**Job Description**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Independent Chair of Coventry Safeguarding Adult Board (CSAB) and Coventry Safeguarding Children Partnership (CSCP)</th>
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<tbody>
<tr>
<td>Directorate:</td>
<td>People</td>
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<tr>
<td>Service:</td>
<td>Safeguarding Board and Partnership</td>
</tr>
<tr>
<td>Location:</td>
<td>Coventry, City Wide</td>
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<tr>
<td>Job Number:</td>
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<td>Post Number:</td>
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<td>Grade:</td>
<td>25-36 days per annum @ £700 per day.</td>
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</table>

**Job Purpose:**

- To chair both the CSAB and the CSCP and ensure:
  
  - The effective operation of all its functions, consistent with prevailing guidance and statute.
  
  - The CSAB and the CSCP secure the positive engagement of all member organisations, whilst offering appropriate and constructive scrutiny and challenge.
  
  - To secure an independent voice for both the CSAB and the CSCP and maintain productive reporting relationships.
  
  - To represent and promote the image and reputation of the CSAB and the CSCP and the City at a regional and national level.
  
  - To achieve better outcomes for vulnerable children and adults across the City through the individual and collective partnership working of both boards.

**Main Duties and Responsibilities:**

1. All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular, the Council policies on Equal Opportunities and Health and Safety.
2. To hold all agencies to account and independently Chair Coventry Safeguarding Children Partnership (CSCP) and Coventry Safeguarding Adult Board (CSAB) ensuring that both fulfil their statutory functions and responsibilities as outlined in Working Together to Safeguard Children 2018 and the Care Act 2014.

3. To ensure the CSCP and CSAB works effectively, both individually and collectively, with other key partnerships across the city, including the Health and Wellbeing Board and the Community Safety Partnership to ensure that safeguarding issues are properly represented and addressed within the partnership arrangements.

4. To ensure the Chief Executive, Deputy Chief Executive (People) and the Lead Member for Children’s Services and the Lead Member of Adults Services are kept informed of all matters relating to CSCP and CSAB through briefing meetings at an agreed frequency.

5. To report on the work of the CSCP and CSAB to the Scrutiny Committee, including the outcome of SAR/SCRs, as and when requested, at least annually to present the CSCP and CSAB Annual Report and Business Plan.

6. To annually review CSCP and CSAB Terms of Reference and membership to ensure that they are compliant with statutory requirements; to monitor the attendance and contributions of constituent agencies

7. To communicate and liaise with senior managers in order to promote and facilitate inter-agency work at a strategic level; to provide independent arbitration should conflicts of interest or differences arise.

8. To performance manage CSCP and CSAB activity and to ensure that audit of compliance with S11 of the Children Act 2004 is regularly carried out, rigorously reviewed and closely monitored.

9. To represent the CSCP and CSAB at national and regional events and to provide public statements to the media, for example upon publication of SCR/LLRs in consultation with the Chief Executive, Deputy Chief Executive People Directorate, and with the advice/support of Coventry City Council Communications Team.

10. To support and contribute to any external inspection or review of safeguarding children or adult services in Coventry.

OPERATIONAL

11. Chair meetings of the CSCP Executive Board and the CSAB (4x p.a.) CSCP Implementation Group (8 x p.a.), Business Executive Group (4x p.a.) and SAR sub group (12x p.a.). To attend the Strategic Chairs meeting (4 x p.a.)

12. To ensure that the CSCP and CSAB agrees a Strategic Plan and produces and Annual Business Plan and Report.

13. To make decisions on initiating a SAR/ SPR based on the recommendations of the panel and to ensure that these are completed within statutory deadlines and guidance.

14. To contribute to the content of the Annual report for CSCP and CSAB.
15. To contribute to CSCP and CSAB communications.

16. To take up training and development opportunities and attend regional and national network SAB and LSCP chairs network meetings.

17. To ensure that key issues/ national developments are brought to the attention of the CSAB and CSCP.

18. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council’s health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council’s policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Coventry City Council Chief Executive, Chief Accountable Officer Coventry and Rugby CCG and the Chief Superintendent Coventry NPU - West Midlands Police

Date Reviewed: May 2019
Updated: May 2019