



Children and Adults Transition Group – Havering LSAB/LSCB Sub Group	
Terms of Reference	
1.	<p>Accountability</p> <p><i>The Children and Adults Transition Group is a sub group of, and accountable to, the London Borough of Havering (LBH) Safeguarding Children's and Adults Board</i></p>
2.	<p>Purpose</p> <p><i>To review current children to adults services transitions policies and procedures in health and local authority services in Havering.</i></p> <p><i>To audit compliance with existing policies and procedures.</i></p> <p><i>To highlight and share good practice initiatives</i></p> <p><i>To disseminate learning from policy and practice reviews.</i></p> <p><i>To provide assurance to the LSAB and LSCB of policy compliance with regard to transitions.</i></p> <p><i>Liaising, coordinating and responding appropriately to actions agreed by</i></p> <ul style="list-style-type: none"> • <i>Local Safeguarding Children's Board (LSCB)</i> • <i>Local Safeguarding Adults Board (LSAB)</i>
3.	<p>Membership</p> <p><i>Chair – Interim Associate Director of Safeguarding Adults (NELFT)</i></p> <p><i>Vice Chair – LBH Community Safety Team Leader</i></p> <p><i>Representatives from:</i></p> <p><i>Health – adult and children's, acute, mental health and learning disability services</i></p> <p><i>Social Care – adult and children's services</i></p> <p><i>Youth offending and Probation services</i></p> <p><i>Police</i></p> <p><i>Substance Misuse – adults and young people</i></p> <p><i>Third sector representation – e.g. People First</i></p>
4.	<p>A Quorum</p> <p><i>This will consist of the Chair or Vice Chair and representatives from health and social care.</i></p>
5.	<p>Procedures</p> <p><i>The PA to the Chair will prepare the agenda and minutes and distribute papers to the group as well as deal with any other administrative function related to the group.</i></p> <p><i>Papers will be circulated at least a week prior to the meetings.</i></p>
6.	<p>Frequency of meetings</p> <p><i>Meetings will be held on a bi monthly basis.</i></p>
7.	<p>Agenda Items</p>

	<i>The group agenda will directly relate to the agreed work plan and any subsequent actions resulting from the work plan.</i>
8.	Reporting <i>The group will report exceptions and progress against the work plan bi monthly and will provide an in depth review of an identified topic in each quarter, looking at themes, outcomes and recommendations for future work streams.</i>
9.	Review <i>The group will review the terms of reference annually or more frequently if considered appropriate.</i>
10.	Duties and Responsibilities <i>The format of the group and its agenda will ensure the delivery of the work plan against agreed time frames and that outcomes and learning are disseminated through the LSCB and LSAB.</i>