



Ratified by Staffordshire Safeguarding Children Board on

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## 1.0 **Introduction**

- 1.1 Staffordshire Safeguarding Children Board is a statutory body with legal obligations. The Children Act 2004 (section 13) required each local authority to establish a Local Safeguarding Children board (LSCB) by 1<sup>st</sup> April 2006 and Staffordshire Safeguarding Children Board became operational on 1<sup>st</sup> April 2006.
- 1.2 Throughout this document Staffordshire Safeguarding Board will be referred to as SSCB.
- 1.3 SSCB is the key statutory mechanism that brings together representatives of each of the main agencies and professionals responsible for promoting the welfare and safety of children and young people. It is an inter-agency forum for agreeing how the different services and professional groups should co-operate to safeguard children throughout Staffordshire (except Stoke-on-Trent, which has its own Local Safeguarding Children Board) and, for making sure that arrangements work effectively to promote better outcomes for children.
- 1.4 The work of SSCB is part of the wider context of Staffordshire's Children's Trust co-operation arrangements that aim to improve the overall wellbeing of all children in Staffordshire in respect of the government's five Every Child Matters outcomes (2003).
- 1.5 The Children's Trust and the SSCB have important but distinct roles in keeping children safe. The Children's Trust partnership is intended to promote cooperation between partners to improve outcomes for children and has a wider role in the planning and delivery of services. The SSCB's responsibilities relate to coordinating and ensuring the effectiveness of the safeguarding children arrangements of every partner of the Children's Trust Board and to offer critical challenge to Children's Trust members in respect to this.
- 1.6 The Children's Trust is required to publish a Children and Young People's Plan, which identifies set targets for members of the Children's Trust to achieve against each of the five outcomes (be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing). It also outlines projects which will support the work in all five areas.

1.7 Whilst the work of the SSCB contributes to the wider goals of improving the wellbeing of all children, it has a particular focus on aspects of the 'staying safe' outcome of Staffordshire's Children & Young People's Plan.

1.8 From 1<sup>st</sup> April 2011, SSCB has a statutory duty to provide the Children's Trust with an Annual Report under the Apprenticeships, Skills, Children and Learning Act 2009, on the effectiveness of safeguarding arrangements in the administrative area of Staffordshire County Council.

## 2.0 **The Scope of SSCB**

2.1 SSCB safeguards and promotes the welfare of children across three broad areas of activity which should all take into account the need to promote equality of opportunity and to meet the diverse needs of all children in living in our communities. Specifically:

a) To identify and **prevent** harm and impairment of health or development and ensure that children are provided with safe and effective care as they are growing up. This would include ensuring SSCB:

- has mechanisms in place to identify abuse and neglect;
- works to increase the understanding of safeguarding children issues in the professional and wider community, promoting the message that *'safeguarding [children] is everybody's responsibility'* (*Working Together to Safeguard Children 2010, paragraph 3.8*);
- ensures that organisations working or in contact with children operate safe recruitment and safe workforce practices in relation to safeguarding children;
- monitors the effectiveness of organisations' implementation of their duties under section 11 of the Children Act 2004;
- ensures that children know who they can contact when they have concerns about their own or others' safety and welfare; and
- ensures that adults (including those who are harming children) know who they can contact if they have a concern about a child or young person.

- b) To be **proactive** and undertake work to safeguard and promote the welfare of groups of children who are potentially more vulnerable than the general population (e.g. children living away from home, children who have run away from home, children in the youth justice system including custody, disabled children and children and young people affected by gangs) through the development and evaluation of thresholds and procedures for work with children and families where a child has been identified as being 'in need' (s17 Children Act 1989).
- c) To be **responsive** and undertake work to protect children who are suffering or likely to suffer significant harm (s47 Children Act 1989), including:
- children abused and neglected within families, including those harmed, in the context of domestic violence, as a consequence of the impact of substance misuse or parental mental ill health;
  - children abused outside of families by adults known to them;
  - children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home;
  - children abuse by strangers;
  - children abused by other young people;
  - young perpetrators of abuse (*Working Together to Safeguard Children, 2010, paragraph 11.46*)
  - children abused through sexual exploitation and prostitution, and;
  - young victims of crime.

### 3.0 **SSCB Business Plan 2010 – 11**

- 3.1 When the SSCB developed its first two year Business Plan in 2007, the majority of its objectives were nationally driven and based on the responsibilities and core business function placed on LSCB's by Working Together to Safeguard Children, 2006. Between 2008 and 2009 local knowledge of safeguarding children grew based on the development of local Children's Trust arrangements, Staffordshire's Joint Strategic Needs Analysis, Staffordshire's OFSTED Inspection Reports, identified lessons to be learnt from serious case reviews and childhood deaths and the evidence collated from local children, practitioners and the wider community through training and public surveys.
- 3.2 The 2009 - 2010 SSCB Business Plan was the second business plan to be produced by the SSCB and was developed with reference to the core focus of LSCB activity (as defined in LSCB statutory guidance) and in conjunction with local data that was analysed and used to directly contribute to the strategic objective and priority outcomes for the 2009-2010 SSCB Business Plan. (Local Safeguarding Regulations 2006 and Working Together to Safeguard Children 2006 & 2009, Chapter 3).
- 3.3 This is the third Business Plan of the Staffordshire Safeguarding Children Board (SSCB) and will address areas of activity from April 2010 - March 2011. The core activities for this Business Plan are shaped, developed and informed by the firm foundations laid down in the 2007 - 2008 & 2009 - 2010 Business Plans and by the key national and local safeguarding children themes detailed below. These themes will continue to be reflected in the future work of the SSCB which remains committed to driving forward improvements in how the welfare of all children and young people living in Staffordshire is promoted and safeguarded.
- 3.4 This plan has been developed with reference to the statutory guidance regarding Local Safeguarding Children Boards which defines the core focus of LSCB activity. (See Working Together to Safeguard Children 2010, Ch 3).
- 3.5 The SSCB Business Plan is informed by the annual safeguarding data set gathered via the Joint Strategic Needs Assessment.

