



Safer Seven

On: Role of a sub group chair



1. A sub group chair has delegated responsibility and accountability from the DSPP Executive Group.

Their role is to steer and lead the sub group members in achieving the agreed objectives set out in the DSPP Business Plan and the sub group work plan.

2. They must ensure that:

- The terms of reference are reviewed with the sub group members annually
- The group membership is reviewed regularly, ensuring it is both representative and effective
- A deputy chair is identified
- An agenda is agreed with the Business Unit for every meeting

3. Develop a detailed work plan, that contributes to the objectives of the DSPP Partnership Plan.

This is done with support from the DSPP Business Unit and members of the sub group.

Named leads for individual tasks or activity should be identified. The chair should steer the work of members to ensure assigned tasks are completed within agreed timescales.

4. Connectivity with other DSPP groups should be maintained.

Appropriate updates/reports on the work of the group are required for DSCPG and DSAB, the chair is expected to attend to speak to these reports as necessary.

The chair should bring to the attention of the Partnership any issues that may impede the progress of the sub group (e.g. capacity, agency representation)

5. Robust scrutiny and oversight is required, to ensure the delivery of actions within respective work plans and to escalate any risks or concerns to the Executive via DSCPG / DSAB.

The chair should ensure that the group promotes equality of opportunity through policies and practice.

6. An annual report is required from the chair of each sub-group, this should evidence the impact on children, young people and adults from the work undertaken.

This will be used to inform the Partnership's Annual Report.

7. Further information:

Information on Partnership arrangements can be found [HERE](#)

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