

## Lay Member Subcommittee

Terms of Reference  
January 2015



## Background

As set out in Working Together to Safeguard Children, 2013, the Apprenticeships, Skills, Children and Learning Act 2009 amended sections 13 and 14 of the Children Act 2004 which mandated the local authority to take reasonable steps to ensure that the LSCB includes two lay members representing the local community.

Brighton & Hove LSCB has increased lay membership with a Lay Member Subcommittee. This is to provide improved peer support and to further allow LSCB arrangements to be opened up to increased public scrutiny, with an aim of supporting stronger public engagement in, and understanding of, children's safeguarding issues. It is also motivated by awareness that local representatives can add a great deal of value to otherwise exclusively professional discussions, helping everyone to stay in touch with local realities, and the issues of concern in our communities.

## Purpose

### Challenge

The Lay Member Subcommittee will challenge the LSCB's progress against the Business Plan and Learning and Improvement Framework<sup>1</sup> to ensure the LSCB is:

- assessing the effectiveness of the help being provided to children and families, including early help;
- assessing whether LSCB partners are fulfilling their statutory obligations;
- quality assuring practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
- monitoring and evaluating the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.

### Support

The Lay Member Subcommittee will support the LSCB Communication Strategy<sup>2</sup> by:

#### Consultation with the Public and Other Stakeholders

Communicating what the LSCB does and seeking to understand from the public what the key child safeguarding issues are within the Brighton & Hove community and their preferred solutions. This will include:

- Improving the use of the LSCB webpages as a means of communicating messages and receiving feedback

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<sup>1</sup> The Learning and Improvement Framework is intended to strengthen and support a learning culture across partner agencies in Brighton & Hove to continuously improve services to safeguard and promote the welfare of children and young people. To achieve this end, the Board will create a culture of openness and facilitate effective and regular challenge to all partner agencies.

<sup>2</sup> A corner stone of the LSCB's work is the provision of information to the public, potential and actual service users, staff working in partner agencies and others interested in children's welfare. We want to ensure that the views of children and young people, and their parents and carers, contribute to developing best practice, and that frontline staff and managers are integral to informing learning and improvement

- Expanding the use of social media as a means of communicating messages and receiving feedback
- Supporting the LSCB Communication Strategy to ensure that plans and procedures put in place by the LSCB are available to the public

### **Participation & Engagement with Parents and Carers**

- Developing links and building relationships with existing parents' and carers' groups and forums;
- Raising awareness of safeguarding issues amongst parents and carers
- Challenging Board partners to demonstrate how the voice of parents and carers influences their work

### **Participation & Engagement with Children and Young People**

- Developing links and building relationships with existing children and young people's groups and forums
- Raising awareness of safeguarding issues amongst children and young people
- Promoting the direct participation and input of children and young people in the work of Brighton & Hove LSCB at a strategic and operational level
- Challenging Board to demonstrate how the voice of the child influences their work.

The Lay Member Subcommittee will coordinate the following inter-related activity to ensure the local Learning & Improvement Framework is effectively implemented by:

- Being a member of a standing LSCB Subcommittee e.g SCR Subcommittee
- Feeding back Subcommittee activity to fellow lay members to support sub-committee interaction
- Developing a Lay Members Subcommittee Workplan
- Making Lay Member Subcommittee Referrals into appropriate Subcommittees to challenge Subcommittee progress against their workplans
- Attending on a rotational Chair basis the Leadership Group to present the Subcommittee work plan, hear and challenge progress against other Subcommittee work plans and complete 'Subcommittee Referral's as appropriate.

### **Membership**

Andrew Melrose  
 Ella Richardson  
 Lorna Miller-Cooper  
 Mia Brown  
 Signe Gosman  
 Stephen Terry

### **Chairperson**

Lay Members will draw up a rota to take it in turns to Chair the Subcommittee.

### **Frequency of meetings**

The Subcommittee will meet quarterly to undertake the core business and may convene separately to consider any matters arising.

### **Quoracy**

The minimum requirement for the Subcommittee to be quorate is three attendees.

**Accountability**

The Subcommittee is accountable to the LSCB and the Chairperson should provide regular reports to the LSCB and contribute to the LSCB Annual Report

**Review**

The terms of reference will be reviewed annually and presented to Leadership Group for additional scrutiny and challenge.