

**JOINT PROTOCOL BETWEEN:**

**Central Bedfordshire Local Safeguarding Children Board and;  
Central Bedfordshire Health and Wellbeing Board  
Central Bedfordshire Children’s Leadership Board  
Bedford Borough and Central Bedfordshire Adult Safeguarding  
Board  
Central Bedfordshire Community Safety Partnership**

<b>Author(s):</b>	Business Managers of the Boards
<b>Date reviewed:</b>	January 2017
<b>Date Agreed:</b>	January 2017
<b>Date to be reviewed:</b>	January 2018

## 1. Introduction

This document sets out the expectations of the relationship and working arrangements between the above listed partnerships. It covers their respective roles and functions, membership of the partnerships, arrangements for challenge, oversight scrutiny and performance management. The chairs of the various partnerships have endorsed this document. It will be reviewed yearly from the date of signing or with any changes in legislation.

## 2. Local Safeguarding Children Board

The role of the LSCB is set out in legislation 'The Children Act 2004' and this is explained in government guidance ["Working Together to Safeguard Children" \(2015\)](#).

Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals that should be represented on LSCBs. In accordance with national guidance and in order to provide scrutiny the LSCB should be independent. It should not be subordinate to, nor subsumed within, other local structures.

The LSCB has a range of roles and statutory functions including developing local safeguarding policies and procedures and scrutinising local arrangements. The statutory objectives and functions of the LSCB are described below:

- To coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area.
- To ensure the effectiveness of what is done by each such person or body for those purposes.

### **The main functions through development and application of protocols are around:**

- Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority in relation to:
  - the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
  - training of persons who work with children or in services affecting the safety and welfare of children;
  - recruitment and supervision of persons who work with children;
  - investigation of allegations concerning persons who work with children;
  - safety and welfare of children who are privately fostered;
  - cooperation with neighbouring children's services authorities and their Board partners;
- Communication to persons and bodies in the authorities area as to the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so.
- Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve.
- Participating in the planning of services for children in the area of the authority; and

- Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.
- In relation to child deaths the LSCB is responsible for collecting and analysing information about each death and identifying any case giving rise to the need for a review; any matters of concern affecting the safety and welfare of children in the area of the authority and any wider public health or safety concerns.
- putting in place procedures for ensuring that there is a coordinated response by the authority, their Board partners and other relevant persons to an unexpected death.

### **Core Priorities**

- Ensure children in dangerous settings have faster, easier access to safeguarding support
- Ensure the effectiveness of safeguarding and early help support to children living in vulnerable families
- Ensure the effectiveness of the Board and partners

### **Statutory partners**

The LSCB is chaired by an independent individual and LSCB regulations stipulate that the following are represented on the LSCB.

- District councils in local government areas which have them. Central Bedfordshire is a Unitary Council.
- The Chief Officer of Police.
- BeNCH Community Rehabilitation Company/National Probation Service
- The Youth Offending Team;
- The NHS Commissioning Board and Clinical Commissioning Groups.
- NHS Trusts and NHS Foundation Trusts all or most of whose hospitals, establishments and facilities are situated in the local authority area.
- CAFCASS
- The governor or director of any secure training centre in the area of the authority.
- The governor or director of any prison in the area of the authority which ordinarily detains children.
- Lay members
- The governing body of a maintained school.
- The proprietor of a non-maintained special school.
- The governing body of a further education institution the main site of which is situated in the authority's area.

In Central Bedfordshire it is recognised that non-statutory partners have a valuable contribution to make to safeguarding children and the following are also represented:

- the Voluntary Sector through the Voluntary organisation for children young people and families (Vocypf) and Home-Start Central Bedfordshire
- a key local provider of services to children, South Essex Partnership Trust.

### **Arrangements in Central Bedfordshire**

The Strategic Board of the LSCB meets quarterly. It provides a strategic overview of performance and provides leadership and direction on partnership issues and safeguarding children in Central Bedfordshire.

The Core Business and Improvement Group which includes representation from key statutory partners and sub group chairs; meets 4 times per year, has clear Terms of Reference and provides detailed scrutiny of the range of sub groups supporting the Board's statutory work.

The multi-agency Case Review Group; Meets in response to emerging needs to carry out case reviews, including formal case reviews carried out using Working Together guidance and other reviews.

