



MK Together

Handbook appendices

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Appendix one: Terms of reference for affiliated boards

		Sponsor: Thames Valley Police
<p>Risk</p>		
<p>Purpose</p> <p>To identify and highlight new and emerging areas of risk. The board has oversight of case-based panels, including but not exclusively Channel, Strategic Exploitation Panel (SEP), Female Genital Mutilation Panel (FGM) and Multi-Agency Risk Assessment Conference (MARAC).</p> <p>It will do this by:</p> <ul style="list-style-type: none"> • Maintaining strategic oversight of ongoing and emerging risks and vulnerabilities. • Providing escalation routes for concerning issues and develop strategic response and action. • Assessing partnership data and intelligence to identify any trends and multi-agency issues that require action, including feedback from public consultation. • Having oversight of and input into multi-agency policies for at risk groups taking national and local learning into account. • Completing the annual strategic assessment on behalf of the Community Safety Partnership. 		
<p>Membership</p> <p>Chair: LPA Commander, Thames Valley Police</p> <ul style="list-style-type: none"> • Milton Keynes Council • Thames Valley Police • BLMK Clinical Commissioning Group • CNWL • MK University Hospital Foundation Trust • MK Act • MK ARC <p>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>Reporting</p> <ul style="list-style-type: none"> • The Board is accountable to the MK Together Management Board and provides a regular update by highlight report. • 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. • The Sponsor will communicate with sponsors of other affiliated boards around the delivery of the work programme. 	
<p>Meets at least 6 times annually</p> <p>Meetings held virtually, with one in person meeting per year</p>		

 Tasking	Sponsor: Milton Keynes Council
<p>Purpose</p> <p>To develop and deliver multi-agency interventions in response to specific intelligence or issues, responding directly to requests from other affiliated boards.</p> <p>It will do this by:</p> <ul style="list-style-type: none">• Ensuring a coordinated partnership approach to responding to local intelligence through multi-agency plans.• Undertaking a range of community projects including awareness raising campaigns and joint disruption or enforcement operations.• Establishing Task and Finish groups to deliver specific pieces of work on behalf of the partnership.• Oversee the delivery of the annual engagement exercise which will encompass the community safety survey ensuring steps are taken to maximise response.	
<p>Membership</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>Chair: Director of Customer and Community Services, Milton Keynes Council</p> <ul style="list-style-type: none">• Milton Keynes Council• Thames Valley Police• BLMK Clinical Commissioning Group• Secondary DSL• Primary DSL <p>The Chair may invite members as necessary.</p>	<p>Reporting</p> <ul style="list-style-type: none">• The Board is accountable to the MK Together Management Board and provides a regular update by highlight report.• 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.• The Sponsor will communicate with sponsors of other affiliated boards around the delivery of the work programme.

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.

Financial responsibility

The Tasking Board is allocated £20k in funding from Police and Crime Commissioner funding to support initiatives to reduce crime and anti-social behaviour.

This budget is managed by The MK Together Team and the Deputy LPA Commander.

Meets at least 6 times annually
Meetings held virtually, with one in person meeting per year



Assurance

**Independently chaired
 by Safeguarding
 Scrutineer**

Purpose

To monitor performance in priority areas and organise thematic reviews, audits and data reviews. It is responsible for oversight of statutory safeguarding assurance duties.

It will do this by:

- Coordinating assurance activities and system wide performance monitoring for progress against priorities and statutory obligations.
- Analysing partnership data to recognise good or improved practice for sharing across the partnership and escalate risks to the appropriate board.
- Facilitating peer led single and multi-agency audits, deep dives and thematic reviews to ensure good practice across the system.
- Carrying out the annual Review of Restraint at Oakhill STC.
- Overseeing the development and publication of an annual safeguarding report.
- Monitoring action plans from review activity and ensuring learning from reviews is implemented.

Membership

Chair: Safeguarding Scrutineer

- Milton Keynes Council
- Thames Valley Police
- BLMK Clinical Commissioning Group

Reporting

- The Board is accountable to the MK Together Management Board and provides a regular update by highlight report.

