

Bracknell Forest Partnerships' Memorandum of Understanding

Protocol outlining the relationship between:

Bracknell Forest Safeguarding Board



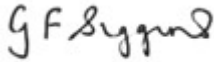

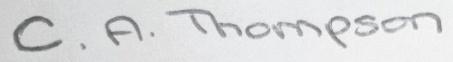
Health & Wellbeing Board

Children and Young People's Partnership

Community Safety Partnership

Corporate Parenting Advocacy Panel

This protocol will be reviewed annually to ensure it remains up to date with changing policy and legislation:

Signed	Designation
	Chair Bracknell Forest Safeguarding Board
	Chair Health and Wellbeing Board
	Chair Children and Young People's Partnership
	Chair Community Safety Partnership
	Chair Corporate Parenting Advocacy Panel

Date last reviewed: Jan 2023
Date of next review: Jan 2024
Version Number: V3.0

Approved by: BFSB, HWB, CYPP, CSP and CPAP

1 PURPOSE

This Protocol relates to Boards in Bracknell Forest which are working to safeguard children, young people and adults who are vulnerable to abuse. Specifically these are:

- Bracknell Forest Safeguarding Board (BFSB) (*page 3*)
- Health & Wellbeing Board (HWB) (*Page 4*)
- Children and Young People's Partnership (CYPP) (*Page 6*)
- Corporate Parenting Advocacy Panel (CPAP) (*Page 7*)
- Community Safety Partnership (CSP) (*Page 8*)

The Protocol sets out:

- The distinct roles, responsibilities and governance arrangements for each of the above boards and partnerships, including their specific roles and responsibilities in relation to safeguarding.
- How they work together to safeguard and promote the welfare of people living in Bracknell Forest.
- Governance, accountability and coordination arrangements for thematic areas that are relevant to more than one of the above bodies.

Safeguarding is everyone's responsibility. As such, this protocol aims to ensure:

- clarity in respect to the roles and responsibilities of the above partnerships and boards
- that work is well co-ordinated with no duplication of effort.
- that we achieve more by working together.
- that working together has a positive impact on outcomes for Bracknell Forest residents.
- that there is effective challenge and scrutiny of safeguarding arrangements across Bracknell Forest.

Where the word safeguarding is used in this document it means:

- Protecting people from abuse, maltreatment or neglect.
- Preventing impairment of health or development.
- Promoting the welfare of children and adults and ensuring they have safe and effective care
- Taking action to enable people have the best life chances.

2 FUNCTIONS OF BOARDS AND PARTNERSHIPS

Bracknell Forest Safeguarding Board (BFSB)

Purpose and Functions

The purpose of the Bracknell Forest Safeguarding Board (BFSB) is to gain assurance that robust arrangements are in place to keep vulnerable people safe regardless of their age. The Board ensures that the statutory duties set out within the Care Act 2014 and the Children and Social Work Act 2017, along with the associated statutory guidance, are discharged. The safeguarding Board is made up of the three statutory safeguarding partners – Bracknell Forest Council, Thames Valley Police and the Clinical Commissioning Group

The Functions of the Safeguarding Board are:

- To be responsible and accountable for the coordination and direction of multi-agency arrangements to help, protect and safeguard children and adults
- To scrutinise functions of the supporting safeguarding Partnership, endorse strategies for managing risk and shared decision making
- Identify, engage and support partner agencies in ensuring they contribute resources to the Safeguarding Partnership
- Identify, engage and support partner agencies in ensuring they contribute resources to the Safeguarding Partnership
- To strengthen links to other local strategic partnerships to address local needs effectively
- Require partners provide assurance that they are commissioning safe services that meets identified need
- Promote robust challenge and ensure transparent escalation policies and processes are in place
- Agree delegated responsibilities and functions to the Safeguarding Partnership and to T&F/ subgroups
- To drive the strategic plans and produce annual reports
- To ensure Safeguarding Adult Reviews and Child Safeguarding Practice Reviews are conducted, approve their publication and implement local and national learning

Read the [Terms of Reference](#) for the Safeguarding Board

Governance and Accountability

The Safeguarding Board has a role in coordinating and ensuring the effectiveness of the work of local partners to safeguard and promote the welfare of children and adults at risk. The Board will hold organisations, individually and in partnership, to account for their performance in this respect. However, the Board is not accountable for their operational work and each Board partner retains their organisational lines of accountability for safeguarding.

The Safeguarding Board oversees a system of local multi-agency safeguarding arrangements that consist of a supporting safeguarding partnership and a series of subgroups. The Chair of the Safeguarding Board provides independence and scrutiny so that the Board can exercise its challenge function effectively. The agreement of statutory partners is required for any work that has implications for policy, planning or the allocation of resources.