The Child Death Overview Panel meets regularly to review all child deaths of children normally resident in Central Bedfordshire. This panel covers Bedfordshire and provides annual reports to each of the LSCB's.

The LSCB Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area.

### **3. Local Safeguarding Adults Board**

The Care Act 2014 sets out the statutory framework for adult safeguarding, which stipulates local authorities' responsibilities, and those with whom they work, to protect adults at risk of abuse or neglect.

These provisions require the local authority to:

- Carry out enquiries into suspected cases of abuse or neglect (clause 34)
- Establish Safeguarding Adults Boards in their area (clauses 35-36). The role of these Boards, described in Schedule 1, will be to develop shared strategies for safeguarding and report to their local communities on their progress.

#### **Government policy**

The coalition government policy on adult safeguarding states "The Government's policy objective continues to be to prevent and reduce the risk of significant harm to adults from abuse or other types of exploitation, whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion. The Government believes that safeguarding is everybody's business, with communities playing a part in preventing, identifying and reporting neglect and abuse. Measures need to be in place locally to protect those least able to protect themselves." (Department of Health Statement of Government Policy on Adult Safeguarding May 2013)

The six principles which set the strategic aim of the Bedford Borough and Central Bedfordshire Safeguarding Adults Board are:

- Empowerment
- Protection
- Prevention
- Proportionality
- Partnership
- Accountability

The purpose of the joint Safeguarding Adults Board is to work in partnership to protect adults from abuse, maltreatment, neglect and prevent avoidable harm. To achieve this, the Board will:

- Challenge bad practice.
- Hold all local providers and partners to account
- Provide timely and proportionate interventions based on accurate assessment of risk and need.
- Prevent and reduce the risk of significant harm to adults at risk of abuse or other types of exploitation.
- Support individuals in maintaining choice over their lives and in making informed choices without coercion.

Through the Multi Agency Adult Safeguarding Policy, Practice and Procedures, members of the Safeguarding Adults Board and the organisations they represent, aim to achieve their commitment to:

- Safeguarding and promoting the independence, wellbeing and safety of adults at risk.
- Raising public awareness of safeguarding.
- Promoting work on the prevention of abuse.
- Tackling abuse in all settings.
- Ensuring that all staff and volunteers understand their roles and responsibilities in respect of safeguarding.
- Involving people who access services and carers in continual service improvements and the management and development of Safeguarding arrangements across Bedford Borough and Central Bedfordshire.
- Contributing and applying learning from serious case reviews.
- Ensuring that staff and volunteers are provided with appropriate training in safeguarding.

The Bedford Borough and Central Bedfordshire Safeguarding Adults Board is chaired by an independent chair. The Board will publish an annual report describing the activity undertaken in respect of the Board's strategic aims.

The Adult Safeguarding Board consists of representatives from the following agencies:

- Bedford Borough Council
- Central Bedfordshire Council
- Bedfordshire Clinical Commissioning Group
- East London Foundation Trust
- SEPT community health services
- Bedford Hospital Acute Trust
- Luton & Dunstable Foundation Trust
- Bedfordshire Police
- BeNCH Community Rehabilitation Company/National Probation Service
- East of England Ambulance Trust
- Bedfordshire & Luton Fire and Rescue Service
- POhWER

- Healthwatch Bedford Borough
- Healthwatch Central Bedfordshire

The Bedford Borough and Central Bedfordshire Safeguarding Adults Board is a joint partnership board between the two local authority areas. It operates the same principles for shared priorities, responsibilities and information sharing with the Bedford LSCB, CSP and Health and Well Being Board and shares a number of common statutory partners. The Bedford Borough partnership boards operate a separate protocol which addresses local shared priorities, responsibilities and information sharing. The two protocols are complementary and have received inter-authority approval.

#### **4. Health and Wellbeing Board.**

The Health and Social Care Act 2012 created a common flexible framework, by requiring the establishment of a Health and Wellbeing Board. There is also a statutory duty on Bedfordshire Clinical Commissioning Group in the legislation to work in partnership with local authorities.

Central Bedfordshire Health and Wellbeing Strategy 2012-2016 outlines the vision for improving health and wellbeing and reducing health inequalities in Central Bedfordshire. This has been informed by the Joint Needs Assessment. The strategy was agreed by the Board in April 2015 and is being refreshed.

