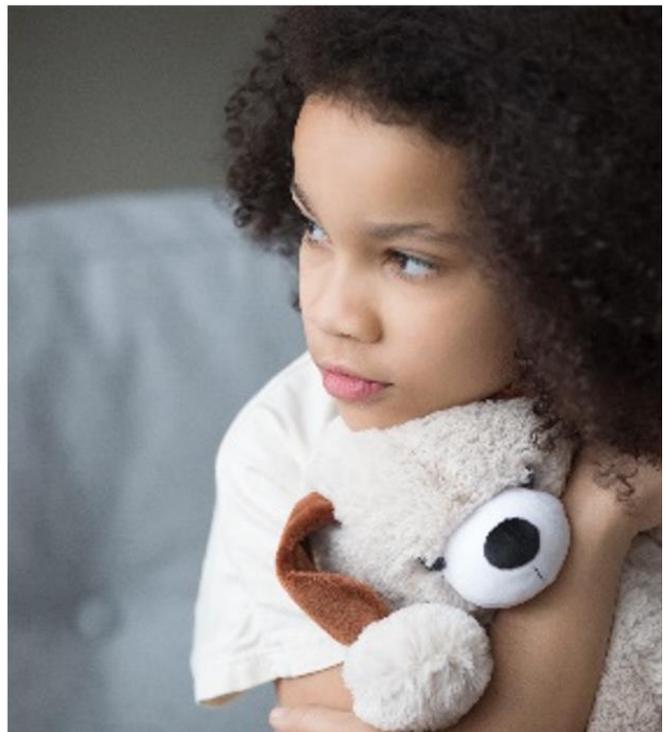




MK Together

Partnership Handbook

Revised November 2021



Introduction

Strong partnerships are at the heart of the way we do things in Milton Keynes. We have long since realised that we will have greater impact on the lives of local people if we work closely together. Our strengthened partnership arrangements were introduced in 2019 to lead the multi-agency work in relation to safeguarding, community safety and health and wellbeing.

We have reviewed and revised our partnership arrangements in the context of the Wood Review of multi-agency safeguarding arrangements which was published in May 2021. We concluded that:

- Despite the challenges of the pandemic, we believe we have made good, sustained progress. Our partnership has developed well and reflects the reforms set out in the Children and Social Work Act 2017, particularly ensuring that the safeguarding partners (the council, the police and the health service) play a leading role.
- We are increasingly taking a wider, more contextualised view of safeguarding and community safety, making the links and considering issues facing both children and adults together rather than separately.
- The affiliated boards are making good progress on the delivery of the partnership's work, although improvement in communication between the boards is an area of development.

As a result of the review, we have agreed to make some changes to the way the partnership is works. These changes are:

- **Redesigning our affiliated boards** - we will move forward with five affiliated boards: risk, assurance, review, tasking and child death. Assurance, which has been led by the Bedfordshire and Luton Clinical Commissioning Group (BLMK CCG), will now be chaired by the independent Safeguarding Scrutineer. This change reflects the change that the CCG is going through as it integrates with the Integrated Care System (ICS).
- **Schools and community partner representation** – we will build on the good representation from secondary school safeguarding leads and secure similar representation from primary schools. We will invite the chair of the newly formed Voluntary Sector Alliance to join the MK Together Management Board. Although no longer a regular member of the management board, Healthwatch will continue to play an important role as key members of Assurance Board.
- **A greater focus on the annual listening exercise** – we will widen the scope of the community safety partnership's annual survey to include safeguarding and we will use different ways of making sure everyone can have their say.
- **Focus on training and workforce** – these will become a standing item of on the management board agenda providing the opportunity to highlight any areas where commissioning multi-agency training might need to be considered.

The MK Together Partnership

Our guiding principles

- Our partnership arrangements have been underpinned by the following principles:
- **Improves outcomes for residents** – our partnership working should have a direct impact on the lives of the people living in Milton Keynes
- **Maximises value for the Milton Keynes pound** – streamlined partnerships which minimise duplication and help partners work together efficiently
- **Flexible and agile** – partnerships which adapt as needed in order to keep up with the ever-changing world
- **Facilitates system wide working** – a space for open and honest conversations, further enhancing relationships across the system.
- **Safeguarding as a golden thread** – it is front and central in everything we do.

Our partnership arrangements will:

- Have in place robust performance and quality monitoring measures with regard to the implementation of our agreed strategic priorities.
- Ensure that equality and diversity and safeguarding are incorporated in planning and service delivery.
- Be informed by innovation and sustainable best practice across the system which is then incorporated into commissioning plans.
- Have independent scrutiny at their core to provide assurance and hold a lens up to the system.
- Work with the support and advice of stakeholders and others, ensuring the views of local people are taken into account.
- Have suitable information sharing protocols in place signed by all responsible authorities.

