

NOMINATED REPRESENTATIVES 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

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. Membership of the Nominated Representatives group.

Every organisation that signs up to the Code of practice needs to appoint a Nominated Representative. In complex organisations there may be information sharing champions in most departments but only one will be the Nominated Representative.

3. Objectives of the Group

- To monitor the effectiveness of the Code
- To contribute to the annual report
- To recommend changes to the Code
- To review issues between partners and recommend action

4. Role of the Nominated Representative

- To act as a champion of this Code and a source of advice within their own service
 - To be the first level contact for external organisations and to ensure that there are systems in place for internal questions and support.
 - To ensure that appropriate adult services within their organisations are aware of the implications of the Code on their practice
 - To liaise with the Nominated Representative of the partner agency in the event of a disagreement
 - To respond swiftly if the disagreement involves child protection
 - To refer unresolved issues to the Nominated Representatives group
 - To record problems encountered and feed them back to the Integrated Processes Manager
 - To liaise with any other Nominated Representatives within their own agency so there is a coherent approach to information sharing at every level
 - To work with colleagues to ensure that their organisation has a single approach to information sharing in line with the government guidance
 - To test out the effectiveness of internal arrangements
 - To provide information to the Children's Trust on how the Code of Practice is working when required.
 - To amend and update the protocol

4. Principles

The Group will do this by

- 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 agencies and respecting their specialised skills and professional boundaries
- Working to achieve agreement and consensus

5. Activities of the Group

- Sharing successful uses of the Code
- Recording changes in practice as a result of the Code
- Contributing to on-going refinement of procedures
- Recommending changes to the Code
- Contributing to the annual report to the Children and Young People's Trust which will be disseminated
- Providing mutual support to other Nominated Representatives
- Recording and reporting inappropriate uses of the Code in order to improve practice

6. Outcomes of the Group's work

- It will promote effective, lawful information sharing across agencies to benefit children and young people
- Best practice will be shared
- There will be an increased understanding of information sharing and an on-going improvement in practice
- Lessons learned will be shared locally beyond Children's Services, and nationally when action is needed at that level

7. Procedural Issues

7.1 BCC Children's Services will provide administrative support.

7.2 Meetings will take place annually in March unless there is a problem, which requires an additional extraordinary meeting

7.3 Membership

The Nominated Representative is decided by each signatory agency of the Code

7.4 Recommended changes to the Code - these are agreed by consensus, and when circulated, a time limit for comment will be specified

8. Resources

The Integrated Processes Manager, Buckinghamshire County Council, will oversee and service the group. Part of the role will be to ensure that all other Code/Protocol groups are kept up to date with developments

Appendix 1 - Nominated Representatives

Signatories

Amersham & Wycombe College	Catriona Slack
Aylesbury College	K Mitchell
Aylesbury Women's Aid	Denise
Buckinghamshire County Council	Martin Gibson
Buckinghamshire Fire and Rescue	Brian Dugdale
Buckingham & Winslow Young Carers Youth Club	Margo Parfitt
Carers Bucks	Lynne de Looze
Connexions Buckinghamshire	Bob Harrison
Crossroads	Anna Dempsey
District Councils	
Aylesbury Vale District Council	Carl Cheevers
Chiltern District Council	Peter Hall
South Bucks District Council	Zoe Broomfield
Wycombe District Council	Ian Westgate
Drug and Alcohol Action Team (DAAT)	Susie Yapp
Health Trusts	
Buckinghamshire Hospitals NHS Trust	Sally Loring
Oxfordshire and Buckinghamshire Mental Health NHS Foundation Trust	Mark Underwood
Buckinghamshire PCT	Geoff Payne
South Central Ambulance Service NHS Trust	John Radburn
Longridge	Amanda Foister
Marlow Opportunity Playgroup	Jane Gibbons
National Probation Service, Thames Valley Area	Jan Davies
Registered Social Landlords	
Bromford Housing Association	Anita Hazeldene
HPCHA	Anne Brautigan
L & Q Beacon Housing	Jeremy Hutchings
Midsummer Housing	Emma Wallington
Paradigm Housing	Geoff Gigg
Sovereign Housing Association	Elizabeth Sewell
Vale of Aylesbury Housing Trust	Maggie Challoner
Serco Leisure	Paul Nangle
Nexus Community (McMillan)	Colin Coughtry (Viv)
Thames Valley Adventure Playgroup	Gary Warrington
Thames Valley Police	Susie Yapp
Thomley Activity Centre	Clare Acworth
Wycombe Women's Aid	Lizbeth Harvey
Youth Offending Service (YOS)	Cathy Hunter