

**Pan Berkshire Child Death Review Partners
CDR Executive Group**

Terms of Reference

Purpose of the Group

The executive group of the Child Death Review Partners exists to collectively drive and facilitate the delivery of the Child Death Review programme.

Objectives

To oversee delivery of the Pan Berkshire CDR programme
To ensure compliance with the CDR guidelines in relation to all child deaths and look for patterns or trends in the local data
To oversee implementation and sharing of learning from CDOP
To determine an audit programme
To oversee implementation of e-CDOP
To plan CDOP events
To produce the CDOP Annual Report and other publications
To provide reports to LSCB partners; CDOP panels and regional and national groups

Membership

Tessa Lindfield CDOP Chair/ Strategic Director of Public Health

Public Health Services for Berkshire

Liz Stead CDOP Deputy Chair/ Head of Safeguarding Children, Berkshire West CCGs

Debbie Hartrick/ Associate Director: Safeguarding and Designated Nurse for Safeguarding Adults and Children, NHS East Berkshire CCG

Dr Geetha Veerasamy Consultant Paediatrician/BHFT, East Berkshire and

Designated Doctor for Child Death Berkshire East

Patricia Pease/Associate Director for Safeguarding and Mental Health, RBFT and Designated Professional for Child Death, Berkshire West

Mairi Evans – Child, Young Person and Families, Clinical Director

Johnny Bradish/Team Manager, Children's Social Care, Bracknell Forest Council

Jonathan Picken/ LSCB Business Manager, Bracknell Forest Council

Mark Carolan/ Detective Inspector – West Berkshire CAIU

Stuart May/ Detective Inspector – East Berkshire CAIU

Lorna Tunstall – Pan Berkshire CDOP Coordinator

Ways of working

The Executive group will meet 2 weeks prior to each CDOP panel meeting.

Administration and other support for the group will be arranged by the CDOP Coordinator.

The action log for the group will consist of actions from both the executive meeting and the panel meetings. Each action will have an Executive Group sponsor.

Meetings will be scheduled for 1.5 hours, chaired by the CDOP Chair or Deputy Chair. They could take the form of a face-to-face meeting or teleconference/Skype if/when available.

Action notes will be recorded by the CDOP Coordinator.

Routine business will include compliance with guidance and processes including e-CDOP, CDOP annual report; newsletter content, reporting to CDR partners, training and development including conferences and other events.

Reporting Arrangements

The Group will be accountable to the CDR partners.

The group will maintain close relationships with health and care partners, safeguarding partners, other CDOPs.

Where a system wide safeguarding risk is identified that requires a swift response from safeguarding partners, the Chair will report this to the relevant structures within Berkshire's various safeguarding arrangements without delay.

Review

The ToRs will be reviewed annually.

21 October 2019