



Kernow Salwa



Cornwall and Isles of Scilly Missing and Exploitation Group Terms of Reference

Introduction

These Terms of Reference provide the operating framework for the Missing and Exploitation Group (MEG) and seek to enable effective partnership working amongst its members; provide clarity of roles and responsibilities; and accountability for decision making.

Review	MEG will review its terms of reference on an annual basis.
Chair	Cornwall Partnership Superintendent Devon and Cornwall Police
Vice Chair	Named Nurse for Safeguarding Children Acute, Community and Mental Health Services, CFT/RCHT Integrated Safeguarding Services
Term and appointment of Chair	The Chair and Vice Chair will be appointed by election within the MEG for a term of one year running in sequence with the financial year.
Frequency	Meetings will take place 6 weekly, alternating between remote and in person.
Quoracy	The Chair or Vice Chair must be in attendance, plus two of the three statutory safeguarding representatives.
Secretariat	Secretarial support will be provided from within the Partnership on a rolling basis.
Appointment of Members	Member organisations are expected to have a representative in attendance at all meetings.
Membership	<p>Core Group Members (voting rights) representatives from:</p> <ul style="list-style-type: none"> • Cornwall Council <ul style="list-style-type: none"> ◦ Together for Families – Exploitation Lead ◦ Education and Community Health ◦ Adult Social Care • Devon and Cornwall Police • Integrated Care Board (ICB) – Designated Nurse for Children in Care; Designated Nurse for Adult Safeguarding • Probation Service • Voluntary and Community Sector Representative

	<ul style="list-style-type: none"> • Safer Scilly – Exploitation Lead • Safer Cornwall - Exploitation Lead • Cornwall Association of Primary Headteachers • Cornwall Association of Secondary Headteachers • Further Education Representative • Higher Education Representative <p>Advisory Members (non-voting):</p> <ul style="list-style-type: none"> • MACE Chair • Safeguarding Adults Board (SAB) – Business Manager • Our Safeguarding Children Partnership (OSCP) – Business Manager • Safer Cornwall – Business Manager representative • Cornwall Council <ul style="list-style-type: none"> ○ Children’s Rights Officer ○ Housing Options ○ Public Health ○ Planning and Housing - Migration and Resettlement • ICB Safeguarding lead – Childrens and Adults • Strategic analyst support as required
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Purpose

The MEG is a strategic multi-agency sub-group providing direction and co-ordination in the response to missing people and exploitation across Cornwall and the Isles of Scilly, with the strategic aim of ensuring that it is considered as daily business. The sub-group is a multi-partnership arrangement between Safer Cornwall, Safer Scilly, Our Safeguarding Children Partnership and the Safeguarding Adults Board.

To strive for a community where all forms of exploitation are eradicated; that we minimise the number of missing reports through education and awareness; be victim-centred; multi-disciplinary; and collaborative in our efforts.

Remit

- Provide governance for the Cornwall and Isles of Scilly Exploitation Strategy.
- Provide governance for the Missing and Child Exploitation (MACE) Panel and Local Disruption and Support Meetings (LDSM).¹
- Understand the action taken by agencies in developing initiatives and a preventative approach to missing episodes and exploitation of children and adults, and to co-ordinate action where appropriate.
- Promote awareness and ensure agencies have appropriate training in place for staff.
- Use data and insight to understand the prevalence of exploitation in Cornwall and the Isles of Scilly and action taken by agencies to reduce the risks.

¹ MACE Panel provides a multi-agency safeguarding response to the exploitation of children and young people and those who go missing from home, care or education. A Local Disruption and Support Meeting (LDSM) is a contextual safeguarding response to any escalation in exploitation risk in a specific geographic area.

Tasks

- Development and co-ordination of a 3-year Cornwall and Isles of Scilly Exploitation Strategy to respond effectively to the exploitation of children and adults.
- Oversight of the implementation of the Cornwall & Isles of Scilly Exploitation Strategy and the accompanying annual Delivery Plan and Outcomes Framework.
- Development of an integrated data set to support the identification of potential victims of exploitation and monitor performance in this key area of protective practice.
- Scrutinise operational activity and receive regular reports from the Missing and Child Exploitation (MACE) Panel and other relevant operational meetings and hold partners to account; provide assurance of their effectiveness to the four partnership Boards.
- Ensure agencies allocate sufficient capacity to facilitate an effective response to exploitation.
- Review, identify and communicate lessons learnt from Audits, local and national reviews and scrutiny activity
- Ensure compliance with multi-agency policies, procedures, practice, and guidance.
- Establish and maintain information sharing guidance.
- Review criminal investigation and approaches on disruption through delivery plans and the performance framework.
- Develop and oversee communication strategies (Partnership and Community facing).
- Review support provided to victims and those at risk of exploitation.
- Evaluate the performance of agencies in protecting those at risk of exploitation through multi-agency audits.
- Report to the four responsible Boards:
 - Our Safeguarding Children Partnership
 - Cornwall and Isles of Scilly Safeguarding Adults Board
 - Safer Scilly
 - Safer Cornwall

Roles of Member Organisations

Representatives of member organisations must be able to:

- Make decisions on behalf of their named body or organisation where appropriate.
- Dedicate time to MEG, as required.
- Agree to participate in Task and Finish Groups as required.
- Report back to their named body or organisation on the outcomes from the MEG meetings.

