

Terms of Reference for Wirral Pre Birth Liaison Group

1.1 Purpose

The Wirral Pre Birth Liaison Group is a pathway to share information with consent and knowledge of the client in order to develop a coordinated plan to safeguard children and unborn babies. The main purpose of the Group is to obtain multiagency information and develop a support plan for the unborn baby and family. If consent is not given and there are identified safeguarding concerns, then the case will still be discussed in the best interests of safeguarding the unborn and/or siblings.

The threshold and criteria for a referral to this meeting is families who may require additional support which may include safeguarding; mental health issues; substance misuse; learning disabilities; care leavers; and those who disclose any form of domestic abuse.

Referrals should be made to the meeting at 12- 14 weeks when pregnancy is confirmed whenever possible by scan. On a trial basis, referrals that are received by WUTH Safeguarding Team will be sent to Early Childhood Service (ECS), as well as the IFD, as an early notification of pregnancy, this may enable early intervention, dependant on ECS's assessment of the family and whether this is appropriate. This is to be reviewed on an annual basis.

1.2 Accountability Terms of Reference

The WPBLG agency representatives are accountable to their own agency line manager. Quarterly reports from the audits will be submitted to the Quality Committee. To escalate to line managers if the terms of reference are not being adhered to.

1.3 Specific Requirements

Chair of the meeting will be on a rota including:

- Named Midwife for Safeguarding the Unborn or the Safeguarding Practitioner for Children and the Unborn
- Representative from 0-19 service
- Representative from Family Matters
- Representative from Early Childhood Services
- Representative from Children's Social Care/IFD

This will ensure cases are discussed and an agreement around threshold is applied and the correct services are offered to the family at the right time.

The Chair will be responsible for ensuring action points are reviewed at each meeting and agencies are held to account that any actions are not completed.

A rota will be produced to identify people from across the partnership to chair the meeting.

The Chair will review the minutes within 24 hours before being sent out to all partner agencies.

PBLM Administrator

To be the focal point for the collation of referrals and information gathering for the agenda. To ensure that feedback on actions agreed at previous meetings is completed.

All agencies to submit case for discussion to the administrator as identified in Pre-birth Schedule Document – see below.

To send out minutes of the meeting within 24 hours of the meeting being held.

Partner agencies

All Partner agencies to use a secure email facility for the electronic transfer of information or alternatively use password protected emails.

To act as a focal point for referrals by their agency ensuring a minimum dataset is submitted if referring a case to go on the agenda. (See dataset – end of TOR).

To send the main representative or a suitable alternatively briefed representative from their agency to the meeting.

Wirral Safeguarding Unit to provide a representative to sit on the panel and ensure that the meeting is functional and applying threshold, to its decision making.

To ensure that any outstanding actions for their agency are followed up.

1.4 Membership

Agency	Main representative	Alternative Representative
WUTH	Michelle Beales Shaw	Claire Davies
0-19 Years Team	Jayne Price	Richard Blase
IFD	Jo Whitby	
Wirral Safeguarding Unit	Joe Banham	
Early Childhood Services	Jo Simpson	Hazel Pearson
Pre-birth and Infant Team	Sue Kenyon	Emma Meaney
Teenage Pregnancy Midwife	Camilla Davies	
Midwifery Team Coordinators	Jemma Jones Anne Wheeldon Rose Bellamy Kate McCabe	Team Midwife
Safeguarding Clinical Nurse Specialist CWP	Zoe Dunn	Kerry Lonergan
Children's Social Care	Lisa Newman	
Family Nurse Partnership	Jayne Price	
IDVA	Liam Murphy	
Practice Improvement	Charmaine Morrison	
Wirral Ways to Recovery	Dave Holmes	Andrew Cass

1.5 Frequency of meetings

Monthly, Thursday, at 9.30 am – 12 noon. The venue will be confirmed prior to each meeting.

1.6 Quorum

The minimum number of attendees required for a valid meeting of the group is three agencies. Main representatives will advise if they are not able to attend and arrange for a suitable alternative.

1.7 Review

The terms of reference will be reviewed by the agency representatives of the group on an annual basis. Any changes necessary will be approved by the agency representatives.

1.8 Audit activity.

Audits will be held quarterly using the new audit tool. There will be an annual deep dive audit. The purpose of the tracking will be to audit interventions provided and ensure we have a seamless service which is providing quality intervention at the right level to improve the outcome for unborn babies and their families.

Terms of Reference Agreement

Agency	Signatories on behalf of the relevant organisation	Signature	Date
WUTH	Michelle Beales-Shaw		
0-19 Services WCHCT	Jayne Price		
IFD	Jo Whitby		
Pre-birth and Infant Team	Sue Kenyon		
Early Childhood Services	Jo Simpson		
CWP	Zoe Dunn		

Pre-Birth Liaison Schedule

January meeting date - Thursday 07.01.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
18.12.2020	21.12.2020	30.12.2020	04.01.2021

Due to bank holidays the information requests will be sent out earlier and the agenda will be distributed the Monday prior to the meeting opposed to the Friday

February meeting date - Thursday 04.02.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
18.01.2021	20.01.2021	27.01.2021	29.01.2021

March meeting date – Thursday 04.03.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
15.02.2021	17.02.2021	24.02.2021	26.02.2021

April meeting date – Thursday 01.04.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
15.03.2021	17.03.2021	24.03.2021	26.03.2021

May meeting date – Thursday 06.05.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
19.05.2021	21.04.2021	28.04.2021	30.04.2021

June meeting date – Thursday 03.06.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
17.05.2021	19.05.2021	26.05.2021	28.05.2021

July meeting date – Thursday 01.07.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
14.06.2021	16.06.2021	23.06.2021	25.06.2021

August meeting date – Thursday 05.08.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
19.07.2021	21.07.2021	28.07.2021	30.07.2021

September meeting date – Thursday 02.09.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
16.08.2021	18.08.2021	25.08.2021	27.08.2021

October meeting date – Thursday 07.10.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
20.09.2021	22.09.2021	29.09.2021	01.10.2021

November meeting date – Thursday 04.11.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
18.10.2021	20.10.2021	27.10.2021	29.10.2021

December meeting date – Thursday 02.12.2021			
Deadline for Referrals	Agency Requests Sent	Agency Requests Returned	Agenda to be circulated
15.11.2021	17.11.2021	24.11.2021	26.11.2021

Amended 09/06/2021.