



## **Memorandum of Understanding between the 4 LSCBs across Hampshire for the management of Child Death Overview Panels arrangements**

This Memorandum of Understanding (MOU) exists between the Local Safeguarding Children Boards (LSCBs) in Hampshire, Southampton, Portsmouth and the Isle of Wight. It outlines where and how each LSCB and Child Death Overview Panel (CDOP) will work together under the new arrangements, effective from 1 November 2015. This MOU follows a decision made in June 2015 by the Independent Chairs of the 4LSCBs across Hampshire to disband the previous 4LSCB CDOP arrangements.

### **Governance Arrangements**

Each LSCB is responsible for making its own arrangements to either form its own CDOP or incorporate the functions of a CDOP within existing structures. Each CDOP will be accountable and report directly to its own LSCB, and will be supported by its LSCB, arrangements to be agreed locally by each Board.

For clarity, each CDOP will be responsible for reviewing deaths of any child that is normally resident in its respective Local Authority area. If a child from another Local Authority area dies in an area that a CDOP covers, the CDOP will refer the case to the CDOP operational in the area the child resides in.

### **Areas of Collaboration**

#### **Rapid Response**

Each LSCB is committed to having agreed Rapid Response procedures across the four areas. These will be agreed before the new arrangements take effect and will be reviewed periodically by the 4LSCB Procedures Group and any updated versions agreed by each LSCB Board.

#### **Reporting and Administration**

For consistency of practice and ease for joint partners, each LSCB is committed to using the nationally agreed standard CDOP forms, including Form A / B / Cs, for agencies working across the four areas.

Some LSCBs are using locally modified forms which are tailored to individual agencies within their area.

### Learning and Data Sharing

Each CDOP will participate in shared learning exercises on a minimum yearly basis. The frequency can be increased and ad-hoc meetings can be arranged to quickly respond to emerging or high priority issues.

In practical terms the meetings will involve the CDOP Chairs and nominated members from each CDOP meeting collectively to share trends / themes / patterns from cases reviewed in each area. This should include Public Health representation from each area. The shared learning will inform overall lessons learnt put forward to each LSCB Board to inform policy (4LSCB and individual LSCB Policy) and any potential joint awareness raising campaigns and / or multi-agency training.

There will be one joint 4LSCB CDOP annual report which Hampshire LSCB CDOP will coordinate. In order to support this each LSCB will record its relevant data on a standard template to allow for easy collation and analysis of data. The information required should be submitted to Hampshire CDOP by the date agreed on each annual reporting cycle. This template is shown at Appendix A.

Hampshire CDOP can provide analysis on data and trends across the Pan-Hants arena as a whole in order to highlight trends and recommendations across the broader 4LSCB landscape. Individual CDOPs are able to undertake their own analysis of deaths in their area to provide their respective CDOP and LSCB Board with local context, and local recommendations where appropriate.

At the end of each financial year representatives from each CDOP will come together with the relevant Board Managers and Hampshire CDOP staff to review the data and agree Hampshire-wide trends, themes and recommendations to be highlighted to the LSCB Boards.

### Annual Data Reporting to the Department for Education

Each LSCB is required to provide annual data at the end of each financial year to the Department for Education. For ease and consistency, Hampshire LSCB CDOP will provide a joint report on behalf of each Pan-Hampshire CDOP for the year ending 31 March 2017. This is on the provision that each LSCB CDOP provides data for cases reviewed between 1 April 2016 – 31 March 2017 to the Hampshire CDOP Administrator on the agreed template (Appendix 1) and to the agreed timescales. This arrangement will need to be reviewed for subsequent financial years.

This MOU will be reviewed by the 4LSCB Procedures Group at the beginning of the next financial year (1 April 2018) and annually thereafter.

This MOU was agreed by the Independent Chairs of each LSCB in April 2017.



**Derek Benson**  
**Independent Chair**  
**HSCB and IoWSCB**



**Reg Hooke**  
**Independent Chair**  
**PSCB**



**Keith Makin**  
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Agreed April 2017