Working Arrangements

Role of Chair and Vice Chair

The main purpose of the role of the Chair is to provide strategic leadership, chair meetings and represent the MEG in other fora.

Key tasks of the Chair:

- Ensure meetings are effectively managed; assist in agenda setting; invite appropriate advisors or special interest groups to attend; provide effective leadership at meetings; ensure all have an equal opportunity to speak; approve the minutes drawn up by the secretariat.
- Promote and demonstrate the benefits of the work of the MEG amongst member organisations and wider partners.
- Be an active leader in MEG development between meetings by helping to carry out its work.
- Represent the MEG in other fora and report back where relevant.

Decision Making:

- Create and direct Task and Finish Groups to meet the requirements of the Delivery Plan or where a risk has been identified.
- Provide direction and guidance to members where a risk has been identified.
- Direct activity to mitigate risks identified within the meetings; where extra support is required MEG will escalate any risks to the relevant partnership Boards for action.
- The MEG does not have an identified budget. Where financial support is required the Chair will approach the four partnership Boards for funding.
- Where any decisions involve multi-agency resource or funding implications for current Business Plans decisions will be considered as per the cross-partnership decision making process (appended).

Reporting process

The MEG is responsible for reporting to the four partnership Boards on a regular basis. This will be achieved through:

- Publication of the Cornwall and Isles of Scilly Exploitation Strategy.
- Publication of the Cornwall and Isles of Scilly Exploitation Strategy annual Delivery Plan.
- Quarterly and annual performance reports demonstrating the extent to which the Cornwall and Isles of Scilly Exploitation Strategy Delivery Plan is implemented. This will include updates on the Risk Log.

Performance

The overall strategic performance management will entail managing risks to performance raised at the quarterly performance reports.

Accountability

- Practical implementation of the MEG responsibilities as detailed above.
- Task and co-ordinate activities to support the Cornwall and Isles of Scilly Exploitation Strategy and accompanying Delivery Plan.
- Performance Manage the Cornwall and Isles of Scilly Exploitation Strategy via the Outcomes Framework.
- Activity leads are accountable for delivery and performance against their area of work.
- A Risk Log will be held to manage and mitigate identified risks, support activity and hold accountability.

Confidentiality

- MEG members will keep all information obtained through interagency cooperation confidential, save to the extent that disclosures prove necessary for discharging the functions of the Partnership.
- All information should be shared and stored appropriately by all agencies in accordance with data protection guidance and legislation.

Information Sharing Agreement

- The Safer Cornwall [Information Sharing Protocol](#) facilitates the lawful exchange of information to support effective partnership working and compliance with the statutory duties placed on Community Safety Partnerships, under which umbrella comes the work of the MEG. The latest version is published on the Safer Cornwall website.

Conflict of Interest

- Any conflicts of interest will be declared to the Chair or the group.

Ways of working

Agenda items will be agreed by partners and circulated a week before the meeting and have the following standing items:

- Welcome, introductions and apologies
- Appropriate Language Statement
- Minutes and Action Log
- Update from MACE Panel
- Performance and outcomes (quarterly)
- Update from Safer Cornwall, Safer Scilly, SAB and OSCP
- Board member identified risks and Risk Log
- AOB and requests for future agenda items

Minutes and associated documents will be circulated a week ahead of the meeting.