### 3.6 **National Drivers**

- Children Act 1989
- Licensing Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Crime and Disorder Act 2009
- Apprenticeships, Children, Skills and Learners Act 2009
- The Third Chief Inspectors Report, 2008
- Stay Safe Action Plan (2008)
- Safeguarding the Young and the Vulnerable: The Government's Response (2008)
- Analysing Child Deaths and Serious Injury through abuse and neglect, what can we learn? (*Brandon et al, 2008*)
- Improving Safeguarding Practice: Study of Serious Case Reviews 2001 – 2008 (*Rose and Barnes, 2008*)
- The Protection of Children in England: A Progress Report (*Lord Laming, 2009*)
- Stay Safe Survey (DCSF, 2009)
- Working Together to Safeguard Children (DCSF, 2010)
- Children's Trusts: Statutory guidance on co-operation arrangements, including Children's Trust Board and the Children and Young People's Plan (DCSF, 2010)

### 3.7 **Local Drivers**

- Staffordshire Joint Strategic Needs Analysis
- Local Area Agreement
- Laming Action Plan (SCC)
- Children and Young People's Plan 2010 – 11
- Local Authority APA Stay Safe Judgements
- TellUs Survey 2008
- Ofsted Inspection Action Plan (SCC)
- Staffordshire People's Panel Survey
- Lessons learnt and recommendations arising from local Serious Case Reviews (April 2008 – March 2010)
- Analysis and lessons learnt from child deaths in Staffordshire (April 2008 – March 2010)
- SSCB Challenge Improvement Tool
- SSCB Threshold Audit
- SSCB S11 Audit (2008 and 2009)

## **Who should read the Business Plan?**

- 3.8 This Business Plan will be the core tool by which SSCB will manage and account for its work in co-ordinating what is done to safeguard children in Staffordshire and in ensuring the effectiveness of this work. All Board Members, Executive Group members, sub-group and task-to-finish group members should have a detailed knowledge of the plan.
- 3.9 Chief Executives of local agencies with a duty to co-operate under S11 of the Children Act 2004 and single agency Strategic Safeguarding Groups should scrutinise the plan and ensure that single agency planning is underpinned by the core objectives of this plan.
- 3.10 Operational Managers should familiarise themselves with the objectives of the plan and ensure that their safeguarding teams are aware of the strategic arrangements in the plan which aim to scrutinise, support and where necessary challenge local arrangements to safeguard children and promote their welfare.
- 3.11 This plan will be published on the SSCB website and thus available to children and young people and their carers. A specific objective of this plan is to continue to develop the website and increase its relevance to children, young people, their carers and the wider public.

## **4.0 Accountability and Governance**

- 4.1 SSCB is constituted of a main Board with representation from all agencies with a statutory duty to co-operate under S11 of The Children Act 2004, an Executive Group, six sub-groups each representing a statutory core function of LSCB activity, a newly constituted Health sub-group and short life task-to-finish groups which forward specific elements of the Business Plan where the capacity/expertise of sub-group members is not considered sufficient to undertake elements of the required business. Some links with other key strategic safeguarding objectives have been developed and further strengthening and formally defining these links is a core objective of the current Business Plan.

4.2 Accountability for and governance of the Business Plan will be achieved as follows:

- a) **SSCB Independent Chair** - will present the Business Plan summary and a report of other matters arising quarterly to the Children's Trust Board and bi-annually to the LA Scrutiny Panel.
- b) **SSCB Strategic Board** - The SSCB will formally receive a Business Plan summary report from the Executive Group at its quarterly meetings, making recommendations for action where necessary.
- c) **Executive Group** - will receive bi-monthly Business Plan Monitoring Tools from all sub-groups. These will be scrutinised and recommendations made where progress against the objectives of the Business Plan is red. The Executive Group will provide a summary report for the main Board regarding progress of the objectives of the Business Plan, highlighting areas of activity which are red and making recommendations for action.
- d) **Sub-Groups** - at each bi-monthly meeting the sub-groups must complete a Business Plan Monitoring Tool (existing standard template). A copy of the Business Plan Monitoring Tool should be forwarded to the Chair of the Executive Group, along with a Summary Report of the activity undertaken by the Sub-group. Certain existing local groups engaged in forwarding the safeguarding agenda are required to report their activity to named SSCB sub-groups. This will enable exception reports to the main Board to be raised where monitoring of groups suggests there are problems in the forwarding of objectives.
- e) **Task-to-finish groups** - the core objective of a task-to-finish group will be linked to one of the SSCB sub-groups. Task-to-finish groups should report their progress to the named sub-group in advance of each bi-monthly sub-group meeting on the existing standard template. Any activity highlighted as red should be reported to the Executive Group by the Chair of the relevant sub-group.

4.3 **Responsible Officers** - Each objective of the Business Plan is allocated to a responsible officer. The SSCB Business Unit (SSCB Manager, Training Manager, Development Officer and Admin Team) will support the management of the objectives of the Business Plan.

5.0 **SSCB Strategic and Priority Objectives (2010 – 11)**

- 5.1 The Children and Young People's Plan (2010 – 11) Objective 1 forms the basis of the SSCB Strategic Priority for 2010 – 13:

*“Safeguarding and promoting children's welfare is everyone's business. Children, young people and their families should experience Staffordshire as a place where they are supported to feel safe, and this will be achieved by improving everyone's understanding of their roles and responsibility in keeping children safe and healthy.”*

- 5.2 SSCB has identified five key Strategic Objectives, that underpin the Strategic Priority, and which form the basis of the Business Plan 2010 – 11. (See Table 1.)

**Table 1: SSCB Strategic Priority and Objectives**

<p><b>Strategic Priority 2010 – 13: Safeguarding and promoting children’s welfare is everyone’s business. Children, young people and their families should experience Staffordshire as a place where they are supported to feel safe, and this will be achieved by improving everyone’s understanding of their roles and responsibility in keeping children safe and healthy.</b></p>					
<p><b>Long Term Aims (Strategic Objectives)</b></p>	<p><b>The SSCB coordinates and ensures the effectiveness of what member organisations do individually and together.</b></p>	<p><b>Children and young people are safe from abuse, neglect, violence and the consequences of other people’s behaviour.</b></p>	<p><b>Children and young people are safe from accidents on Staffordshire’s roads and in their homes.</b></p>	<p><b>Children and young people, their families, carers and professionals find it easier to get the information they need.</b></p>	<p><b>Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.</b></p>
<p><b>Priority Outcomes 2010 - 11</b></p>	<ol style="list-style-type: none"> <li><i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i></li> <li><i>To develop and publish the SSCB Constitution.</i></li> <li><i>To deliver an annual report to the Children’s Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children’s welfare, in line with Working Together 2010.*</i></li> <li><i>To develop a SSCB Inter-agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children’s welfare.</i></li> </ol> <p><b>* Key deliverable to the Children’s Trust</b></p>	<ol style="list-style-type: none"> <li><i>To develop a range of materials to provide practical advice, guidance and signposting for children and young people.</i></li> <li><i>To develop a range of materials to provide practical advice, guidance and signposting for parents and carers.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>To develop and implement a public information and communication strategy.</i></li> <li><i>To review, revise and develop the children, young people and their family contents of the SSCB website.</i></li> <li><i>To publish and distribute hard copy posters and leaflets to enable people to report a concern about a child.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>To develop and implement a Performance Management Framework that builds upon the existing bi-annual S11 Audit process.</i></li> <li><i>To develop and implement a joint participation strategy with the Children’s Trust.</i></li> <li><i>To disseminate lessons learnt from learning reviews, serious case reviews and child deaths, to inform frontline practice, policies, procedures and training.</i></li> <li><i>To establish an effective working relationship with the Adult Safeguarding Board.</i></li> </ol>

