

HSCP Role Description for Subgroup Members

Introduction

HSCP is a strategic partnership body. Other than the part-time presence of an Independent Chair and a small partnership team, it has no existence other than as a collective unit. This means agencies must be sure their organisations and leaders actively share in leadership and shaping the partnership and in delivering its priorities.

The main role of subgroup members is to contribute to the effective collaborative work of the group by sharing responsibility with other members for achieving the objectives set out in the work plan. Members will need to be given appropriate capacity by their organisation to achieve the role set out below.

- To ensure their agency is appropriately represented at all meetings and confirm alternative cover arrangements with the partnership team in advance of the meeting.
- To read the papers on the agenda in advance of the meetings and bring copies (either electronically or in hard-copy) on the day.
- To assist the chair in producing and achieving the annual work plan, ensuring consistency with the objectives of the HSCP.
- To ensure the provision of accurate and timely performance and quality assurance reports to the group and to resolve barriers to obtaining key information requested by the chair.
- To suggest relevant safeguarding agenda items to the chair and deliver items relevant to their own organisation or subject knowledge at meetings.
- To ensure that their agency contributes effectively to planned audits and improvement projects.
- To identify and engage non-members to assist with specific tasks/activities.
- To act as conduit in raising awareness of safeguarding within the own organisation and the wider community in Hampshire.
- To identify barriers to delivery of HSCP activities/projects/audits and escalate to the chair for discussion and resolution.
- To ensure that the group promotes equality of opportunity through policies and practice.
- To promote HSCP and Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) partnerships' policies and procedures and ensure effective implementation.
- To maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.

Members should notify their Main Board representative if circumstances arise where they are unable to contribute to the work-plan or if they are unable to attend two or more meetings in a row.