Details of the role and functions of the Safeguarding Board, the Safeguarding Partnerships and the subgroups can be found at -

[Safeguarding Board website](#)

[View the structure of the Safeguarding Board](#)

[Read the Safeguarding Board's Strategic Plan](#)

Health and Well-Being Board (HWB)

This information is correct at the time of publication (March 2021); however the focus and

priorities are under review and are therefore subject to change.

Purpose and Function

The Health and Social Care Act 2012 established health and wellbeing boards as a forum where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities. Its focus will be on securing the best possible health outcomes for all local people.

The HWB aims to:

- Drive whole system leadership and set and hold the vision for health and social care across Bracknell Forest.
- Be a focused strategic partnership board to deliver improved outcomes.
- Have oversight of the delivery of the commissioning strategies of the organisations to support the delivery of the health and wellbeing strategy.
- Deliver its statutory responsibilities set out above.

The key functions of the HWB are:

- To prepare a Joint Strategic Needs Assessments (JSNA) and Joint Health and Wellbeing Strategies (JHWS), a statutory duty of local authorities and clinical commissioning groups (CCGs).
- To encourage integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e. lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- To sign off the Better Care Fund BCF (formerly known as the Integrated Transformation Fund)
- Produce a pharmaceutical needs assessment: This was formerly a responsibility of the primary care trust but the Health and Social Care Act 2012 transferred responsibility for the developing and updating of PNAs to health and wellbeing boards.
- To use its power of influence to encourage closer working between commissioners of health-related services and the board itself.
- To use its powers of influence to encourage closer working between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services.
- Any other functions that may be delegated by the council under section 196(2) of the Health and Social Care Act 2012.

The HWB is responsible for the improvement of outcomes across all aspects of health and wellbeing in Bracknell Forest. Children and young people's safeguarding and the safeguarding of adults at risk of harm are key elements of this. The HWB will ensure relevant consideration is given to safeguarding for both children and adults through:

- Addressing safeguarding holistically in local needs assessment; including by considering and addressing information provided by the Safeguarding Board on safeguarding priorities.
- Integrating safeguarding into the development of the Joint Strategic Needs Assessment and the Health and Well-Being Strategy
- Having oversight and receiving assurance from Children and Adult CYPPS, Healthy

Communities Partnership (Public Health) and Safeguarding Board that safeguarding is being integrated into commissioning arrangements at both strategic and operational levels.

Terms of Reference and Membership

The Terms of Reference, including membership for the HWB can be found at: <http://democratic.bracknell-forest.gov.uk/mgCommitteeDetails.aspx?ID=632>

Governance and Accountability

The HWB will be accountable for its actions to its individual member organisations.

There will be sovereignty around decision making processes. Representatives will be accountable through their own organisation's decision making processes for the decisions they take. It is expected that Members of the HWB will have delegated authority from their organisations to take decisions within the terms of reference.

[Read the Health and Well Being Board Strategy \(Seamless Health\)](#)

Children and Young People's Partnership (CYPP)

Purpose and Function

The CYPP supports collaborative working and decision making that improves health and social care outcomes for children and young people in Bracknell Forest. The CYPP will work to secure sustainable, appropriately integrated health, social care and education, delivered to children and young people, from pre-birth up to transition to adulthood, with high quality delivery and outcomes. This will be done through effective partnerships between health, local authority and wider partnership organisations in Bracknell Forest, and through working collaboratively with children, young people and families.

The main function of the CYPP is to manage the overall agenda for the Partnership and oversee the setting of the priorities. It will ensure that:

- There is a Bracknell Forest Children and Young People's Plan, which acts as the strategic plan for local services for children and young people and that the defined actions and outcomes associated with this plan are monitored on a quarterly basis
- The JSNA and other insights about population needs are used to inform the CYP Plan and that this plan clearly links to other key local strategies such as the SEND strategy and the Local Transformation Plan (LTP)
- There is a clear and agreed Delivery Plan which informs both the joint and individual partners commissioning intentions.
- The CYPP Delivery Plan is monitored, ensuring that key outcomes are met and improvement plans where required are produced and delivered.
- There is a proactive approach to the identification and management of risks and issues ensuring that these are escalated as required.
- The CYPP will actively work with its partners outside of Bracknell Forest where needed to ensure effective delivery of outcomes in line with key strategic priorities as set out in the Children and Young People's Plan.

The CYPP is responsible for the improvement of a set of defined outcomes for children and young people living in Bracknell Forest. In the delivery of the CYP Plan, the partnership will at all times ensure consideration is given to safeguarding for children and young people, including as they transition into adult services by:

- Addressing safeguarding holistically in local needs assessment; including by

considering and addressing information provided by the Safeguarding Board on safeguarding priorities.