Independent scrutiny arrangements

The whole partnership benefits from an independent safeguarding scrutineer who will act as a critical friend for decision-making across the system. The safeguarding scrutineer observes and challenges the work of the partnership, offering oversight of the effectiveness of our partnership arrangements. The independent safeguarding scrutineer attends the Health and Wellbeing Board and the Community Safety Partnership, as well the MK Together Management Board.

Our statutory duties

Health and Wellbeing Board

- To encourage integrated working for the purpose of advancing the health and wellbeing of the people in its area.
- To prepare and publish a joint health and wellbeing strategy.
- To prepare and publish a joint strategic needs assessment.

Community Safety Partnership

- To prepare a strategic assessment identifying the crime and community safety priorities in the area through the analysis of information provided by partner agencies and the community.
- To produce a partnership plan setting out the approach to addressing those priorities.
- To meet minimum standards of community consultation and engagement on issues of crime and disorder and substance misuse.
- To ensure an information sharing protocol is in place.
- To coordinate domestic homicide reviews.

Safeguarding Partnership

- To seek assurance that partner agencies are delivering on their statutory safeguarding responsibilities.
- To make arrangements to work together to safeguard and promote the welfare of all children in a local area.
- To coordinate and ensure the effectiveness of agencies in supporting vulnerable adults.
- To publish arrangements including arrangements for independent scrutiny.
- To carry out Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and implement local and national learning.
- To have arrangements in place to review child deaths.
- To publish a strategic plan (adults) and an annual report on the work of the partnership.
- To carry out a review of restraint at Oakhill Secure Training Centre.

Strategic Partnership Boards

The Health and Wellbeing Board and the Community Safety Partnership are the key strategic partnerships for Milton Keynes. Both are statutory boards that operate as formal committees of the council. They share the following key responsibilities:

- To encourage systemwide co-operation
- To assess local needs, identify priorities and strategy
- To agree new joint working arrangements or changes to them

Health and Wellbeing Board – Terms of reference

Frequency of meeting: Three times annually (June, October, and February)

Health and Wellbeing Boards are a component of the Health and Social Care Act 2012 and are statutory bodies. Constituted as a committee of Milton Keynes Council, the Health and Wellbeing Board is a Partnership Board. Acting as a key forum for leaders in health and social care they are designed to ensure an integrated and co-ordinated approach across NHS, social care and public health services in Milton Keynes.

The key functions of the Health and Wellbeing Board are:

- To provide system wide strategic leadership and oversight for improving the health and wellbeing of the people of Milton Keynes.
- To assess the strengths and needs of the local population and set strategic priorities for Health and Wellbeing by agreeing a Joint Health and Wellbeing Strategy, informed by the voice of people who live and work in Milton Keynes, that drives the priorities for the commissioning plans and public health action for health, social care, education and other services the Board considers appropriate.
- To have overarching oversight of the delivery of strategic objectives as set out in the Health and Wellbeing Strategy.

The core membership of the board will be made up of:

- The Leader of the Council (Chair)
- BLMK CCG Chair (Vice Chair)
- BLMK CCG Director of Commissioning and Contracting
- MKC Chief Executive
- MKC Director of Adult Services
- MKUHFT Chief Executive
- Central and North West London NHS Trust (CNWL) Chief Executive
- GP representative
- TVP Area Commander
- Bucks Fire and Rescue representative
- Director of Public Health
- Healthwatch representative
- VCS representative
- MKC Councillor from each group to include the Portfolio Holder for Adult Services, the Leader of the main opposition group and a representative from the minority opposition party

No elected councillor may serve on the Health and Wellbeing Board and hold a position of Chair of a Milton Keynes Council scrutiny committee.

The independent safeguarding scrutineer will be in attendance. Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair.

Meetings will be held in public except where exempt or confidential information is likely to be disclosed, and the meeting or part of the meeting is held in private. The public will be able to watch the meetings live on-line via YouTube. As usual, questions from the public should be submitted in advance of the meeting to mktogether@milton-keynes.gov.uk

Meetings are conducted in accordance with procedural rules applicable to council committees, except where modified by these terms of reference. Core members are expected to attend in person where possible.

Core members (other than councillors) are required to nominate deputies. Councillors, intending to nominate a substitute to attend on their behalf should notify Democratic Services in writing (which can be by email) before the start time for the meeting.

The quorum for the Board will consist of six members, of whom no more than half will be Councillors. Only core members will have the right to vote.

