

VIRTUAL 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. This Code sits below the Overarching Information sharing Protocol for Buckinghamshire.

The Core group is made up of organisations on the Children and Young People's Trust Board and other key health agencies, and is open to any signatory that would like to participate in the governance of the Code. The Virtual group, as the name suggests, will not meet, and is made up of partners who are not participating in 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 Group

- To act as a champion of this 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
- To inform the BCC lead officer 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 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

- 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
- Promoting uptake of the free online information sharing training.

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 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	-
Amersham & Wycombe College	Catriona Slack
Aylesbury College	Karen Mitchell
	-
Aylesbury Vale Academy	Caroline Bailey
Women's Aid Aylesbury	Denise
Barnardos Children's Centres	Michelle Kukielka

Buckinghamshire County Council	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
Connexions Buckinghamshire	Helen Lee
DISTRICT COUNCILS	-
AVDC	Phil Black
CDC	Helen Koo
SBDC	Zoe Broomfield
WDC	Ian Westgate
	-
Disraeli Children's Centre	Jatinder Virk
Dr Challoner's Grammar School	Stephanie Horrocks
Drug and Alcohol Team	Susie Yapp
HEALTH TRUSTS	-
Buckinghamshire Hospitals NHS Trust	Sally Loring
Buckinghamshire PCT	Geoff Payne
Oxfordshire and Buckinghamshire Mental Health Trust	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
National Probation Service Thames Valley Area	Jan Davies
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	Gary Warrington

Playground	
Thames Valley Police	Susie Yapp
Thomley Activity Centre	Claire Acworth
Wycome Women's Aid	Lisbeth Harvey
Youth Offending Servcie	Becky Beer
47	