**SSCB Business Plan 2010 – 11**

**SSCB Executive**

**Chair: Dr. Kate Reynolds**

**Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	Monitor Sub-Group Activity	Receive bi-monthly sub-group monitoring reports	Chair - SSCB Executive  (SSCB Administrator)	Apr 2010	Mar 2011	Board informed of progress of its objectives and enabled to take action (as required)	CYPP 2010 - 11  LAA	SC1040	
		Forward Exception Report to SSCB Strategic Board	Chair – SSCB Executive  (SSCB Administrator)	May 2010 Aug 2010 Nov 2010 Feb 2011	Jun 2010 Sep 2010 Dec 2010 Mar 2011	Exception reports received and actions agreed (as required)	CYPP 2010 -11  LAA	SC1040	
		Quarterly Report to be forwarded to SSCB Strategic Board	SSCB Manager  (SSCB Administrator)	May 2010 Aug 2010 Nov 2010 Feb 2011	Jun 2010 Sep 2010 Dec 2010 Mar 2011	Quarterly Report received and actions agreed (as required)	CYPP 2010 -11  LAA	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

### Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	SSCB Executive Agenda	SSCB Executive Agenda to be drafted and circulated two weeks prior to meeting	Chair – SSCB Executive SSCB Manager (SSCB Administrator)	Apr 2010 Jul 2010 Oct 2010 Dec 2010 Mar 2011	May 2010 Aug 2010 Oct 2010 Jan 2011 Apr 2011	Agenda approved and circulated	CYPP 2010 - 11 LAA	SC1040	
	SSCB Strategic Board Agenda	Identify items to be tabled at SSCB Strategic Board	Chair – SSCB Executive SSCB Manager (SSCB Administrator)	May 2010 Aug 2010 Oct 2010 Jan 2011	Jun 2010 Sep 2010 Dec 2010 Feb 2011	Items on approved by SSCB Independent Chair and included on agenda	CYPP 2010 - 11 LAA	SC1040	
	SSCB Business Plan	To review and re-fresh SSCB Business Plan	SSCB Manager Development Officer	Aug 2010 Feb 2011	Sep 2010 Mar 2011	Ratified by SSCB Strategic Board	CYPP 2010 - 11 LAA JSNA	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

### Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	Independent Chair Performance Review	Review Independent Chair Contract	Chair – SSCB Executive SCC HR	Apr 2010	May 2010	Revisions to Contract approved by SSCB Executive and DCS	CYPP 2010 – 11 LAA SSCB Challenge Improvement Tool	SC1040 SCC HR	
		To develop a Performance Management Framework against which activity and improvements outcomes can be measured	Chair – SSCB Executive SCC HR	Apr 2010	May 2010	Independent Chair Performance Management Framework ratified by SSCB Strategic Board	CYPP 2010 – 11 LAA SSCB Challenge Improvement Tool	SC1040 SCC HR	
		Renew existing Independent Chair Contract following Performance Review	Executive Group Members DCS	Jun 2010	Jun 2010	SSCB Independent Chair Contract Renewed and ratified by SSCB Strategic Board	CYPP 2010 – 11 LAA SSCB Challenge Improvement Tool	SC1040 SCC HR	

SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	To recruit Lay Members to SSCB	To approve Job Description and Person Specification	SSCB Independent Chair DCYPF Legal Services SCC HR	July 2010	Aug 2010	JD & PS approved by SSCB	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040	
		To approve Terms of Reference (Contract) & Expenses	SSCB Independent Chair DCYPF Legal Services SCC HR	Aug 2010	Sep 2010	TOR approved by SSCB	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040 Legal Services SCC HR	
		To advertise positions	SSCB Manager	Oct 2010	Oct 2010	Advertisement placed	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040 SCC HR	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	To recruit Lay Members to SSCB	To interview shortlisted applicants	SSCB Independent Chair  Executive Sub Group Members	Nov 2010	Nov 2010	Lay members appointed and report submitted to SSCB Strategic Board	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040	
		Lay Member appointments to be ratified by SSCB Strategic Board	SSCB Independent Chair	Dec 2010	Dec 2010	Appointments ratified by SSCB Strategic Board	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040	
		To induct Lay Members to the work of SSCB	Chair – Executive Group  SSCB Manager	Jan 2011	Mar 2011	Attendance at SSCB Strategic Board Meetings and participation in Sub- Group activity	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	To review existing SSCB membership in line with Working Together to Safeguard Children 2010	To facilitate membership of <ul style="list-style-type: none"> <li>- schools</li> <li>- CFE</li> <li>- HEI</li> <li>- Faith Communities</li> <li>- Voluntary and Third Sector in work of SSCB</li> </ul>	SSCB Independent Chair  SSCB Manager	July 2010	Sep 2010	Representation from identified agencies/sector on SSCB, sub-groups and workstreams	CYPP  LAA  SSCB Challenge Improvement Tool	SC1040	
	SSCB is adequately resourced to operate effectively	Review current Budget arrangements	SSCB Manager  SSCB Training Manager  SCC Finance	Apr 2010	Jun 2010	Report to be submitted to SSCB	CYPP 2010 – 11  LAA  LSCB Challenge Improvement Tool	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

### Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	SSCB is adequately resourced to operate effectively	Agree funding formula for 2011 – 2012 Budget Cycle	SSCB Manager SCC Finance SSCB Independent Chair SSCB Members	May 2010	Jun 2010	Funding Formula ratified by SSCB Strategic Board	CYPP 2010 – 11 LAA LSCB Challenge Improvement Tool	SC1040	
		Draft Budget Contributions Grid circulated	SSCB Manager	Jun 2010	Jun 2010	SSCB Managers report to SSCB Strategic Board	CYPP LAA	SC1040 SC1041	
		Final Budget Contributions Grid circulated	SSCB Manager	Nov 2010	Nov 2010	SSCB Managers report to Dec 2010 SSCB Strategic Board	CYPP LAA	SC1040 SC1041	

SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	SSCB is adequately resourced to operate effectively	Invoices for SSCB contributing Members prepared	SSCB Manager (SSCB Administrator)	Mar 2011	Mar 2011	Copies of Invoices held on file and evidence of issue to partner agencies (Apr 2011)	CYPP LAA	NA	
	To formalise the governance arrangements and inter-relationship between SSCB and the Children's Trust	To develop a Protocol defining the inter-relationship, governance and reporting mechanisms	SSCB Manager CT Manager	Apr 2010	Dec 2010	Report to be submitted to  a) SSCB Strategic Board  b) Children's Trust Board  for approval and ratification of Protocol	CYPP LAA LSCB Challenge Improvement Tool	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

### Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop and publish the SSCB Constitution.</i>	To review and refresh current Terms of Reference	Research examples of Constitutions form other LSCB's	Chair – Policies and Procedures SSCB Manager	April 2010	Apr 2010	Documents held on file	CYPP  LAA LSCB Challenge Improvement Tool	SC1040	
		Draft SSCB Constitution	Chair – Policies and Procedures	Apr 2010	Sep 2010	Draft document available for Consultation		SC1040	
		Publish draft SSCB Constitution for consultation	SSCB Manager	Sep 2010	Sep 2010	Approved by SSCB Executive - document circulated to SSCB Members and on website		SC1040	
		Report and SSCB Constitution to be submitted to SSCB Strategic Board	Chair – Executive Group Chair – Policies & Procedures	Dec 2010	Dec 2010	Constitution ratified by SSCB Strategic Board and published on website		SC1040	

SSCB Business Plan 2010 – 11

SSCB Executive

Chair: Dr. Kate Reynolds

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To inform the development of the CYPP 2011 – 12.	To present the SSCB Annual Report to the Children's Trust Board.	SSCB Independent Chair SSCB Manager	Aug 2010	Sep 2010	Report presented to Children's Trust Board and accepted.	CYPP LAA	SC1040	

## SSCB Business Plan 2010 – 11

### SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children's welfare, in line with Working Together 2010.</i>	SSCB procedures updated in line with Working Together 2010	Following the publication of 'Working Together' to undertake to review and revise the SSCB Inter-agency procedures, to ensure compliance with the statutory guidance.	SSCB Manager  Sub-group Members	Apr 2010	Jun 2010	SSCB Procedures approved for Consultation	CYPP  Laming Action Plan  Ofsted Action Plan		
		To undertake an Equality Impact Assessment of the SSCB Inter-agency procedures.	SSCB Policy and Procedures sub-group	Jul 2010	Aug 2010	Equality Impact Assessment completed.	CYPP  Laming Action Plan  Ofsted Action Plan		

SSCB Business Plan 2010 – 11

SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children's welfare, in line with Working Together 2010.</i>	SSCB procedures updated in line with Working Together 2010	To develop an implementation strategy to disseminate the revised and updated procedures to as broad an audience as possible.	SSCB Manager Development Officer	Jul 2010	Aug 2010	Programme of workshops/road shows/Safeguarding Conference scheduled	CYPP Laming Action Plan Ofsted Action Plan	Sc1040	
		To consult with children, young people and their families via the Families Commissioner	Development Officer	Jul 2010	Aug 2010	SSCB Procedures amended as appropriate	CYPP Laming Action Plan Ofsted Action Plan	Sc1040	

## SSCB Business Plan 2010 – 11

### SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children's welfare, in line with Working Together 2010.</i>	SSCB procedures updated in line with Working Together 2010	To consult with professionals and partners from both statutory and third sectors	Development Officer	Jul 2010	Aug 2010	SSCB Procedures amended as appropriate	CYPP Laming Action Plan Ofsted Action Plan	SC1040	
		SSCB to ratify revised procedures and approve for launch and publication.	SSCB Strategic Board	Sep 2010	Sep 2010	SSCB Procedures ratified and published on website	CYPP Laming Action Plan Ofsted Action Plan	SC1040	
		Report to be presented to Children's Trust Board	SSCB Independent Chair SSCB Manager	Sep 2010	Sep 2010	SSCB Procedures ratified and published on website	CYPP Laming Action Plan Ofsted Action Plan	SC1040	

## SSCB Business Plan 2010 – 11

### SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children's welfare, in line with Working Together 2010.</i>	SSCB procedures updated in line with Working Together 2010	SSCB Inter-agency Procedures to be launched and published.	SSCB Manager	Sep 2010	Oct 2010	SSCB procedures available on website	CYPP Ofsted Action Plan Laming Action Plan LSCB Challenge Improvement Tool		
	To provide information and guidance to professional staff	Produce a LADO professional leaflet to clarify the role and function of the LADO	Development Officer LADO	May 2010	July 2010	Leaflet published on website	CYPP Ofsted Action Plan Laming Action Plan LSCB Challenge Improvement Tool		

SSCB Business Plan 2010 – 11

SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop policies and procedures in line with National and Local Drivers</i>	To produce a Policies and Procedures Development Plan 2010 - 11	Development Plan drafted	Development Officer	Jul 2010	Aug 2010	Copy of Development Plan circulated to sub-group	CYPP Ofsted Action Plan	SC1040	
		Development Plan approved by Sub Group		Aug 2010	Aug 2010	Minutes of Sub-group Meeting	Laming Action Plan LSCB Challenge Improvement Tool		
	Agree Policy & Procedures Development Plan for 2011-12  (New Procedures)	Sub-group to approve plan; identify lead officers and agree timescales	SSCB Manager	Jan 2011	Mar 2011	Inter-Agency Safeguarding Procedures developed to reflect DCSF requirements	Statutory and practice guidance issued via DfE	SC1040	

## SSCB Business Plan 2010 – 11

### SSCB Policies and Procedures Sub-group

Chair: Carol Jones

**Strategic Objective 4 - Children and young people, their families, carers and professionals find it easier to get the information they need.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a range of materials to provide practical advice, guidance and signposting for children and young people.</i>	To update SSCB information leaflets in line with Working Together 2010	To review and update SSCB leaflets.	Development Officer	Aug 2010	Aug 2010	Leaflets updated	Laming Action Plan Ofsted Action Plan	SC1040 SC1042	
		Leaflets approved by Sub-group	Sub Group Members	Aug 2010	Sep 2010	Approved by Sub-group	Laming Action Plan Ofsted Action Plan	SC1040 SC1042	
		Leaflets to be reproduced	Development Officer	Sep 2010	Oct 2010	Leaflets on website and printed	Laming Action Plan Ofsted Action Plan	SC1040 SC1042	
		Leaflets to be distributed to SSCB Members	Development Officer	Oct 2010	Oct 2010	Leaflets available at frontline offices and on website	Laming Action Plan Ofsted Action Plan	SC1040 SC1042	

## SSCB Business Plan 2010 – 11

### SSCB Policies and Procedures Sub-group

Chair: Carol Jones

### Strategic Objective 4 - Children and young people, their families, carers and professionals find it easier to get the information they need.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a range of materials to provide practical advice, guidance and signposting for parents and carers.</i>	To ensure that appropriate resources are available	To initiate scoping exercise to identify existing resources	Sub-group members	Jan 2011	Mar 2011	Range of appropriate resources identified	LSCB Challenge Improvement Tool Stay Safe Action Plan		
<i>To review, revise and develop the children, young people and their family contents of the SSCB website.</i>	To facilitate access to Voluntary Sector Websites to support children and young people and families	Create a child friendly webpage 'button' to link to external websites	Development Officer	Jan 2011	Mar 2011	Button on website	LSCB Challenge Improvement Tool TellUs3 Ofsted Action Plan	SC1040	

