



COMMUNITIES

ADULTS

CHILDREN

Boards, Sub-Groups, Panel, Practitioners - Member Roles and Responsibilities

Date Adopted: 31st March 2025

Version: 1

Reviewed:

Document Control

Title of document:	Boards, Sub-Groups, Panel, Practitioners - Member Roles and Responsibilities
Authors job title(s):	Keeping Bristol Safe Partnership Statutory Review Officer
Document version:	1
Supersedes:	N/A
Date of Adoption:	31 st March 2025
Review due date:	31 st March 2026

Version Control

Version	Date	Reviewer	Change Made
V1	30/01/2025	Keeping Bristol Safe Partnership Statutory Review Officer	Document created

General Partnership Member Expectations

- Members are representatives of their organisation who have strategic or operational roles in relation to safeguarding and promoting the welfare of adults, children or communities across Bristol.
- All partnership meetings must be attended by a representative from at least three of the statutory agencies (not including the KBSP BU) in order to be considered quorate. The three statutory agencies being Avon and Somerset Police, BNSSG ICB and Bristol City Council. For the Community Safety Partnership, known in Bristol as the Keeping Communities Safe Board, partnership meetings must also be attended by the Probation Service and Avon Fire and Rescue Service.
- Representatives who are selected to attend KBSP Board or sub-group meetings should be consistent. Agencies should be robust in selecting their representative and be clear on the time commitment and meeting preparation.
- Representatives must attend all meetings for the Board or sub-group that they are agency representatives for – virtual and online. Where this is not possible, send an appropriate delegate who has been briefed on the role. Persistent non-attendance will be escalated to the relevant Board.
- Read all papers shared in advance of the meeting and have sought clarification where required.
- Representatives should aim to attend extra-ordinary meetings in relation to their Board or sub-group which may be set at short notice and should be prioritised as far as possible.
- Act as an information conduit between the KBSP and teams in their own agencies, ensuring that areas of concern are brought to immediate attention.
- Be prepared to undertake attributed work/actions as appropriate to their roles on behalf of the Board or sub-group.

Boards

Member Roles and Responsibilities

- Members must adhere to the General Partnership Member Expectations as set out above.
- Members must have sufficient authority and be of a senior or strategic level within their organisation to make decisions in relation to the work of the group. This is particularly important for making financial decisions and to be able to

quality assure and sign off statutory review reports on behalf of their organisation, this includes Child Safeguarding Practice Reviews, Domestic Homicide Reviews and Safeguarding Adult Reviews.

- Maintain focus and deliver against the KBSP Strategic Plan and operational Business Plan, responding to relevant actions / activity to deliver the Boards strategic priorities.
- The Board Chair will supply a report to the KBSP Steering Group setting out progress in relation to the Business Plan and other work for inclusion in the annual report.
- Provide assurance to the KBSP Steering Group in relation to issues relating to the quality of local safeguarding provision by adhering to local assurance processes (including the engagement of audit and consideration of evidence) as required by the Steering Group.
- Develop and deliver against the appropriate actions from national and local reviews work with other boards.
- Promote best practice across the KBSP and more widely across Avon & Somerset safeguarding boards and actively seek ways to share learning, including engaging in local and regional campaigns.
- Members agree to review and suggest amendments in relation to KBSP policies, procedures and guidance documents which direct the work of a safeguarding when these are presented to the KBSP Boards.
- In the event of establishing task and finish groups for specific pieces of work, the members of this group commit to providing members and or organisational resources to the task and finish groups to deliver the KBSP priorities.
- Where appropriate, sector specific subject matter experts will be invited to Board meetings, to take part in sub-groups, or to produce output on behalf of the Board. This work will be coordinated by a nominated member on behalf of the Board or the Business Unit.
- Members should also be aware of the highly sensitive nature of the subjects discussed within the Board and ensure their communications and data storage is secure.

Meeting Chair

- The Chair must be independent. The Chair cannot represent their own agency. Another member from their organisation must be present in order for their organisation to be represented.
- Decision making will be arrived at by consensus of the members with a casting vote by the Chair.

