




# **MK Together**


Handbook appendices

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## Appendix one: Terms of Reference for Affiliated Boards

		<b>Sponsor:</b> <b>Healthwatch</b>
<p><b>Voice</b></p>		
<p><b>Purpose</b></p> <p>To feed the voice of local stakeholders into the work of the partnership, working with existing groups to co-ordinate multi-agency consultation.</p> <p>It will do this by:</p> <ul style="list-style-type: none"> <li>• Seeking the views of stakeholders and feeding back to the wider partnership.</li> <li>• Creating opportunities for public and partner engagement through a variety of methods.</li> <li>• Fulfilling the Community Safety Partnership’s statutory duty to consult with the public including oversight of the annual crime and disorder survey.</li> <li>• Ensuring relevant partners for safeguarding, including GPs, schools, academies and colleges are engaged with the partnership.</li> <li>• Communicating with stakeholders on the work of the partnership.</li> </ul>		
<p><b>Membership</b></p> <p><b>Chair: TBC</b></p> <ul style="list-style-type: none"> <li>• Milton Keynes Council</li> <li>• Thames Valley Police</li> <li>• Milton Keynes Clinical Commissioning Group</li> <li>• <i>Other agency representatives to be nominated (TBC)</i></li> </ul> <p>In order for the meeting to be quorate, at least one representative from the Local Authority, CCG and Thames Valley Police are required. Chair may invite members as necessary.</p>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The Board is accountable to the MK Together Management Board and provides a regular update by report card.</li> <li>• The Board receives strategic direction from the MK Together Management Board.</li> <li>• The Sponsor will ensure the work of this Board is informed by the work of other affiliated boards.</li> <li>• The Sponsor will liaise directly with the sponsors of the other boards to support public and stakeholder engagement.</li> </ul>	
<p><b>Meets at least 4 times annually</b></p>		

 <p><b>Workforce</b></p>	<p><b>Sponsor:</b> CNWL</p>
<p><b>Purpose</b></p> <p>To promote consistency and best practice ensuring appropriate multi-agency learning, development and training is accessible and targeted at the appropriate local priorities. This board is responsible for identifying and embedding appropriate learning from review activity.</p> <p>It will do this by:</p> <ul style="list-style-type: none"> <li>• Sharing learning from Child Safeguarding Practice Reviews, Safeguarding Adult Reviews, Local Learning Reviews, and Domestic Homicide Reviews.</li> <li>• Reviewing published national Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews to identify appropriate learning.</li> <li>• Managing multi-agency communication regarding changes and updates to local and national policy and procedure.</li> <li>• Referring to the multi-agency Competency Framework for assessing efficacy of workforce standards.</li> <li>• Working closely with the other affiliate boards to ensure clarity of message and alignment of key priorities.</li> </ul>	
<p><b>Membership</b></p> <p><b>Chair: TBC</b></p> <ul style="list-style-type: none"> <li>• Milton Keynes Council</li> <li>• Thames Valley Police</li> <li>• Milton Keynes Clinical Commissioning Group (MKCCG)</li> <li>• Bucks Fire and Rescue (BFRS)</li> <li>• Milton Keynes University Hospital NHS Foundation Trust (MKUHFT)</li> <li>• South Central Ambulance Services (SCAS)</li> </ul> <p>In order for the meeting to be quorate, at least one representative from the Local Authority, CCG and Thames Valley Police are required. Chair may invite members as necessary.</p>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The Board is accountable to the MK Together Management Board and provides a regular update by report card.</li> <li>• The Board receives strategic direction from the MK Together Management Board.</li> <li>• The Sponsor will ensure the work of this Board is informed by the work of other affiliated boards.</li> <li>• The Sponsor will liaise directly with the Sponsor/Chair of the Assurance Board where Case Review action plans include actions associated with workforce competency.</li> </ul>
<p><b>Meets at least 6 times annually</b></p>	



## Risk

**Sponsor:**  
Thames Valley Police

### Purpose

To identify and highlight new and emerging areas of risk. The board has oversight of case-based panels, including but not exclusively Channel, Multi-Agency Risk Management (MARM) Group, Vulnerable Adults Risk Management (VARM) Group and Multi-Agency Risk Assessment Conference (MARAC).

It will do this by:

- Maintaining strategic oversight of ongoing and emerging risks and vulnerabilities.
- Providing escalation routes for concerning issues that require strategic response and action.
- Assessing partnership data and intelligence to identify trends and multi-agency issues.
- Having oversight of and input into multi-agency policies for at risk groups taking national and local learning into account.