**Strategic Objective 1 – To coordinate and ensure the effectiveness of what organisations do individually and together.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	To review the core function of the Prevention Sub-group	Half Day Development Session – To clarify the strategic direction of the Prevention Sub-group	SSCB Manager  SSCB Development Officer	Apr 2010	Apr 2010	Agreed action plan and Business Plan	LSCB Challenge Improvement Tool  Ofsted Action Plan		
	To re-shape the group to support the work of both the CT & SSCB	To submit a proposal to CT & SSCB regarding re-establishing group as a single entity to support both CT & SSCB	SSCB Development Officer & Anne Cummings	Sep 10	Dec 10	Approved Report and agreed shared objectives	LSCB Challenge Improvement Tool  Laming Action Plan  Ofsted Action Plan		

## SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

### Strategic Objective 1 – To coordinate and ensure the effectiveness of what organisations do individually and together.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To inform the development of the CYPP 2011 – 12.	To summarise the work undertaken by the SSCB during the preceding 12 month period	SSCB Manager Development Officer	Jun 2010	Aug 2010	Report drafted and presented to SSCB Executive	CYPP LAA	SC1040	
		To identify gaps in service provision based upon data contained within the JSNA, and provide critical challenge to the Children's Trust	SSCB Manager Development Officer	Jun 2010	Aug 2010	Report drafted and presented to SSCB Executive	CYPP LAA	SC1040	
		To present the SSCB Annual Report to the SSCB Strategic Board	SSCB Independent Chair SSCB Manager	Aug 2010	Sep 2010	Report presented to SSCB Strategic Board and ratified	CYPP LAA	SC1040	

SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To scope the range of activity to prevent poor outcomes	To hold a multi-disciplinary workshop and agree key prevention priorities for CT & SSCB; against local and national drivers.	Prevention Sub-group	Sep 2010	Dec 2010	Workshop held and key priorities identified to inform updated Business Plan, CYPP and Annual Report	Laming Action Plan Stay Safe Action Plan	SC1040	
		To develop a joint CT & SSCB three year prevention strategy	Prevention Sub-group	Sep 2010	Dec 2010	Approved strategy by CT & SSCB	Laming Action Plan Stay Safe Action Plan	SC1040	
		To identify the mechanism for prevention work streams/ groups to report into SSCB/CT for each key priority	Prevention Sub-group	Sep 2010	Dec 2010		SC1040		

SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To promote a joint SSCB/CT prevention strategy	Series of launch events across county using existing district networks	Chair – Prevention Sub-group	Jan 2011	Mar 2011	Prevention Strategy Published and launch events held	Stay Safe Action Plan		
	To celebrate and promulgate good practice from the front line.	Identify and share good practice with partners	Sub Group Members	Apr 2010	Mar 2011	Each agency to offer evidence improved outcomes for each key priority.	Stay Safe Action Plan		
	To show impact informing the JSNA & CYPP	Annual Report to CT	SSCB Manager	Sep 2010	Sep 2010	Annual Report submitted to SSCB & CT	Stay Safe Action Plan		

## SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To progress the objectives of the E-Safety task-to-finish group	Action Plan 2010 -11 to be submitted to sub-group	Christopher Hilditch (DCYPF)	Jul 2010	Sep 2010	Action Plan approved by Sub-group	BECTA 2008, Safe-guarding Children in Digital World	DCYPF C&LL & SC1041	
		Action Plan to be monitored by Sub-group	Sub-group Members	April 2010	Mar 2011	Monitoring activity noted in Minutes		DCYPF C&LL & SC1041	
		Annual Report to be submitted to SSCB and CT	Chris Hilditch (DCYPF)	Apr 2010	May 2011	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval		DCYPF & SC1401	
				Jan 2011	Apr 2011				

## SSCB Business Plan 2010 – 11

**SSCB Prevention Sub-group**

**Chair: Vacant**

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To progress the objectives of the Behaviour and Bullying Strategy	Action Plan 2010 -11 to be submitted to Sub-group	Julia Anderson, Chief Ed Psychologist, (DCYPF)	Jul 2010	Sep 2010	Action Plan approved by Sub-group	DCYPF Strategy document  (Tell us Survey, Shape it Conference results 2009, National Stay Safe Consultation 2009 and WTTSC, 11.52)	DCYPF	
		Action Plan to be monitored by Sub-group	Sub-group Members	April 2010	Mar 2011	Monitoring activity noted in Minutes			
		Annual Report to be submitted to SSCB and CT	Julia Anderson, Chief Ed Psychologist, (DCYPF)	Apr 2010	May 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval			
				Jan 2011	Mar 2011				

SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To progress the objectives of the Restraint Working Group	Action Plan 2010 -11 to be submitted to Sub-group	Chair - Restraint Working Group	Jul 2010	Sep 2010	Action Plan approved by Sub-group	Gov. (2008) response to independent review of restraint in juvenile settings	DCYPF	
		Action Plan to be monitored by Sub-group	Sub-group Members	April 2010	Mar 2011	Monitoring activity noted in Minutes			
		Annual Report to be submitted to SSCB – to include detail of number of restraints conducted during financial year 09/10 & 10/11	Chair – Restraint Working Group  Head of Safeguarding HMYOI Werrington	Apr 2010	May 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval			
Jan 2011	Mar 2011								

## SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To monitor the objectives of the MARAC Working Group	Annual Report to be received by SSCB	Paul Davies Risk Manager (DCYPF)	Apr 2010	July 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval	Stay Safe Action Plan	NA	
	To monitor the objectives of the Missing Children Working Group	Annual Report to be received by SSCB	Head of Service Strategic Safeguarding (DCYPF)	Apr 2010	July 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval	Stay Safe Action Plan	NA	
	To monitor Children Missing from Education	Annual Report to be received by SSCB	Gaynor Nunnick Principle EWO (DCYPF)	Apr 2010	July 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval	Stay Safe Action Plan		

SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To progress the objectives of the Hidden Harm Working Group	Action Plan 2010 -11 to be submitted to Sub-group	Chair – Hidden Harm Working Group	July 2010	Sep 2010	Action Plan approved by Sub-group	Stay Safe Action Plan National Drugs Strategy 2009		
		Action Plan to be monitored by Sub-group	Sub-group Members	April 2010	Mar 2011	Monitoring activity noted in Minutes	Stay Safe Action Plan National Drugs Strategy 2009		
		Annual Report to be submitted to SSCB	Chair – Hidden Harm Working Group	Apr 2010	May 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board for approval	Stay Safe Action Plan National Drugs Strategy 2009		