The main agenda items for the meetings will be as follows:

June	Oct	Feb
<ul style="list-style-type: none">• Agreeing ICS priorities• Annual 'Measures of Success' review	<ul style="list-style-type: none">• Joint Strategic Needs Assessment• Measures of success exception report	<ul style="list-style-type: none">• Agree strategic priorities for 2022/23• Measures of success exception report

Community Safety Partnership – Terms of reference

Frequency of meeting: Three times annually (July, November, and March)

It is a requirement of the Crime and Disorder Act 1998 to have a Community Safety Partnership. Our Community Safety Partnership provides strategic direction and executive accountability with the aim of reducing crime, and the fear of crime and making Milton Keynes a safer place.

The key functions of the Community Safety Partnership:

- a) To agree the overarching strategy to deliver community safety, reduce crime and disorder and fear of crime, reduce the misuse of drugs and alcohol, reduce reoffending by adults and young people, and tackle anti-social behaviour, informed by the voice of people who live and work in Milton Keynes.
- b) To agree the three-year community safety plan and review on an annual basis, informed by an annual assessment of crime and anti-social behaviour.
- c) To receive and approve an annual report reviewing plans and activities.

The Milton Keynes Council Cabinet member with responsibility for Community Safety will be appointed Chair, with the Vice-Chair being the Police Area Commander for Milton Keynes.

The core membership of the board will be made up as follows (representatives of the responsible authorities denoted with *):

- MKC Cabinet Member (Chair)
- TVP Area Commander (Vice Chair)*
- MKC Chief Executive*
- BLMK CCG Director of Commissioning and Contracting*
- Bucks Fire and Rescue*

- National Probation Service*
- Representative of the Police and Crime Commissioner
- Director of Children’s Services
- Director of Public Health
- VCS representative
- Urban and rural parish councillor
- Business representative
- MKC Councillor from each group

The independent safeguarding scrutineer will be in attendance. Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair. Membership will be reviewed regularly to ensure that the partnership has the requisite skills.

The representatives of the responsible authorities are voting members of the Community Safety Partnership. If a voting member is unable to attend a meeting he or she should appoint a deputy to act as a substitute. Any nominated deputies or substitutes for voting members must be of an appropriate seniority and be adequately briefed.

A quorum of a minimum of four representatives of the Responsible Authorities, except in financial matters when an affirmative vote of all Responsible Authorities will be required.

Meetings will be held in public except where exempt or confidential information is likely to be disclosed, and the meeting or part of the meeting is held in private. The public will be able to watch the meetings live on-line via YouTube. As usual, questions from the public should be submitted in advance of the meeting to mktogether@milton-keynes.gov.uk

Meetings are conducted in accordance with procedural rules applicable to council committees, except where modified by these terms of reference. Voting members are expected to attend in person where possible.

The main agenda items for the meetings will be as follows:

July	November	March
<ul style="list-style-type: none"> • Community safety strategy development • YOT Annual Report • Report on Domestic Homicide Reviews 	<ul style="list-style-type: none"> • Strategic assessment • Report on Domestic Homicide Reviews 	<ul style="list-style-type: none"> • Agree community safety strategy • Results of annual survey • Report on Domestic Homicide Reviews

MK Together Management Board – Terms of reference

Frequency of meeting: Four times annually (April, July, October, January)

The MK Together Management Board brings together senior leaders from key agencies in Milton Keynes to lead the delivery of strategic priorities and incorporates our multi-agency safeguarding arrangements as set out in Working Together 2018 and the Care Act 2014.

The MK Together Management Board is accountable to both the Health and Wellbeing Board and the Community Safety Partnership and will be the operational decision-making body for system wide service design. The board will do this by:

- a) Agreeing strategic priorities for the safeguarding of children and adults and reporting on progress annually.
- b) Developing shared policies, processes and response to identified issues, making best use of the total resources available.
- c) Co-ordinating the work of the affiliated boards, delegating effectively and providing active support and sponsorship.
- d) Commissioning any reviews including Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews.
- e) Commissioning any multi-agency training and co-ordinating a response to any workforce issues.

The core membership of the board will be made up of chief officer or senior level representation from the following agencies and will include lead representatives for local safeguarding partners:

- Milton Keynes Council (five places to include the Director of Adult Services, Director of Children's Services and Director of Public Health)
- BLMK CCG (two places)
- Thames Valley Police (two places)
- Milton Keynes University Hospital Foundation Trust (two places)
- CNWL (two places)
- Bucks Fire and Rescue
- National Probation Service
- MK Voluntary Sector Alliance
- HMP Woodhill

The independent safeguarding scrutineer will be in attendance. Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair.

Agencies should ensure regular and consistent attendance. For the meeting to be considered quorate, one representative of each of the following organisations must be present: Milton Keynes Council, BLMK CCG, Thames Valley Police, Milton Keynes University Hospital Foundation Trust, and CNWL.

Meetings will be held virtually, with at least one in person meeting a year.

Affiliated Boards

The partnership has five affiliated boards, each responsible for the delivery of a specific work stream. Each of the boards has a sponsor from the MK Together Management Board.