##### **Core Priorities**

- Giving every child the best start in life
  - Babies have the best start in life
  - Parents or carers are equipped to nurture their child and the impacts of toxic trio are minimised
  - All children arrive at school in a great position to learn
- Ensuring good mental health and wellbeing at every age
  - Children, young people and adults are emotionally resilient
  - Children young people and adults with mental health illness recover quickly
  - People with poor mental health live as healthily and for as long as those with good mental health
- Improving outcomes for frail older people
  - Older people stay well at home longer
  - Older people with dementia and their carers feel supported to manage their dementia
- Enabling people to stay health longer
  - Fewer people develop long term conditions as a result of unhealthy lifestyles
  - Fewer people have complications as a result of a long term condition

##### **Partners**

- Bedfordshire Clinical Commissioning Group
- Central Bedfordshire Council
- Healthwatch

- NHS Commissioning Board Area for Hertfordshire & South Midlands

## 5. The Children's Leadership Board

New governance arrangements were agreed in December 2016 where the Health and Wellbeing Board, the Children's Leadership Board, the Stakeholder Forum and task and finish groups now provide the arrangements to deliver statutory duties to co-operate to improve children's wellbeing as set out in Section 10 of the Children's Act 2004.

The new governance arrangements include:

- a **Children's Leadership Board** - which provides strategic leadership to improve the health and wellbeing of children and young people in Central Bedfordshire. It aligns with the Health and Wellbeing Board and has the following functions:
  - ensuring a joint strategic approach to integrating services and jointly commissioning services that reflect local priorities and needs;
  - leading on determining the key priorities to improve outcomes for children and young people and developing the Children and Young People's Plan;
  - agreeing and co-ordinating major service development with relevant stakeholders to shape services that impact on the health and wellbeing of children;
  - endorsing the Joint Strategic Needs Assessment relating to children.

Co-operation arrangements and responsibilities include:

- developing and promoting a local vision to drive improved outcomes for local children, young people and their families;
- achieving this through better integrated services;
- establishing robust arrangements for interagency governance;
- developing better integrated strategies, processes and frontline delivery.

Core membership includes directors /equivalents (Clinical Commissioning Group, Police and Public Health and Children's Services) and a school representative from the Education Partnership Vision Board. Other additional members may also be invited as needed to drive the business forward. The Board is initially meeting every 6 weeks – with the Director of Children's Services as Chair (this role will rotate).

- a **Stakeholder Forum** – enabling engagement with a wider range of partners and interested parties on key issues. Stakeholders and partners continue to be involved in the various partnership Boards and Groups already in existence, and schools are developing new arrangements through clusters to support action around improvement priorities and representation at strategic planning meetings.
- a **Children and Young People's Board** ('Youth Central') to ensure that children and young people can influence strategies and services and provide challenge to partners.

- **A number of existing Boards / Groups** e.g. Support and Aspiration Programme Board, the Partnership Vision for Education Board, and a mental health and wellbeing task and finish group Task and Finish group.

**Current priorities are set out in the Children and Young People’s Plan (March 15 – March 17):**

- Improved educational attainment and progress
- Protecting vulnerable children and young people
- Early help and improving life chances
- Being healthy and positive.

In accordance with its functions, the Children’s Leadership Board is leading on the development of a new Plan.

## **6. Community Safety Partnership**

Community Safety partnerships (CSPs) aim to reduce crime and disorder, anti-social behaviour and other behaviour affecting the local environment, as well as reducing the misuse of drugs, alcohol and other substances, reduce the fear of crime and increase public confidence in our service.

This coordinated approach was encapsulated in the Crime and Disorder Act 1998, which made it a statutory duty for each local authority area to have a Community Safety Partnership. In Central Bedfordshire the Community Safety Partnership is made up of representatives from five statutory partners. Community safety is an area of concern for all communities. It is consistently a high public priority, and one that can affect the quality of life for individuals and entire communities. In recent years it has been acknowledged that tackling community safety issues cannot be done by the police alone, but is dependent on a number of organisations, and services, working together to find solutions to community problems. From 1st April 2013, under the Health and Social Care Act 2012 Clinical Commissioning Groups will become a ‘responsible authority’ on the CSP, replacing Primary Care Trusts.

