

Role Description for Subgroup Chairs

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 vulnerable children, young people and adults.

The main role for the chairs of the Board subgroups is to steer and lead the members in achieving the agreed objectives set out in the Board Business Plan and the subgroup work plan. The chair must be given appropriate capacity by their organisation to achieve the roles set out below:

- To produce a detailed work plan with support from the Board team and members of the subgroup, ensuring that it contributes to the objectives of Board Business Plan.
- To produce an annual report evidencing the impact of work of the group on children and young people and adults, for inclusion in the Annual Report.
- To review the Terms of Reference with the group's members on an annual basis.
- To identify project leaders for individual tasks/activity.
- To maintain a connectivity with the work of the other sub-groups though liaison with the chairs and attendance at the chairs meeting with the independent chair.
- To steer the work of members and ensure assigned tasks are completed within agreed timescales.
- To provide appropriate updates/reports on the work of the group to the Board and attend to speak to those reports as necessary.
- To bring to the attention of the Board any issues (e.g. capacity, agency representation) that may impede the progress of the group.
- To provide robust scrutiny and oversight of the delivery of actions within respective work plans and to escalate any risks or concerns to the AIP and Board.
- To agree the agenda for every meeting with the Board Team.
- To review the membership of the group regularly and ensure that it is both representative and effective.
- To ensure that the group promotes equality of opportunity through policies and practice.
- To identify a deputy chair.

Role Description for Subgroup Members

Introduction

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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.