The role of the sponsor:

- To provide direction and guidance for the work of the affiliated board, reporting on and being accountable for progress made.
- To link between the affiliated board and MK Together Management Board, escalating risks and issues.
- To chair the affiliated board or to agree suitable alternative chairing arrangements.
- To secure agency representation and commitment to the delivery of the work of the affiliated board.
- To negotiate consensus amongst affiliated board members where there are differences of opinion, resolving conflict when needed.

The affiliated boards will link appropriately with wider strategic partnerships in order to maximise opportunities for joined up working. An informal meeting of the chairs of the affiliate boards will take place four times a year.

Affiliated Boards

1) *Risk*

The Risk Board identifies new and emerging areas of risk and exploitation. This Board maintains oversight of case-based panels including Channel Panel, Strategic Exploitation Panel and MARAC Steering Group.

2) *Tasking*

The Tasking Board develops and delivers multi-agency activities in response to specific problems or issues, including awareness raising campaigns and joint disruption or enforcement operations.

3) *Assurance*

The Assurance Board monitors performance against partnership plans and organises thematic reviews, audits and data review as appropriate. This Board is responsible for providing oversight of the statutory safeguarding responsibilities and is independently chaired by the safeguarding scrutineer.

4) *Review*

The Review Board manages case and practice reviews, ensuring they are appropriately commissioned, meet quality expectations and are delivered in a timely fashion, and that actions are taken forward and learning shared.

5) *Child death*

The Child Death Board reviews deaths of children normally residing in Milton Keynes, recording modifiable factors and making any recommendations for preventative action.

Further details of these partnership arrangements including terms of reference for the affiliated boards can be found in the [Appendices to this handbook](#) .

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Meetings annually



Safeguarding Scrutineer

Core membership

Leader of MKC (Chair)
BLMK CCG Chair (Vice chair)
MKC Chief Operating Officer
MKC Chief Executive
MKUHFT Chief Executive
CNWL Chief Executive
GP Representation
TVP Area Commander
Bucks Fire and Rescue
Director of Public Health
Director of Adult Services
Healthwatch representative
VCS representative
MKC councillor from each group

Health and Wellbeing Board

A formal committee of Milton Keynes Council set up under the Health and Social Care Act 2012 to improve health and wellbeing

Encourages system-wide co-operation

Assesses local needs, identifies priorities and strategy

Agrees new joint working arrangements or changes to them

A formal partnership (and Milton Keynes Council committee) set up under the Crime and Disorder Act 1998 to reduce crime and anti social behaviour

Community Safety Partnership

Core membership

MKC Cabinet Member (Chair)
TVP Area Commander (Vice Chair)
MKC Chief Executive
BLMK CCG Chief Operating Officer
Bucks Fire and Rescue
Police and Crime Commissioner
NPS/CRC (probation) representative
Director of Children's Services
Director of Public Health
VCS representative
Urban and rural parish councillor
Business representative
MKC councillor from each group

3

Meetings annually



Safeguarding Scrutineer

MK Together Management Board

Responsible for addressing the identified priorities of the Health and Wellbeing Board and Community Safety Partnership and oversight of our multi-agency safeguarding arrangements by:

- Fostering the right kind of relationships and culture to support place-based working.
- Agreeing strategic priorities for the safeguarding of children and adults and reporting on progress annually.
- Developing shared policies, processes and responses to identified issues, making best use of the total resources available.
- Co-ordinating the work of the affiliated boards (listed right), delegating effectively and providing active support and sponsorship.
- Commissioning any reviews including Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Review.
- Commissioning any multi-agency training and co-ordinating a response to workforce issues.

Core membership

MKC (five places including DASS, DCS and DPH)
BLMK CCG (two places)
TVP (two places)
CNWL (two places)
MKUHFT (two places)
BFRS
National Probation Service
Voluntary Sector Alliance

4

Meetings annually



Safeguarding Scrutineer



Risk

Identifies new and emerging areas of risk and exploitation and responses. Oversight of case-based panels (Channel, Multi-Agency Risk Management Group, Vulnerable Adults Risk Management and CR-MARAC). Sponsor: TVP



Tasking

Develops and delivers local and borough-wide multi-agency interventions, including awareness raising campaigns and joint disruption or enforcement operations, in response to specific problems or issues. Sponsor: MKC



Assurance

Monitors performance against partnership plans and organises thematic reviews, audits and data review as appropriate. Responsible for oversight of statutory safeguarding assurance duties. Independently chaired.



Review

Manages case and practice reviews, ensuring they are appropriately commissioned, meet quality expectations and are timely with any actions taken forward and learning is shared. Sponsor: MKUHFT



Child Death

Reviews information on all unexpected child deaths locally, recording any modifiable factors that may have contributed and making any recommendations to reduce future child deaths. Sponsor: MKC (DPH)