The CSP is statutorily responsible for reducing crime and disorder, substance misuse and re-offending in each local authority area. CSPs often take responsibility for the commissioning of services such as domestic violence, offender management and drug and alcohol services. Each CSP across the country is required to produce a Partnership Plan. This plan builds on the Partnership Strategic Assessment, which sets out the analysis of crime and disorder and identifies the priorities which we will focus our efforts into addressing.

### **CSP priorities for 2016-2019**

The proposed priorities identified are:

- **Protecting the Public** – in particular dealing with Modern Day Slavery, Trafficking of Human Beings, Prevent and Child Sexual Exploitation
- **Dealing with Domestic Abuse** – in particular Black and Minority Ethnic Groups, under 18yrs and Medium Risk Victims
- **Protecting our Communities** – in particular dealing with ASB (nuisance motorcycles) and Street Drinking.

## **Responsible Authorities of the Central Bedfordshire CSP**

- Central Bedfordshire Council
- Bedfordshire Police
- NHS Bedfordshire Clinical Commissioning Group
- BeNCH Community Rehabilitation Company/National Probation Service
- Bedfordshire Fire and Rescue Service

## **Membership of the CSP Executive**

- Central Bedfordshire Council (including Executive Councillors, Public Health and Children's Services)
- NHS Bedfordshire Clinical Commissioning Group
- Bedfordshire Fire and Rescue Service
- Bedfordshire Police
- BeNCH/Community Rehabilitation Company
- Central Bedfordshire Safeguarding Adults Board
- Bedfordshire Youth Offending Service
- Office of the Police and Crime Commissioner

## **Arrangements in Central Bedfordshire**

The CSP Executive meets on a quarterly basis. It provides a strategic overview of performance, scrutinises work towards the agreed priorities, is the governance for domestic abuse matters and provides leadership and direction on partnership issues in Central Bedfordshire.

The CSP Steering Group meets on a six weekly basis and provides action towards the CSP priorities, investigates new initiatives and ways of working, and recommends to the CSP Executive.

The CSP Tasking Group meets on a monthly basis and is the tactical arm of the CSP, reacting to crime and disorder in the area, and working with partners to enhance intelligence and information known about a person, place or problem.

## **7. Ensuring the Boards are working well together**

### **Shared priorities and responsibilities**

As set out above, the Boards cover a wide range of issues. However there are a number of shared priorities where the named Boards will need to ensure that leadership and accountability for issues is clear and that information is effectively shared. These shared priorities relate to protecting vulnerable adults and children from harm and include:

- domestic abuse
- mental health
- substance misuse
- other safeguarding issues such as child sexual exploitation, antisocial behaviour, hate crime and human trafficking, and

