

*Terms of reference for the
Bedfordshire Multi Agency Child
Exploitation and Missing Group*

Child Exploitation & Missing Group

Terms Of Reference

June 2020

Bedfordshire Multi-Agency Child Exploitation & Missing Group Terms of Reference

1. Purpose and Responsibility

The purpose of the Bedfordshire Multi-Agency Exploitation & Missing Reduction Group (CEM Group) is to ensure a co-ordinated (Tactical Level) multi-agency approach to concerns about Child Exploitation (CE), and to maintain an overview of emerging issues in Bedfordshire.

The responsibilities of the CEM Group are:

- Through analysis of known cases of Exploitation, CSE, Missing, the CEM Group will coordinate the response to any emerging patterns or trends which are developing in Bedfordshire, including the identification of 'hotspots'.
- The Group will oversee the analysis of the what? why? who? how? and where? to ensure that we are addressing CE and Missing comprehensively.
- The Group will consider any non-child specific information or intelligence about adult behaviours or suspicious activity pertaining to specific locations, e.g. public places, commercial premises, leisure facilities, licensed premises, private residences etc., in order to make recommendations about what action, if any, should be taken.
- The Group will identify any CE and Missing cross-border issues which need to be addressed including evidence of young people being trafficked into or out of Bedfordshire for the purposes of child exploitation.
- The Group will carry out proactive and reactive partnership work around prevention, education, communication, enforcement and disruption of CE and Missing. It will look to share good practice between partner agencies, and tackle CE and Missing in a cohesive way.
- The Group will identify opportunities for disruption tactics to protect potential or actual victims of CE and or Missing episodes
- The Group will co-ordinate and share intelligence on CE and Missing activity in Bedfordshire.

2. Governance

The CEM Group will be accountable to the Bedfordshire Exploitation & Missing Strategic Group & the Violence and Exploitation Unit Reduction Board.

The CEM Group will provide a verbal or written update report ahead of each Exploitation and Missing Strategic Group meeting.

3. Chair

The CEM Group will be chaired by Detective Chief Inspector Steve Ashdown Bedfordshire Police; this will be reviewed on an annual basis.

The Vice Chair for the CEM Group will be chaired by Sally Harvey, Head of Service, Children's Services, Central Bedfordshire Council; Sally Harvey will stand in on behalf of the Chair if they are not available to lead a CEM meeting. This will be reviewed on an annual basis.

The Chair of the CEM Group will become a standing member of the Bedfordshire Exploitation Strategic Group.

4. Membership of the CEM Group

The CEM Group will be made up of the following standing members who represent the key partners responsible for managing CE and Missing across Bedfordshire, and the safeguarding of children and young people:

- Head of Children's Social Work: Bedford Borough, Central and Luton Borough Councils'
- CE Single Points of Contact: Bedford Borough, Central and Luton Borough Councils'
- Community Safety Partnership Leads; Bedford Borough, Central and Luton Borough Councils'
- Licensing Officer; representing the Bedfordshire Licensing Sub-Group
- Bedfordshire Exploitation Lead – VERU
- BOSON
- CSE and Missing Co-ordinator; Bedfordshire Police
- Detective Inspector CSEM Team, Bedfordshire Police
- Chief Inspector CSEM Team, Bedfordshire Police
- Detective Inspector Intelligence, Bedfordshire Police
- CSE and Missing Analyst, Bedfordshire Police
- Education Leads; Bedford Borough, Central and Luton Borough Councils'
- Bedfordshire Youth Offending Service; Service Manager
- Luton Youth Offending Service; Service Manager
- Public Health
- CAMH
- Probation
- Link to Change
- Cambridgeshire Community Services, NHS Trust, Safeguarding Children representative Luton/Bedfordshire
- Clinical Commissioning Group; Bedfordshire
- Administrator for CEM Group -You Turn Futures

It is acknowledged that there may be times when further attendees will be required to participate and update at the CEM Group. Attendees may be co-opted into a meeting / series of meetings with agreement of the CEM Group Chair.

5. Roles and Responsibilities of Chair and Attendees

The Chair's role in each meeting will be to ensure that:

- All members are offered equity with regard to opportunities to contribute to the meeting.
- The function of the meeting is maintained and it is conducted within the agreed timescale.
- To hold attendees to account for any actions and organisational updates.
- The information shared is accurately recorded and disseminated through the meeting.
- If the Chair is unable to attend, the Vice Chair will chair the meeting.

Attendees of the CEM Group will be to ensure that:

- They attend each meeting or send a fully briefed deputy from their own area of expertise.
- Contribute to the information sharing which enables the meetings to fulfil their purpose.
- Contribute to the actions agreed during the meetings and provide timely reports on progress and outcomes as required.
- Represent and act as a communication link with their organisations.
- Update the CEM Group on CE & Missing in their service area.

6. Case Management and Safeguarding

The responsibility for case management will remain with the safeguarding procedures of each Local Authority.

Any information disclosed at the CEM meeting which requires immediate attention, will be dealt with via the safeguarding procedures of each Local Authority.

7. Administration of the CEM Meeting

Bedfordshire You Turn Futures will provide administration support for each meeting. The Administrator will organise meeting rooms, calendar invites and take minutes at each meeting.

The agenda and any papers will be sent to attendees on the Monday prior to each meeting.

8. Frequency and Venue of the CEM Meeting

The CEM Group will meet once a month on the second Wednesday. Meetings will be scheduled for two hours and be subject to review over time to reflect local needs.

The CEM meetings will be held at venues across Bedfordshire which can accommodate the number of attendees expected at each meeting.

If there are any venue, time or date changes, these will be communicated to the CEM Group in advance of each meeting by the Administrator.

9. Governance Chart

