

• Be responsible for their agency’s contribution to safeguarding children whether this is agency resources, financial, human or in kind; and to ensure they are utilised to meet the Bradford Partnership objectives. Any shortfalls should be brought to the attention of their agency and the Bradford Partnership Group;

• Act as a channel of communication between their own agency and the Bradford Partnership and to be the named advocate for safeguarding in all matters relating to the Bradford Partnership within their agency/professional body;

• Accept responsibility for monitoring the effectiveness of arrangements, to contribute to and examine regular updates, data and analysis on individual and joint agency performance;

• For those members who represent more than one agency e.g. voluntary Sector representative and schools, to ensure effective communication with the partners they represent.

1. **Terms and Conditions**

• It is expected that the Bradford Partnership representatives will be senior managers within their organisation. Members should be able to commit their agency/professional body to joint working and in some cases allocate and/or reshape resources to support the work of the Bradford Partnership.

• No fees will be paid by the Bradford Partnership for agency time or expenses for attendance at meetings.

• Agencies will be expected to respect any Bradford Partnership shared information as confidential and will be expected to sign a confidentiality agreement.

**The Bradford Partnership Agency Representative:**

Safeguarding and promoting the welfare of children requires effective co-operation amongst all those who work with or who are involved with children in Bradford. **By signing this Bradford Partnership Membership Agreement you are stating your intention to fulfil your obligations as a member, as detailed within this Terms of Reference**.

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Agency’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agency’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

**Chief Executive of Agency:**

The person named above has been designated to represent your agency on the Bradford Partnership. Please confirm that they have a strategic role in relation to the safeguarding and promoting of welfare of Bradford children and young people and can:

* Speak for your agency with authority;
* Commit your agency on policy and practice matters;
* Hold your agency to account.
* Ensure your organisation has adequate technical and organisational safeguards in place to protect information shared by the Bradford Partnership and other agencies.

Should the above named person be unable to attend the Bradford Partnership, the designated deputy for your agency has been identified as:

Name of Agency’s Deputy Bradford Partnership Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This deputy will also be expected to meet the criteria outlined within this Terms of Reference.)

Name of Chief Executive of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This includes any services provided by another person /organisation on behalf of your organisation (commissioned services) [↑](#footnote-ref-1)