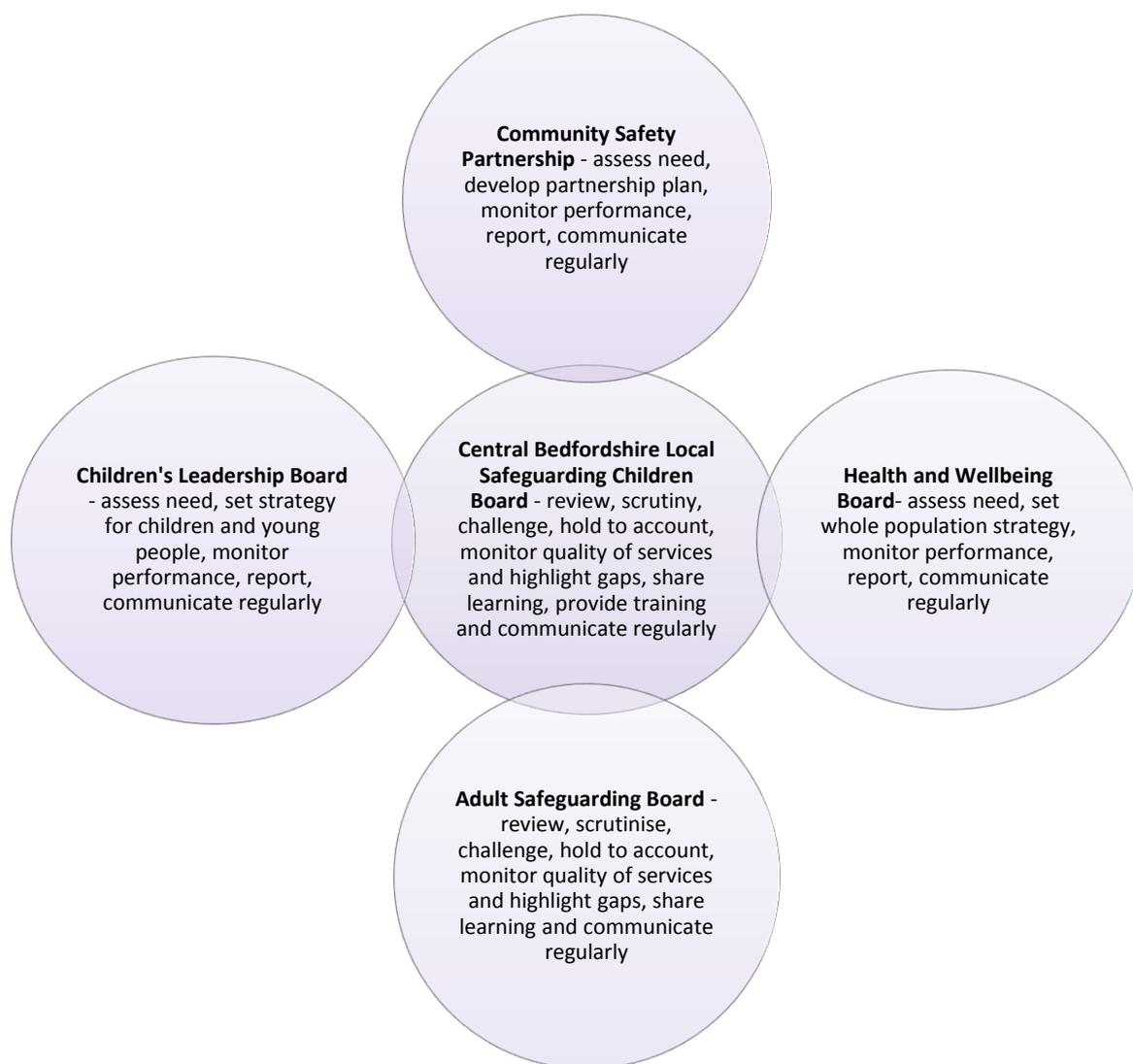
- workforce sufficiency

### **Leadership and accountability**

- The Local Safeguarding Children Board is the statutory lead partnership for ensuring the effectiveness of services that ensure the welfare and safety of children, including early help.
- The Adult Safeguarding Board is the lead partnership for ensuring the welfare and safety of vulnerable adults.
- The Community Safety Partnership has the strategic lead for understanding need, and performance in relation to domestic abuse, sexual abuse and re-offending .
- The Health and Wellbeing Board has the strategic lead for understanding need in relation to the health and wellbeing of the population and for delivering the priorities in the Health and Wellbeing Strategy.
- The Children's Leadership Board has the strategic lead for improving the health and wellbeing of children and young people in Central Bedfordshire, and for understanding associated needs, developing a strategy with partners and monitoring performance in relation to the agreed strategic partnership priorities.

Where children are approaching the transition to adulthood the Safeguarding Children Board and the Adult Safeguarding Board will need to work together to ensure arrangements in place are effective to support them through this transition and keep them safe.

Workforce sufficiency, across the professions that deliver services in relation to the above priorities, remains a national and local issue. Sufficiency remains the responsibility of the agency with statutory responsibility for commissioning or delivering the services. Workforce sufficiency can be scrutinised by any of the Boards in relation to delivery of support services for families or individuals dealing with the issues above. Reports may be referred to another Board where there are sufficiency or quality concerns and where it is felt that Board should be aware of the impact in relation to its priorities around protecting vulnerable adults and children from harm.



## **Mutual Challenge**

The Boards through their chairs or at their direction will provide constructive challenge to each other across these issues identified above. This is to ensure that core priorities and business aims are met, and the commissioning of services is in line with safeguarding practices. The relevant Board will need to be alerted to any issues identified either through the chairs or via a report that is referred if the issue is complex and detailed.

The following routes may be instigated when required:

- A chair can make a formal written request of another chair for information or consideration of an area of concern.
- A chair can make a request of another chair for an item to be placed on a Board meeting agenda to address a particular area of concern.
- A chair can request a meeting between Board Chairs (and other representatives) to consider and agree a way forward regarding issues that have not been resolved by the above.

- Where an area of concern cannot be resolved within the above framework, a resolution meeting will be held between Board Chairs, the Director of Children's Services and Central Bedfordshire Council's Chief Executive as a minimum.