### Membership

**Chair: LPA Commander, Thames Valley Police**


- Milton Keynes Council
- Thames Valley Police
- Milton Keynes Clinical Commissioning Group
- *Other agency representatives to be nominated (TBC)*


In order for the meeting to be quorate, at least one representative from the Local Authority, CCG and Thames Valley Police are required. Chair may invite members as necessary.

### Reporting

- The Board is accountable to the MK Together Management Board and provides a regular update by report card.
- The Board receives strategic direction from the MK Together Management Board.
- The Sponsor will ensure the work of this Board is informed by the work of other affiliated boards.

**Meets at least 6 times annually**

 <p><b>Tasking</b></p>	<p><b>Sponsor:</b> <b>Milton Keynes Council</b></p>
<p><b>Purpose</b></p> <p>To develop and deliver multi-agency interventions in response to specific intelligence or issues.</p> <p>It will do this by:</p> <ul style="list-style-type: none"> <li>• Ensuring a coordinated partnership approach to responding to local intelligence by taking appropriate action.</li> <li>• Developing awareness raising campaigns and joint disruption or enforcement operations.</li> <li>• Designing and delivering a calendar of communications and engagement activities in collaboration with the Voice Board taking account of trends, national events and campaigns.</li> </ul>	
<p><b>Membership</b></p> <p>The Tasking Board is made up of representatives of the following agencies, who are empowered by their agency to make decisions:</p> <p><b>Chair: TBC</b></p> <ul style="list-style-type: none"> <li>• Milton Keynes Council</li> <li>• Thames Valley Police</li> <li>• Milton Keynes Clinical Commissioning Group</li> <li>• <i>Other agency representatives to be nominated (TBC)</i></li> </ul> <p>The Chair may invite members as necessary.</p> <p>In order for the meeting to be quorate, at least one representative from the Local Authority, CCG and Thames Valley Police are required. Chair may invite members as necessary.</p>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The Board is accountable to the MK Together Management Board and provides a regular update by report card.</li> <li>• The Board receives strategic direction from the MK Together Management Board.</li> <li>• The Sponsor will ensure the work of this Board is informed by the work of other affiliated boards.</li> </ul> <p><b>Financial responsibility</b></p> <p>The Tasking Board is allocated £20k in funding from Police and Crime Commissioner funding to support initiatives to reduce crime and anti-social behaviour.</p> <p>This budget is managed by The MK Together Team and the Deputy Local Policing Commander.</p>
<p><b>Meets at least 12 times annually</b></p>	

 <p><b>Assurance</b></p>	<p><b>Sponsor:</b>  <b>Milton Keynes Clinical                  Commissioning Group</b></p>
<p><b>Purpose</b></p> <p>To monitor performance in priority areas and organise thematic reviews, audits and data reviews. It is responsible for oversight of statutory safeguarding assurance duties.</p> <p>It will do this by:</p> <ul style="list-style-type: none"> <li>• System wide performance monitoring for progress against priorities and statutory obligations.</li> <li>• Analysing partnership data to recognise good or improved practice for sharing across the partnership and escalate risks to the appropriate board.</li> <li>• Facilitating peer led single and multi-agency audits, deep dives and thematic reviews to ensure good practice across the system.</li> <li>• Carrying out the annual Review of Restraint at Oakhill STC.</li> <li>• Completing the annual strategic assessment on behalf of the Community Safety Partnership.</li> <li>• Overseeing the development and publication of an annual report.</li> <li>• Monitoring action plans from review activity.</li> </ul>	
<p><b>Membership</b></p> <p><b>Chair: TBC</b></p> <ul style="list-style-type: none"> <li>• Milton Keynes Council</li> <li>• Thames Valley Police</li> <li>• Milton Keynes Clinical Commissioning Group</li> <li>• <i>Other agency representatives to be nominated (TBC)</i></li> </ul> <p>The Chair may invite members as necessary.</p>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The Board is accountable to the MK Together Management Board and provides a regular update by report card.</li> <li>• The Board receives strategic direction from the MK Together Management Board.</li> <li>• The Sponsor will ensure the work of this Board is informed by work by other affiliated boards.</li> <li>• The Sponsor will liaise directly with the Workforce Board Chair where review action plans highlight issues related to workforce competency.</li> </ul>
<p><b>Meets at least 6 times annually</b></p>	



## Review

Sponsor:

Milton Keynes University  
Hospital Foundation Trust

### Purpose

To manage local and statutory practice reviews, ensuring they are appropriately commissioned, meet quality expectations and clear actions are identified. This includes:

- Successfully completing statutory Child Safeguarding Practice Reviews (Working Together 2018), Safeguarding Adult Reviews (Care Act 2014) and Domestic Homicide Reviews (Domestic Violence, Crime and Victims Act 2004) within specified timescales.
- Successfully completing local learning reviews on referrals that do not meet the statutory threshold however opportunities for learning are present.
- Overseeing a robust referral system to ensure all opportunities for learning are recognised and acted upon.
- Monitoring the quality of reviews and reports, and overseeing publication where appropriate.
- Developing SMART action plans from review recommendations.
- Developing learning bulletins which will be disseminated by the Workforce Board.