Board Sub-Groups

- Members must adhere to the General Partnership Member Expectations as set out above.
- Boards can arrange for sub-groups to be set up to deliver on certain priorities or projects, for example undertake a multi-agency audit or commission a new training programme. The membership and timings of these meetings will be established by the relevant Board representatives.

Statutory Review Sub-Group (SAR/DHR & CSPR) Member Roles and Responsibilities

- Where possible, members of the sub-group at a minimum should either be independent of the review panel member or independent of the relevant Board.
- Members must adhere to the General Partnership Member Expectations as set out above.
- Have sufficient authority within their organisation to make decisions in relation to the work of the group. This is of particular importance where referrals are considered and reviews are quality assured as they may contain findings and recommendations of relevance to the member's agency.
- Be aware of the Sub-Groups Terms of Reference and the KBSP constitution, in particular in relation to information sharing.
- Be aware of the relevant legislations including but not limited to; Domestic Violence, Crime and Victims Act 2004, Care Act 2014, and Working Together 2023.
- Members should be aware of the highly sensitive nature of the subjects discussed within the sub-group and ensure their communications and data storage is secure.

Meeting Chair

- The Chair must be independent. The Chair cannot represent their own agency. Another member from their organisation must be present in order for their organisation to be represented.
- The Chair does not have a vote on decision making.

Statutory Review Panel

A Review Panel is group of statutory and non-statutory members who have been purposely selected to support an Independently commissioned Chair/Author to undertake a formal review of a case (Domestic Homicide Review/Safeguarding Adults Review/Child Safeguarding Practice Review).

Panel Member Roles and Responsibilities

- The role of the review panel is to agree the terms of reference, review the progress of enquiries, consider all information being submitted before the panel, give consideration to the findings and conclusions and make recommendations in relation to what action is required to address the learning identified.
- Panel members must be independent of the case, and independent of any line management of staff involved in the case.
- Panel members must be sufficiently senior to have the authority to commit on behalf of their agency to decisions made during a panel meeting.
- The panel member should be consistent throughout the process and attend all review meetings. Agencies must be robust in selecting their nominated panel member and be clear on time commitment for the panel meetings and involvement in the review including preparation between and for panel meetings. Where this is not possible, panel members should send an appropriate delegate who has been briefed on the role. Persistent non-attendance will be escalated to the relevant Board.
- Be aware of the relevant legislations including but not limited to; Domestic Violence, Crime and Victims Act 2004, Care Act 2014, and Working Together 2023.
- Members should be aware of the highly sensitive nature of the subject discussed and ensure their communications and data storage is secure.

- Undertake attributed work and actions as appropriate to their roles to support the review. This includes submitting a chronology and Independent Management Report (IMR) on behalf of your organisation.
- Review and provide feedback on all versions of draft reports and their action plans.
- Ensure that the report is factually accurate and that - agency specific and partnership - recommendations are SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
- Read all papers shared in advance of the meeting and have sought clarification where required.
- Report back to their line managers on any issues pertaining to their agency that arise during the review.
- Share any relevant records pertaining to the subject of the review.
- Advise on matters of practice.

Practitioners

Depending on the Statutory Review methodology, practitioner events may be held to bring a practitioner perspective to the review, to understand what practice looked like under the review time-period and to understand what practice looks like now. The review process is not designed to apportion blame, but to try and understand what happened and the wide range of factors or barriers that affected the way people responded to the circumstances of the case at the time and will also identify good practice.

Practitioner Roles and Responsibilities

- Practitioners are typically staff who have worked directly with the individual under review and/or their family.
- Practitioners can also have not worked directly with the individual under review but undertake direct practice in their agency that is of relevance to the review.
- Practitioners can attend with their line managers for support if required.

- Practitioners are expected to reflect openly on any good practice, barriers and challenges. Practitioners may be expected to complete a pre-read prior to the event.
- Panel members should not attend a practitioner's event but ensure that appropriate guidance and support is provided to practitioners pre and post the event.

Oversight and Accountability Flow

Each level of the flow should represent a different level of seniority and/or person from an organisation.

Example: Practitioner contributions are overseen by the Review Panel because they are responsible for ensuring that the Statutory Review Overview Report is factually accurate.

