

# **Children and Young People's multi-agency Information Sharing Code of Practice**

## **NOMINATED REPRESENTATIVES CORE GROUP TERMS OF REFERENCE**

**These terms of reference need to be read in conjunction with the Buckinghamshire Multi-agency Information Sharing Code of Practice for Children and Young People. This Code sits below the Overarching Information sharing Protocol for Buckinghamshire. The Core group is made up of the Nominated Representatives nominated by organisations on the Children and Young People's Trust Board and other key health agencies. Any signatory to the Code is welcome to join the Core group.**

### **1. The Vision - from the Children and Young People's Trust**

In Buckinghamshire we want all our children and young people to have the best start in life and to be able to lead safe, healthy and fulfilling lives, and to be able to make a positive contribution to their communities and to society. Our aim is to ensure access to a range of universal services as well as developing more targeted services to meet their specialist needs.

### **2. Objectives of the Core Group**

- To act as champions of the code of practice and a source of advice within their own service.
- To seek help from other signatories if issues with information sharing arise via the BCC lead officer, currently the Integration Manager
- To oversee the working of the Code and review and change it as necessary .
- To deliver measurable outcomes through resolution of any breaches reported and lessons learned.
- To analyse the implications of any changes in policy or legislation and communicate these to other members of the Core and Virtual groups so that it can inform practice.
- To be aware of new service providers, or agencies that work in partnership with existing signatories, in Buckinghamshire to ensure that they are signed up.

### **• 3. Role of the Core Nominated Representative**

- To be the first level resource for internal problems or for issues involving other agencies.
- To set up a network of champions within their own service so there is a coherent approach to information sharing at every level.
- To refer disagreements and unresolved issues to the Core Nominated Representatives group.

### **4. Principles**

The Group will do this by

- Agreeing that the safety and well-being of the child is paramount.

- Appreciating that the data belongs to the child and/or family.
- Understanding that consent and partnership underpin the success of information sharing.
- Producing information that is clear and written in accessible language.
- Actively involving all relevant agencies and respecting their specialised skills and professional boundaries and working to the principles in the Code.
- Working to achieve agreement and consensus.

## **5. Activities of the Group**

- Reviewing the Code of Practice and making changes as necessary at the point of any major breach, or when a legislative change dictates.
  - Sharing successful uses of the code of practice and recording and reporting inappropriate uses of the Code of practice in order to improve practice
  - Contributing to an annual training event and to disseminating lessons learned.
  - Providing mutual support to other Nominated Representatives (who are the other nom reps? Does this refer to the virtual group)
  - Promoting uptake of the free online information sharing training.
  - What about meeting frequency??

## **6. Outcomes of the Group's work**

- It will promote effective, lawful information sharing across agencies to benefit children and young people.
  - Best practice and learning will be shared.
  - There will be an increased understanding of information sharing and an on-going improvement in practice.

## **7. Procedural Issues**

7.1 BCC Children's Services will provide administrative support.

7.2 The Core group, comprising the Nominated Representatives of the agencies represented on the Children and Young People's Trust Board and key health agencies, will take responsibility for the governance of the Code. All other members contribute as appropriate. All agencies have the option of being part of this group.

7.3 Nominated Representatives - To be decided by each signatory agency of the Code of practice. It does not have to be the signatory.

7.4 Recommended changes to the Code of Practice will be submitted to the Integration Manager for consultation with the Core group.

7.5 Reports to ..... (to be decided)

## **8. Resources**

The Integration Manager, who is part of Children's Services at Buckinghamshire County Council, will oversee and service the group. Part of

the role will be to ensure that all other code of practice groups are kept up to date with developments

### Appendix 1 - Nominated Representatives (Core group members in bold)

Akacia Supplementary School	Karen Stewart
Allied Health	Delia Cracknell
COLLEGES	-
<b>Amersham &amp; Wycombe College</b>	Catriona Slack
<b>Aylesbury College</b>	Karen Mitchell
	-
Aylesbury Vale Academy	Caroline Bailey
Women's Aid Aylesbury	Denise
Barnardos Children's Centres	Michelle Kukielka
<b>Buckinghamshire County Council</b>	Martin Gibson or other BCC representative
BCC Children's Centres	Helen Englefield
Bucks Fire Rescue	Angie Daly
Buckingham and Winslow Young Carers Youth Club	Margo Parfitt
Carers Bucks	Lynne de Looze
Carewatch South Bucks and North Berks	Rowena Razzaq
Central and South Bucks Crossroads	Anna Dempsey
<b>Connexions Buckinghamshire</b>	Helen Lee
DISTRICT COUNCILS	-
<b>AVDC</b>	Phil Black
<b>CDC</b>	Helen Koo
<b>SBDC</b>	Zoe Broomfield
<b>WDC</b>	Ian Westgate
	-
Disraeli Children's Centre	Jatinder Virk
Dr Challoner's Grammar School	Stephanie Horrocks
Drug and Alcohol Team	Susie Yapp
HEALTH TRUSTS	-
<b>Buckinghamshire Hospitals NHS Trust</b>	Sally Loring
<b>Buckinghamshire PCT</b>	Geoff Payne
<b>Oxfordshire and Buckinghamshire Mental Health Trust</b>	Mark Underwood
South Central Ambulance Trust	John Radburn
	-
John Hampden Grammar School	Kim Brook-Hill
Longridge	Amanda Foister
Macintyre No Limits	Natalie MacPherson
Marlow Opportunity Playgroup	Jane Gibbons
<b>National Probation Service</b>	Jan Davies

<b>Thames Valley Area</b>	
Nexus Community	Elayne Hughes
Prime Care Support	Maggie Maguire
Purple Professional Services	Peter Holmes
REGISTERED SOCIAL LANDLORDS	-
Bromford Housing	Anita Hazeldene
HPCHA	Anne Brautigan
Midsummer Housing	Emma Wallington
LQ Group	Jeremy Hutchings
Paradigm Housing	Geoffrey Gigg
Sovereign Housing Association	Elizabeth Sewell
Vale of Aylesbury Housing Trust	Maggie Challoner
	-
Serco Leisure	Paul Nangle
Thames Valley Adventure Playground	Gary Warrington
<b>Thames Valley Police</b>	Susie Yapp
Thomley Activity Centre	Claire Acworth
Wycome Women's Aid	Lisbeth Harvey
Youth Offending Service	Becky Beer
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