### Membership

The Review Board is a multi-agency group made up of safeguarding leads from the following agencies:

#### Chair: To be confirmed

- Milton Keynes Council
- Thames Valley Police
- Milton Keynes Clinical Commissioning Group
- *Other agency representatives to be nominated (TBC)*

In order for the meeting to be quorate, at least one representative from the Local Authority, CCG and Thames Valley Police are required. Chair may invite members as necessary.

### Reporting

- The Board is accountable to the MK Together Management Board and provides a regular update by report card.
- The Board receives strategic direction from the MK Together Management Board.
- The Sponsor will ensure the work of this Board is informed by the work of other affiliated boards.


### Financial responsibility

The Review Board will deliver reviews on behalf of the MK Together Management Board and ensure that best value for money is achieved when procuring independent reviewers.

- The Review Board will escalate financial risks to MK Together Management Board.
- The Review Board will escalate additional spend on individual reviews that is outside of the allocated budget.

**Meets at least 12 times annually**



 <p><b>Child Death</b></p>	<p><b>Sponsor:</b>  <b>Milton Keynes Council –</b>  <b>Director of Public Health</b></p>
<p><b>Purpose</b></p> <p>To review all deaths of children normally resident in Milton Keynes, recording any modifiable factors and making any recommendations to prevent future child deaths.</p> <p>It will do this by:</p> <ul style="list-style-type: none"> <li>• Reviewing child deaths, excluding those babies who are stillborn and planned terminations of pregnancy carried out within the law.</li> <li>• Determining whether there are modifiable factors may have contributed to the death and recommending actions to prevent future deaths.</li> <li>• Analysing data in order to identify trends and making recommendations accordingly.</li> <li>• Considering data together with Central Beds and Luton Child Death Overview Panel to identify trends, and working with regional colleagues on joint campaigns where appropriate.</li> </ul>	
<p><b>Membership</b></p> <p><b>Chair: Director of Public Health</b></p> <ul style="list-style-type: none"> <li>• Director of Public Health or representative</li> <li>• Coroner or Coroner’s Officer</li> <li>• Milton Keynes Council Children’s Service, Head of Service</li> <li>• Milton Keynes Clinical Commissioning Group Designated Nurse</li> <li>• MK Together Strategic Partnership and Business Manager</li> <li>• Milton Keynes University Hospital NHS Foundation Trust Consultant Paediatrician</li> <li>• Milton Keynes University Hospital NHS Foundation Trust Midwifery department</li> <li>• Milton Keynes University Hospital NHS Foundation Trust Bereavement Midwife</li> <li>• South Central Ambulance Service NHS Foundation Trust Safeguarding Lead</li> <li>• Thames Valley Police Detective Inspector</li> </ul>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The Board is responsible to the MK Together Management Board.</li> <li>• The Child Death Board will produce an annual report which will be reported to the MK Together Management Board.</li> </ul>
<p><b>Meets at least 4 times annually</b></p>	

## Appendix two: Safeguarding arrangements

The MK Together Management Board provides system-wide leadership for safeguarding.

It seeks to assure itself that:

- Safeguarding practices in Milton Keynes are compliant with legislative standards.
- The needs of local children and adults at risk of harm are met,
- Local services strive for continuous improvement.

Seven affiliated boards will report directly into the MK Together Management Board for scrutiny and assessment of progress against the strategic milestones and management of risk to safeguard children and adults at risk of harm. The MK Together Management Board is the escalation route for risks, issues or barriers to safeguarding identified by affiliated boards or other routes.

Performance data and intelligence from a range of agencies will be used by the Assurance Board to highlight risks and monitor safeguarding across the area. Areas of concern will be escalated to the MK Together Management Board for action.

The views of children, families and adults at risk of harm will be fed into our work via a range of engagement activities overseen and delivered by the Voice Board.

Availability of multi-agency training will be overseen by the Workforce Board. Multi-agency safeguarding training is delivered by Milton Keynes Council on behalf of the safeguarding partners. Training provision arrangements will be reviewed annually.

Our levels of need document is available [here](#).

### *Area covered*

The area covered by our multi-agency safeguarding arrangements is defined by the boundaries of the Milton Keynes Local Authority area. We will work closely with our neighbouring authorities and cross- boundary agencies when needed. Safeguarding partners are committed to working with other safeguarding partnerships nationally to support case learning where there is a Milton Keynes connection.

