



PSCP Subgroup Expectations

What you can expect as a subgroup member?

1. The agenda and supporting documents will usually be sent out, at least 5 working days prior to any subgroup meeting.
2. The notes and actions arising from a subgroup meeting will usually be sent out within 15 working days of any subgroup.
3. The subgroup meetings will be scheduled several months in advance to enable planning and prioritisation in diaries.
4. Your agency / line manager should ensure you have the time needed to undertake this role fully, on behalf of your agency.
5. You will receive development opportunities as a member of the group, including networking, contribution to strategic planning and the development of new skills. The work you undertake within this subgroup will add value, in terms of knowledge, skills and experience, to you as an individual and consequently the agency you represent.
6. You can expect that your voice and the voice of your agency is heard and valued in the work being undertaken within this group and the wider work of the PSCP.

What is expected of you as a subgroup member?

1. Please read the agenda and all supporting documentation prior to any subgroup meeting.
2. You will represent your agency at this meeting and therefore please ensure you have shared any relevant documents with the appropriate people in your agency and come to the meeting with the appropriate authority, instruction and scrutiny in relation to all agenda items. This will differ depending upon the particular item/issues being discussed.
3. Please prioritise the subgroup meetings and the work of the subgroup and see partnership working as a core part of your safeguarding role.
4. Please undertake to ensure that all actions and agreed work between meetings are completed on time. Sometimes this will be you undertaking the work and other times it may be you delegating to others in your organisation. You take responsibility for ensuring anything delegated is completed on time and to a satisfactory standard.
5. Where you are unable to attend a subgroup meeting, please ensure that someone attends in your place and that person should be briefed by you and come fully prepared to the meeting. Please arrange to liaise with that person, after the meeting, to ensure you know what discussions took place and any actions that are needed from you.