## SSCB Business Plan 2010 – 11

SSCB Prevention Sub-group

Chair: Vacant

**Strategic Objective 2 - Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To deliver an annual report to the Children's Trust Board which considers the challenges faced by individual member organisations, and barriers to effective working together; alongside achievements.</i>	To progress the objectives of the Sexual Exploitation Strategic Forum	Sexual Exploitation Strategic Forum Terms of Reference to be approved	Prevention Sub-group	Apr 2010	May 2010	Noted in Minutes	Supplementary Statutory Guidance		
		Action Plan 2010 -11 to be submitted to Sub-group	Chair – Sexual Exploitation Working Group	April 2010	May 2010	Action Plan approved by Sub-group			
		Action Plan to be monitored by Sub-group	Sub-group Members	April 2010	Mar 2011	Monitoring activity noted in Minutes			
		Annual Report to be submitted to SSCB	Chair – Sexual Exploitation Working Group	Apr 2010	May 2010	Annual Report received by Sub-group and submitted to SSCB Strategic Board			

SSCB Business Plan 2010 – 11

SSCB Performance Management Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop and implement a Performance Management Framework that builds upon the existing bi-annual S11 Audit process.</i>	Audit (S11) agencies compliance with safe recruitment standards	Report of Safe Recruitment Standards Audit (09/10) to be received	Risk Management Co-ordinator (DCYPF)	Jul 2010	July 2010	Report received and issues identified added to subgroup work plan	APA Outcomes Report	DCYPF	
		Self Assessment Audit Tool to be issued to SSCB partners	SSCB Development Officer	Apr 2010	Jun 2010	Audit Tool issued – reflected in Sub-Group Minutes			
		Analysis of Self-Assessment Audit Tool Returns		Jun 2010	July 2010	Identified agencies to evidence 100% compliance to standards			
		Annual Report Produced, with Action Plan		Aug 2010	Sep 2010	Annual Report submitted and approved by SSCB Strategic Board			

## SSCB Business Plan 2010 – 11

### SSCB Performance Management Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop and implement a Performance Management Framework that builds upon the existing bi-annual S11 Audit process.</i>	2010 S11 Audit	Conduct Audit	Development Officer	Apr 2010	Jun 2010	Email sent to SSCB Members	Laming Action Plan Ofsted Action Plan	SC1040	
		Analyse Audit Data	Development Officer	Jun 2010	Aug 2010	Analysis completed and report produced		SC1040	
		Report to SSCB Strategic Board	Chair – Performance Management Sub-Group  Development Officer	Sep 2010	Sep 2010	Minutes of SSCB Meeting		SC1040	
	Safeguarding Activity reported to SSCB	Partner agencies provide quarterly & annually report on safeguarding Pls	SSCB Partner agency representative	Jun 2010 Sep 2010 Dec 2010 Mar 2010	Jun 2010 Sep 2010 Dec 2010 Mar 2010	Minutes of sub-group meeting	SC1040		

SSCB Business Plan 2010 – 11

SSCB Performance Management Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop and implement a Performance Management Framework that builds upon the existing bi-annual S11 Audit process.</i>	To develop guidance to support the use of the S11 Self Assessment Audit Tool	To produce descriptors against which agencies can assess progress	Sub-group Members	Apr 2010	Jul 2010	Document available for consultation	Ofsted Action Plan		
		Document circulated for consultation	Development officer	Jul 2010	Aug 2010	Responses received and on file	Ofsted Action Plan		
		Report to SSCB Strategic Board	Chair sub-group	Sep 2010	Sep 2010	Minutes of the SSCB Strategic Board	Ofsted Action Plan		
		Annual S11 Audit to be undertaken	Development Officer	Oct 2010	Nov 2010	Returns received	Ofsted Action Plan		
		Analysis S11 Audit date	Development Officer	Jan 2011	Mar 2011	Report to SSCB Strategic Board	Ofsted Action Plan		

## SSCB Business Plan 2010 – 11

### SSCB Performance Management Sub-group

Chair: Sally Rowe

### Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop and implement a Performance Management Framework that builds upon the existing bi-annual S11 Audit process.</i>	As per Priority Outcome	Local Data Set identified	Performance Management Sub-group	Sep 2010	Sep 2010	Local Data Set ratified by SSCB Executive	Ofsted Action Plan	SC1040	
		Continuous Improvement/ Audit Framework 2011 – 14 developed (to include S11 sub-audit tools & programme of Thematic Audits)	SSCB Development Officer Chair – Performance Management Sub-group	Oct 2010	Feb 2011	Report and Framework submitted to SSCB Strategic Board	Ofsted Action Plan	SC1040	
		Performance Management Framework 2011 – 14 submitted for ratification	SSCB Strategic Board	Mar 2010	Mar 2010	Minutes of SSCB meeting	Ofsted Action Plan	SC1040	

SSCB Business Plan 2010 – 11

SSCB Serious Case Review Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To disseminate lessons learnt from learning reviews, serious case reviews and child deaths, to inform frontline practice, policies, procedures and training</i>	Ensure all SCR Action Plans are completed	Update Action Plans	Agency Named Officers Development Officer	Monthly		Collated Action Plan evidence portfolios available for all SCR's	Current SCR Action Plans	Various agencies	
		Progress Report to be submitted to Sub-group	Development Officer	09.06.10	09.06.10	Recorded in Sub-group Minutes			
				06.10.10	06.10.10				
				08.12.10	08.12.10				
Report to be submitted to SSCB Executive	Chair Sub-group	26.01.11	26.01.11	Recorded in Executive Group Minutes					
		02.03.11	02.03.11						
		08.10.10	08.10.10						
				20.10.10	20.10.10				
				12.01.11	12.01.11				

SSCB Business Plan 2010 – 11

SSCB Serious Case Review Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To disseminate lessons learnt from learning reviews, serious case reviews and child deaths, to inform frontline practice, policies, procedures and training</i>	To disseminate learning for SCR's to inter-agency audience	Series of presentations at SSCB Briefings	SSCB Manager	Apr 2010	Mar 2011	Register held of staff attendance at Briefing Sessions	Laming Action Plan Ofsted Action Plan	SC1040 SC1042	
		Newsletter – reflects Lessons Learnt from SCR's (quarterly)	Development Officer	Apr 2010	Mar 2011	SSCB Members use Newsletter at staff briefings			
	OFSTED notified where criteria met in respect of a Serious Childcare Incident	OFSTED Notification Serious Childcare Incident Form completed and submitted	Chair Sub-group SSCB Manager	As required		Notification held electronically	Statutory Guidance	SC1040 SC1042	
		SSCB Independent Chair notified	Chair Sub-group SSCB Manager	As required		Notification held electronically	Statutory Guidance	SC1040 SC1042	