*Arrangements for independent scrutiny*

An independent safeguarding scrutineer will act as a critical friend for decision making across the system. They will observe and challenge work carried out by and on behalf of the partnership, offering independent oversight of the functions. They will:

Observe key meetings and offer challenge and feedback where appropriate.	Audit activities (including Child Safeguarding Practice Rapid Reviews) and feedback on decision making.	Scrutinise annual reports and challenge any inaccuracies.
Randomly review and audit minutes of meetings.	Receive highlight and end of project reports from task and finish groups and provide appropriate challenge.	Facilitate dispute resolution between partners.

Arrangements for independent scrutiny will be reviewed on an annual basis by the MK Together Management Board.

*Relevant agencies*

The Safeguarding partners, (Local Authority, CCG and Police) are obliged under the [Working Together to Safeguard Children 2018](#) statutory guidance to set out the relevant agencies that will support safeguarding duties in Milton Keynes and how they will work together.

The relevant agencies are expected to:

Fully engage with the partnership.	Provide information which enables and assists the safeguarding partners to perform their duty to safeguard and promote the welfare of children in their area.	Contribute to the work of the partnership and task and finish groups as appropriate.
Have appropriate robust safeguarding policies and procedures in place specifically relevant to their organisation, providing evidence as required.	Ensure that their organisation works in accordance with interagency safeguarding procedures approved by the partnership.	

The relevant agencies in Milton Keynes are:

- Schools, academies and MK College
- Oakhill Secure Training Centre
- HMP Woodhill
- Milton Keynes University Hospital Foundation Trust
- CNWL
- Thames Valley Community Rehabilitation Company
- MK Youth Offending Team
- Cafcass
- NHS England
- All parish councils
- All voluntary, community and social enterprise sector organisations operating in MK
- Children’s homes/fostering agencies

Agencies that are not named above are also expected to cooperate and collaborate with the safeguarding partners.

The partnership will continue to carry out the annual review of restraint at Oakhill Secure Training Centre and will oversee any action plans resulting from this review as well as Ofsted inspections and incident learning reviews. Oakhill STC and private children’s homes are named as relevant agencies for our safeguarding partners and will be included in any stakeholder participation, engagement and performance assessment.

#### *Arrangements for commissioning and publishing reviews*

A panel of safeguarding partners (Case Review Panel) is responsible for overseeing the statutory case review and learning responsibilities of the Board. The Panel oversee the rapid review process for both children’s and adults’ referrals and make a recommendation to the Safeguarding Scrutineer for the type of review to be carried out.

The Safeguarding Scrutineer has delegated responsibility for agreeing the recommendation to the National Review Panel (children) or whether to undertake any review activity.

Membership of the Case Review Panel is:

- Milton Keynes Council – Director of Children’s Services and/or Director of Adults Services as appropriate
- Milton Keynes Clinical Commissioning Group – Chief nurse (deputised to Deputy Chief Nurse)
- Thames Valley Police – Local Borough Commander (deputised to Detective Chief Inspector)

Once agreement is reached regarding the level of review, commissioning and publishing of review activity is delegated to and managed by the Review Board. Supported by the MK

Together team, the Review Board facilitate and publishes high quality reviews and recommendations. Completed reports are reviewed by the MK Together Management Board.

#### *Safeguarding annual report*

An annual report will be presented to the Health and Wellbeing Board and the Community Safety Partnership. This will set out progress made against the delivery of safeguarding priorities, and detail how the system has assured itself that children and adults at risk of harm are appropriately safeguarded against abuse and neglect. It will detail how the partnership has been able to assure itself that relevant agencies work together to discharge their safeguarding responsibilities effectively. This report will be publicly available.

#### *Disputes and whistleblowing*

Any dispute should ideally be resolved by the safeguarding partners. Where a majority view cannot be reached, the Safeguarding Scrutineer will be called upon to facilitate a resolution.

Any employee wishing to raise a concern should in the first instance refer to the whistleblowing policy for their own organisation. Government guidance is also available at: <https://www.gov.uk/whistleblowing>

#### *Funding*

Partnership support arrangements will be funded by contributions by partners. Contributions will be agreed on an annual basis by the MK Together Management Board and published in an annual report.

The budget will be managed on behalf of the partnership by the MK Together Team.

## Appendix three - Case Review process

A summary of the local process and timescales for serious incidents - adults, children and domestic homicides - that should be notified to the Case Review Panel via the MK Together team.

**Incident:** A person has died or been seriously harmed and the circumstances may meet the criteria for a Child Safeguarding Practice Review (CSPR), Safeguarding Adult Review (SAR) or Domestic Homicide Review (DHR)

