

## **Role Description for Subgroup Members**

### **Introduction**

The Isle of Man Safeguarding Board 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, shaping the partnership and in delivering its priorities, to ensure impact for children and young people.

The main role of subgroup members is to contribute to the effective collaborative work of the group by sharing responsibility with other members to achieve the objectives set out in the Board Business Plan and the subgroup workplan. Members will need to be given appropriate capacity by their organisation, where relevant to achieve the role set out below.

- To ensure their agency/organisation 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 business plan through the subgroup workplan, ensuring consistency with the objectives and statutory functions of the Board.
- 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 provide both appropriate peer challenge and support to other members to ensure the group meets its workplan objectives.
- 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/organisation contributes effectively to planned work, audits and Board 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 the Isle of Man.
- To identify barriers to delivery of Board 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 the Board policies, procedures and protocols and ensure effective implementation.
- To maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.

Members should notify their Board representative and the Board Independent Chair, 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.