SSCB Business Plan 2010 – 11

SSCB Serious Case Review Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To disseminate lessons learnt from learning reviews, serious case reviews and child deaths, to inform frontline practice, policies, procedures and training</i>	OFSTED notified where criteria met in respect of a Serious Childcare Incident	SCR Scoping Panel convened and recommendation made to SSCB Independent Chair	Chair Sub-group/Scoping Panel	As required		Minutes of Scoping Panel held on file	Statutory Guidance	SC1040 SC1042	
		Decision of SSCB Independent Chair notified to OFSTED – SCR Process initiated if required	SSCB Manager	As required		Decision of SSCB Independent Chair held on file	Statutory Guidance	SC1040 SC1042	
	Review any SCR judged to be inadequate by OFSTED	Appoint Independent Chair & Report Author	Chair Sub-group	Apr 2010	Mar 2011	All SCR's judged adequate or better by OFSTED – no reviews undertaken	Statutory Guidance	SC1040 SC1042	

SSCB Business Plan 2010 – 11

SSCB Serious Case Review Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To disseminate lessons learnt from learning reviews, serious case reviews and child deaths, to inform frontline practice, policies, procedures and training</i>	Review any SCR judged to be inadequate by OFSTED	Review of SCR undertaken which addresses weaknesses identified in OFSTED evaluation	Independent Chair & Report Author	Apr 2010	Mar 2011	All SCR's judged adequate or better by OFSTED – no reviews undertaken	Statutory Guidance Ofsted Action Plan	SC1040 SC1042	
		Revised SCR submitted to SSCB for approval and submission to OFSTED	Chair Sub-group SSCB Manager	Apr 2010	Mar 2011		Statutory Guidance Ofsted Action Plan	SC1040 SC1042	
		Revised SCR submitted to OFSTED/GOWM /DCSF							

SSCB Business Plan 2010 – 11

SSCB Serious Case Review Sub-group

Chair: Sally Rowe

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review, revise and re-launch the SSCB Inter-agency procedures for Safeguarding and promoting children's welfare, in line with Working Together 2010.*</i>	Improve standards for conducting SCR's	Update SCR Toolkit	SSCB Manager	Apr 2010	May 2010	Toolkit updated and ratified by SSCB Strategic Board	Statutory Guidance  Ofsted Action Plan	SC1040  SC1042	
		Update IMR Template							
		Update SCR Process Checklist to include IMR Author and Commissioning Manager Briefing							

## SSCB Business Plan 2010 – 11

### SSCB & Stoke City SCB Child Death Overview Panel

Chair: Chief Superintendent John Maddox

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<p><i>To disseminate lessons learnt from serious case reviews and child deaths, to inform frontline practice, polices and procedures</i></p>	<p>Is to analyse local data to identify trends &amp; identify future development work for SSCB:</p> <ul style="list-style-type: none"> <li>▪ Procedures</li> <li>▪ Training</li> <li>▪ Publicity</li> </ul>	<p>Quarterly Report to be submitted</p>	<p>Chair – Sub-group</p>	May 2010	June 2010	Quarter 4 2009/10 Report	<p>Statutory Guidance Laming Action Plan Ofsted Action Plan</p>	<p>SC1042</p>	
				Aug 2010	Sep 2010	Quarter 1 2010/11 Report			
				Nov 2010	Dec 2010	Quarter 2 2010/11 Report			
				Feb 2011	Mar 2011	Quarter 3 2010/11 Report			
				May 2011	Jun 2011	Quarter 4 2010/11 Report			
		<p>Annual Report Submitted to SSCB Strategic Board</p>	<p>Chair – Sub-group</p>	May 2010	Jun 2010	Annual Report 2009/10	<p>Statutory Guidance Laming Action Plan Ofsted Action Plan</p>	<p>SC1042</p>	
				May 2011	Jun 2011	Annual Report 2010/11			

SSCB Business Plan 2010 – 11

SSCB & Stoke City SCB Child Death Overview Panel

Chair: Chief Superintendent John Maddox

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To disseminate lessons learnt from serious case reviews and child deaths, to inform frontline practice, polices and procedures</i>	Proactive response to trends identified from data analysis	To publicise safety guidance in relation to dangers of Blind Cord Strangulation	Trading Standards	Jan 2010	Jun 2010	Launch during Child Safety Week  Posters/Leaflets and guidance on SSCB website	Statutory Guidance	SC1042	
		To publicise safety guidance to promote 'Safe Sleeping'	Chair CDOP	Jun 2010	Oct 2010	Posters/Leaflets and guidance on SSCB website	Laming Action Plan  Ofsted Action Plan		
		To support and actively promote 'Don't Shake the baby'	Chair CDOP	Apr 2010	Jun 2010	Report to be submitted to CDOP and action plan agreed			

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	Training Audit Review of compliance with single agency training (Apr 09 – Mar 2010)	To agree audit tool and undertake audit of single agency training	Sub-group members	May 2010	Jun 2010	Audit Tool distributed to SSCB Members	Laming Action Plan Ofsted Action Plan	SC1041	
		Single agencies to analyse data and to complete the audit tool	SSCB Member	Jun 2010	Aug 2010	Audits completed and reports returned	Stay Safe Action Plan LSCB Challenge Improvement Tool		
		Audit Tool analysis undertaken to inform development of Training Strategy	Chair sub-group	Aug 2010	Sep 2010	Analysis complete and reported to SSCB Strategic Board			

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

**Strategic Objective 2: Children and young people are safe from abuse, neglect, violence and the consequences of other people's behaviour.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To deliver 2010 – 11 Training Programme	Arrange training venues	Training Administrators	Apr 2010	May 2010	Venues booked and confirmation held on file	Laming Action Plan Ofsted Action Plan Stay Safe Action Plan	SC1041	
		Identify course facilitators and book	Training Manager & Administrators	Apr 2010	May 2010	Facilitators booked and confirmation held on file	LSCB Challenge Improvement Tool		
		Advertise training programme – website and brochure	Training Manager & Administrators	Apr 2010	May 2010	Brochure printed and circulated, and webpage updated			

SSCB Business Plan 2010 – 11

SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To develop a three year training strategy (2011 – 2014)	To draft the outline strategy and implementation plan	SSCB Manager & Training Manager	Apr 2010	May 2010	Draft available for consultation and submitted to sub-group for initial approval	Laming Action Plan Ofsted Action Plan	SC1041	
		Consultation with partner agencies and Children's Trust WDG	Training Manager	May 2010	Jul 2010	Consultation responses received and report to SSCB Strategic Board drafted	Stay Safe Action Plan LSCB Challenge Improvement Tool		
		Draft Strategy & proposed implementation plan to SSCB Strategic Board for ratification	Chair Sub-group	Sep 2010	Sep 2010	SSCB Strategic Minutes note ratification			
		Action Plan to be developed, based on the draft Strategy	Sub-group	July 2010	Sep 2010	Action Plan approved for consultation			