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| <ul style="list-style-type: none"> • Secondary DSL • Primary DSL • CNWL • MKUHFT <p>The Chair may invite members as necessary.</p> | <ul style="list-style-type: none"> • The Board receives strategic direction from the MK Together Management Board. • The Sponsor will ensure the work of this Board is informed by work by other affiliated boards. • The Sponsor will communicate with sponsors of other affiliated boards around the delivery of the work programme. |
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Meets at least 10 times annually
Meetings held virtually, with one in person meeting per year

 <p>Review</p>	<p>Sponsor: NHS partners (Milton Keynes University Hospital Foundation Trust)</p>
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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.
- Ensuring learning is captured from incidents that do not meet the statutory threshold for a formal review but where 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 to the workforce via members of Review Board.

Membership

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

Chair: Lead Nurse for Quality, Milton Keynes University Foundation Trust

- Milton Keynes Council
- Thames Valley Police
- BLMK Clinical Commissioning Group
- CNWL

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 highlight report.
- The Board receives strategic direction from the MK Together Management Board.
- The Sponsor will communicate with sponsors of other affiliated boards around the delivery of the work programme.
- *The sponsor will consider rotation of chair after 12-18 months*

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 10 times annually

Meetings held virtually, with one in person meeting per year



Child Death

**Sponsor:
Milton Keynes Council –
Director of Public Health**

Purpose

To review all deaths of children normally resident in Milton Keynes, recording any modifiable factors and making any recommendations to prevent future child deaths.

It will do this by:

- Reviewing child deaths, excluding those babies who are stillborn and planned terminations of pregnancy carried out within the law.
- Determining whether there are modifiable factors which might, by means of a locally or nationally achievable intervention, be modified to reduce the risk of future child deaths.

- Analysing data in order to identify trends and making recommendations accordingly.
- 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.

Membership

Chair: Deputy Director of Public Health, Milton Keynes Council

- Director of Public Health or representative
- Coroner or Coroner’s Officer
- Milton Keynes Council Children’s Service, Group Head of Service
- Milton Keynes Clinical Commissioning Group Designated Nurse
- Milton Keynes University Hospital NHS Foundation Trust Consultant Paediatrician
- Milton Keynes University Hospital NHS Foundation Trust Midwifery department
- Milton Keynes University Hospital NHS Foundation Trust Bereavement Midwife
- South Central Ambulance Service NHS Foundation Trust Safeguarding Lead
- Thames Valley Police Detective Inspector

Reporting

- The Board is responsible to the MK Together Management Board.
- The Child Death Board will produce an annual report which will be reported to the MK Together Management Board.
- The Sponsor will communicate with sponsors of other affiliated boards around the delivery of the work programme.
- An annual meeting will take place with the Bedfordshire and Luton Child Death Overview Panel

**Meets at least 4 times annually
Meetings held virtually, with one in person meeting per year**

Appendix two: Workflow between affiliated boards



Appendix three: 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.

Five 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. Assurance Board has oversight of the partnership's safeguarding assurance duties. 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 through an annual engagement exercise overseen by Tasking Board. Wherever possible, our review processes will engage children, families, and adults at risk of harm so we can learn from their experiences and improve practices.

Training and workforce issues are overseen by the MK Together Management Board. This will be a standing item on the Management Board agenda, providing all members of the board, and chairs of the affiliated boards, with the opportunity to highlight any areas where commissioning multi-agency training might need to be considered.

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.
Chair the Assurance Board.	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
- Central & North West London Foundation Trust
- National Probation Service
- MK Youth Offending Team
- 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 oversees the rapid review process for both children’s and adults’ referrals and makes 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 Child Safeguarding Practice 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
- Bedford, Luton & Milton Keynes Clinical Commissioning Group – Chief Nurse (deputised to Designated Safeguarding Nurse for Children and LAC or Designated Nurse Adults Safeguarding (or just Designated Professional?))
- 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 facilitates 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 agreed by the MK Together Management Board. 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 four - 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.