Appendix A

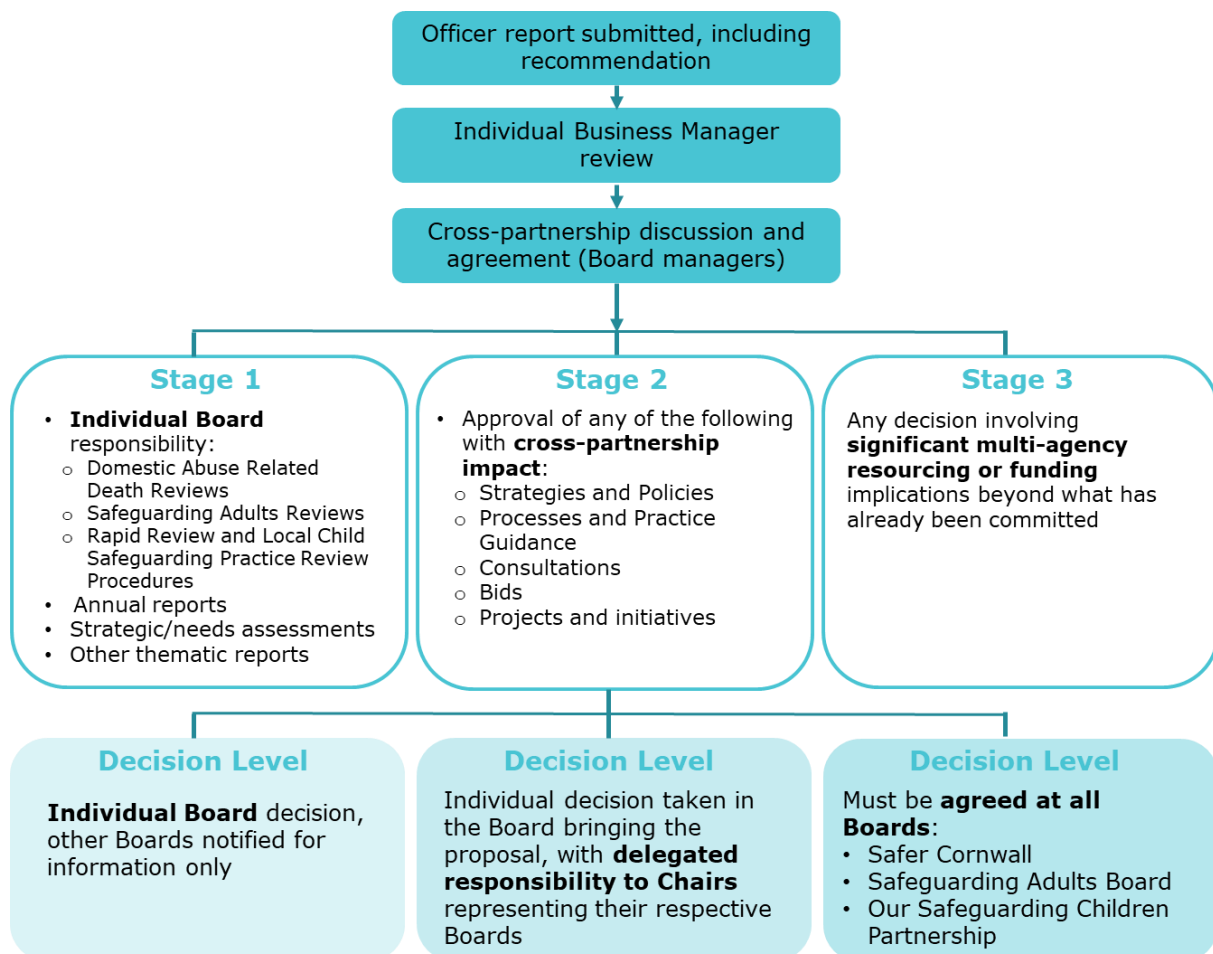


Cross-partnership Approval Protocol

Scope – This process has been developed and agreed by Safer Cornwall, Our Safeguarding Children Partnership and the Safeguarding Adults Board. It could be extended to include other partnerships on agreement.

Purpose

- Reduce timeframe and bureaucracy for approval
- Ensure that cross-partnership implications are considered
- Improve accountability and transparency of decision making
- Provide a robust and auditable process
- Improve communications and partnership working between the three Boards



Stage 1

Any decision that is **primarily the responsibility of an individual Board** that has commissioned the work or is statutorily accountable for acting on the findings e.g., the findings of reviews such as Domestic Abuse Related Death Reviews, Safeguarding Adult Reviews and Rapid Reviews/Local Child Practice Safeguarding Reviews; needs assessments/strategic assessments; annual reports and other thematic reports (unless the implications of the findings are significant enough to meet the criteria of a Stage 2/3 decision).

- Report author to identify which other Boards need to be advised of the findings
- Partnership Business Managers (or equivalent) will approve the onward circulation requirements of the report and this will form part of the report recommendations when it is presented to the individual Board

For audit purposes, the minutes of the relevant meeting will reflect that:

- The report has been agreed for circulation to the named Boards – for action by the relevant administrator and reflected on Report template header.

Stage 2

Decisions that may have a **wider cross-partnership impact but are within the scope** of the existing priorities and business plans – e.g., strategies, policies, practice guidance, bids for external funding, initiation of new projects and/or initiatives.

Board members of the respective Boards agree that, following appropriate consultation and consideration with their own Board members, the **decision to approve may be taken by the relevant Chairs** outside their own Board meetings, as they have been given delegated responsibility to make the decision on behalf of their respective Boards. For auditing purposes, a note of such decisions is to be recorded within the minutes of the next Board meeting.

Stage 3

Any decision that will have a **significant impact on the current business plan/s**:

- Requires a commitment to divert resources (people and/or budgetary) from the current business plan/s
- Requires additional resources (people and/or budgetary) that are outside of what has been agreed to deliver the business plan/s
- Significantly changes the strategic direction or priorities of the partnership/s

The item will be presented at all the relevant Boards, as close together in time as practicable, and the outcome clearly recorded in the minutes.