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

### Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To develop a three year training strategy (2011 – 2014)	Action Plan circulated for consultation	Training Manager	Sep 2010	Nov 2010	Strategy and Action Plan finalised and approved by sub-group	Laming Action Plan Ofsted Action Plan	SC1041	
		Strategy and Action Plan to SSCB Strategic Board for final ratification and approval	Chair – subgroup	Dec 2010	Dec 2010	Minutes of SSCB Strategic Board reflect approval	Stay Safe Action Plan LSCB Challenge Improvement Tool		
		Strategy implemented – Training programme 2011 – 12 agreed	Sub-group Training Manager	Jan 2011	May 2011	Training Brochure published, venues and facilitators commissioned			

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To map the required number of places/courses for delivery of WT & refresher training, to assist in the development of the Training Strategy	To agree audit tool and undertake audit of single agency training	SSCB Manager & Training Manager	May 2010	May 2010	Audit Tool distributed to SSCB Members	Laming Action Plan Ofsted Action Plan	SC1041	
		Single agencies to analyse data and to complete the audit tool	SSCB Members	Jun 2010	Jun 2010	Audits completed and reports returned	Stay Safe Action Plan LSCB Challenge Improvement Tool		
		Audit responses analysed and report prepared	SSCB Manager & Training Manager	Jul 2010	Jul 2010	Analysis factored into Training Strategy			
		Report to Executive Group	Chair sub-group	Jul 2010	Jul 2010	Analysis to be presented to the Executive Group to assist in budget planning			

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To develop the SSCB Training pool	To recruit new facilitators from partner agencies	Training Manager SSCB Partners	April 2010	Sep 2010	Facilitators identified	Laming Action Plan Ofsted Action Plan	SC1041	
		To develop Training for Trainers programme	Training Manager CT WDG	Jul 2010	Sep 2010	Materials developed and held on file	Stay Safe Action Plan LSCB Challenge Improvement Tool		
		To provide training for trainers	Training Manager & Development Officer	Sep 2010	Dec 2010	Training delivered, and record of attendance held on file			

SSCB Business Plan 2010 – 11

SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To develop the SSCB Training pool	S10 SLA should detail numbers of staff each agency will release to support training programme delivery	SSCB Manager & Training Manager	Apr 2010	Aug 2010	Report presented to Executive Group	Laming Action Plan Ofsted Action Plan Stay Safe Action Plan	SC1041	
		S10 SLA should place a requirement on partner agencies to ensure that release of facilitators is prioritised.		Chair sub-group and Executive Group	Sep 2010	Sep 2010	S10 SLA for partner agencies include training issues.		

SSCB Business Plan 2010 – 11

SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To review and re-refresh training materials in line with WT 2010 & local drivers	To ensure materials are updated as required	Training Manager  Training Pool	Apr 2010	Mar 2011	Evidence of changes to materials available on file	Laming Action Plan  Ofsted Action Plan  Stay Safe Action Plan  LSCB Challenge Improvement Tool	SC1041	
		To respond to Serious Case review Actions as required							
		To respond to Child Death Actions as required							

## SSCB Business Plan 2010 – 11

### SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To provide the Strategic Board with performance management information in respect to the take up of training	Quarterly Report submitted to Executive	Chair – sub group	April 2010 July 2010 Sep 2010 Dec 2010	May 2010 Aug 2010 Oct 2010 Jan 2011	Minutes of Meetings and copies of Reports	Laming Action Plan	SC1041	
		Quarterly Report to SSCB Strategic Board	SSCB Manager	May 2010 Aug 2010 Nov 2010 Feb 2011	Jun 2010 Sep 2010 Dec 2010 Mar 2011		Ofsted Action Plan		
		Annual Report submitted to Executive Group	Training Manager  Chair Sub-group	Apr 2010	Aug 2010		Stay Safe Action Plan		
		Annual Report submitted to Strategic Board	SSCB Manager  Chair – Executive Group	Jun 2010	Sep 2010		LSCB Challenge Improvement Tool		

SSCB Business Plan 2010 – 11

SSCB Workforce Development and Training Sub-group

Chair: Vacant

**Strategic Objective 5 - Children and young people, their families, carers and professionals contribute to making Staffordshire a safe place to live.**

Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To develop a SSCB Inter-Agency Training Strategy, training programme and supporting materials to equip staff who have contact with children, young people and their families (albeit directly or indirectly) have knowledge and skills necessary to safeguard and promote children's welfare.</i>	To provide E-Safety Training to key stage 2 Pupils	Maintain ongoing programme of events	SSCB Training Manager	Apr 2010	Mar 2011	Training delivered to schools- included in quarterly reporting	Laming Action Plan Ofsted Action Plan Stay Safe Action Plan LSCB Challenge Improvement Tool	SC1041	

SSCB Business Plan 2010 – 11

SSCB Health Sub-group

Chair: Yvonne Sawbridge/Roger Porter

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	To establish Health Sub-group	To draft Terms of Reference and identify core membership of Health Sub-group	Chair & Vice Chair Sub-group	April 2010	Jul 2010	Terms of Reference submitted to Executive Group for approval	CYPP 2010/11	SC1040	
		Develop Work Plan for Sept 2010 – Mar 2011	Sub-group members	April 2010	Jul 2010	Work Plan submitted to Executive Group for approval	CYPP 2010/11	SC1040	
		Report to Executive Group – Terms of Reference and Work Plan for 2010/11	Chair & Vice Chair Sub-group	Aug 2010	Aug 2010	Minutes of Executive and Terms of reference and Work Plan held on file	CYPP 2010/11	SC1040	

## SSCB Business Plan 2010 – 11

SSCB Health Sub-group

Chair: Yvonne Sawbridge/Roger Porter

Strategic Objective 1 - To coordinate and ensure the effectiveness of what member organisations do individually and together.									
Priority Outcome	Core Aim	Action Required	Responsible Officer	Timescale		Outcome Measure	Links to other Plans	Finance and Resources	Review
				Start	End				
<i>To review and evaluate the current structure and governance arrangements of the SSCB, its sub-groups and work streams.</i>	Consider local needs arising from 2009 CEMACH Enquiry	Sub-group to receive report	Health Sub-Group Chair	Apr 2010	Sep 2010	Minutes of Meeting submitted to SSCB Manager	CYPP 2010/11	SC1040	
		Actions arising from report to be incorporated into 2010/11 Sub-group Work Plan	Health Sub-group	Apr 2010	Sep 2010	Work Plan 2010/11 updated	CYPP 2010/11	SC1040	
	Health Sub-group Agenda	Agenda to be drafted and circulated two weeks prior to meeting	Chair – Health Sub-group	Jul 2010 Oct 2010 Dec 2010 Mar 2011	Aug 2010 Oct 2010 Jan 2011 Apr 2011	Agenda approved and circulated	CYPP 2010 - 11 LAA	SC1040	