### **Information sharing**

Information will continue to be shared across the Boards through consultation on strategies, annual reports, inspection reports and through shared membership. The following arrangements will promote information sharing:

- The Chairs and business managers will receive a copy of each other's agendas and minutes and note relevant recommendations and issues.
- The Chairs will meet annually following the publication of Annual Reports to inform planning and priorities for the following year and to review the Risk Log held by the Local Safeguarding Children Board.
- The Chairs will formally report their Annual Reports to each Board.
- Business managers will share agendas and minutes from operational meetings and will meet quarterly to ensure effective information sharing and alignment of agenda setting.

Members who sit on more than one Board are expected to attend meetings regularly. They have a key role in ensuring they represent their organisations and share information on the issues and concerns being discussed at both Boards. They are a key mechanism for linking and sharing information at this strategic level.

There is the following common membership across the Boards:

- the Chief Executive (CBC) sits on the Health and Wellbeing Board;
- the Director of Adult Social Care (CBC) and the Executive Member for Social Care and Housing sit on the Adult Safeguarding Board and the Health and Wellbeing Board;
- The Executive Member for Social Care and Housing also sits on the Safeguarding Children Board..
- the Director of Public Health (CBC) sits on the Health and Wellbeing Board, the Children's Leadership Board and is the vice chair of the Community Safety Partnership;
- the Community Services Director (CBC) chairs the Community Safety Partnership and sits on the Health and Wellbeing Board;
- the Assistant Director, Operations (CBC) and the Assistant Director, Adult Social Care (CBC) both sit on the Safeguarding Children Board and the Adult Safeguarding Boards;
- the Assistant Director, Operations (CBC) sits on the Central Bedfordshire LSCB, the Adult Safeguarding Board and the Community Safety Partnership;
- the Chief Operating Officer of the BCCG is a member of the Health and Wellbeing Board.
- the Clinical Director of the BCCG is a member of, the Community Safety Partnership and the Health and Wellbeing Board.
- The Director of Children's Commissioning BCCG sits on the Children's Leadership Board.

- the Director of Children’s Services sits on the Safeguarding Children Board, the Children’s Leadership Board and the Health and Wellbeing Board

	<b>Safeguarding Children Board</b>	<b>Children’s Leadership Board</b>	<b>Adult Safeguarding Board</b>	<b>Health and Wellbeing Board</b>	<b>Community Safety Partnership</b>
<b>Independent Chair of the Local Safeguarding Children Board</b>	Chairs				
<b>Executive Member for Social Care and Housing</b>	Attends		Attends	Attends	
<b>Chief Executive CBC</b>				Attends	
<b>Director of Children’s Commissioning and Nursing and Quality, Bedfordshire Clinical Commissioning Group</b>		Attends			
<b>Chief Operating Officer, BCCG</b>				Attends	
<b>Director of Social Care, Health and Housing</b>			Attends	Attends	
<b>Director of Children’s Services</b>	Attends	Chairs		Attends	
<b>Director of Public Health</b>		Attends		Attends	Vice-chair
<b>Clinical Director, BCCG</b>				Attends	Attends
<b>Assistant Director, Operations, CBC</b>	Attends		Attends		Attends
<b>Director of Community Services</b>				Attends	Chairs
<b>Deputy Leader and Executive Member for Health</b>				Chairs	
<b>Independent Chair of the Safeguarding Adults Board</b>			Chairs		

Through this protocol Chairs and partners will:

- have an ongoing and direct relationship, communicating regularly;
- work together to ensure that action taken by one partnership does not duplicate action taken by another; and
- ensure that they are committed to working together to ensure that there are no strategic or operational gaps in policies, protocols, services or practice.

## Signatories to the Central Bedfordshire Joint Protocol for Strategic Boards January 2016

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Alan Caton OBE

Chair  
Central Bedfordshire  
Safeguarding Children Board

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Councillor Maurice Jones

Chair  
Central Bedfordshire Health and Wellbeing  
Board

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Sue Harrison

Chair Central Bedfordshire  
Children's Leadership Board

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Terry Rich

Chair  
Bedford Borough and Central  
Bedfordshire Adults Safeguarding  
Board

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Marcel Coiffait

Chair  
Central Bedfordshire Community  
Safety Partnership