- Integrating safeguarding into the way we secure services for our communities at both strategic and operational levels
- Embedding and integrating safeguarding into operational service arrangements

Governance and Accountability

The CYPP is a partnership which is accountable to:

- The formal decision making arrangements within statutory partners organisations through the Executive membership of the Partnership and the delegated authority they hold on behalf of their respective organisation.
- The Health and Wellbeing Board.

Each organisation remains accountable for the delivery of any statutory service or accountability that sits within their remit.

A copy of the most recent Joint Strategic Plan for Children and Young People (2018 – 2021) can be found [here](#).

Corporate Parenting Advocacy Panel (CPAP)

Purpose and Function

Bracknell Forest Council's Corporate Parenting Advocacy Panel considers matters concerning the Council's role as a Corporate Parent to children and young people Looked After and those receiving Aftercare services. In particular with regard to improving the health, education, employment, training and housing outcomes for children and young people Looked After through:

- Ensuring integrated planning and activity for Children Looked After and actively promoting opportunities for children Looked After by the Council.
- Ensuring effective communication arrangements are in place between panel members and the children and young people who are Looked After.

The key objectives of the Corporate Parenting Advocacy Panel are to:

- Engage with and listen to the voice of Children Looked After and care leavers through representatives of SiLSiP.
- Inspire children and young people in care to have confidence, independence and ambition
- Act in the best interests, and promote the physical and mental health and wellbeing, of those children and young people in care
- Encourage children and young people in care to express their views, wishes and feelings, and take these into account.
- Make sure that children and young people in care are safe, with stable home lives, relationships and education or work
- Prepare children and young people in care for adulthood and independent living
- Actively encourage Members to engage with their corporate parenting responsibilities for Children Looked After and Care Leavers through training and awareness raising.
- Make recommendations to the relevant decision maker about matters relating to Children Looked After and Care Leavers to improve their experience of living under the care of Bracknell Forest Council.

Terms of Reference and Membership

The Panel shall comprise six Elected Members according to the usual apportionment arrangements. Panel members shall be appointed annually by the Leader of the Council.

The following non-voting co-optees shall also be invited to all meetings:

- Executive Member for Children, Young People and Learning
- Two Foster Carers
- Two representatives of Say it Loud Say it Proud (SiLSiP)
- One Health Representative

The following representatives will also be invited to attend meetings as appropriate, and will be sent information relating to all Panel meetings:

- Representatives of the Children Looked After pod or Family Placement Team
- Virtual School Head
- Headteacher representative
- Care Leavers advocate
- Other specialist groups working with Children Looked After, as required.

The lead officers for the Panel will be the Head of Service for Life Chances, the AD Children's Social Care, the Virtual School Head, (or Assistant Virtual School Head) supported by an Officer from Performance Management and Governance and other officers as necessary.

The Executive Director: People will attend periodically.

Members of the Panel will be required to attend appropriate training

Governance and Accountability

The Corporate Parenting Advocacy Panel will meet four times a year. Panel members shall be required to undertake ongoing training, and will have opportunities to engage (where appropriate) with representatives of children in care on behalf of all of the Council's Corporate Parents. Because Panel members will not be undertaking work alone with young people, a DBS check is not required. In addition, Panel members will be invited to an annual event to celebrate the successes of Children Looked After.

The normal rules for a quorum for Panel meetings shall apply. The Panel will have no direct decision-making powers but will make recommendations where appropriate to the Executive.

Community Safety Partnership (CSP)

Purpose and Function

The legislative framework for CSPs comprises 2 primary documents: the Crime and Disorder Act 1998 which established CSPs and the Crime and Disorder (Formation and Implementation Strategy) Regulations 2007 which requires CSPs to undertake an annual audit of crime, disorder and the misuse of drugs within their areas and then publish a 3-year CSP Plan (to be refreshed annually).

The CSP is a strategic partnership whose key aim is to address crime and disorder reduction at borough level. Its key functions are summarised as follows:

Key Functions

- To robustly ensure its effectiveness and continual development in reducing levels of crime and disorder in BF as well as fear of crime
- To take a Bracknell Forest-wide approach to tackling existing and emerging crime and disorder issues and responding to shared challenges
- To commission the production of the annual partnership strategic assessment to analyse volumes, trends and projections and use that data, alongside partner intelligence and community views to help determine priorities
- To agree borough level community safety priorities and the summation of those within the annual Community Safety Plan
- To monitor, disseminate and translate changes in legislation, national strategy and procedures to partners including businesses and the community, highlighting the need for policy development and funding, if appropriate
- To maintain legal, accurate and effective information-sharing arrangements with partners
- To ensure that risks to community safety are anticipated, communicated and documented together with mitigation arrangements
- To establish, maintain and review effective strategic and operational groups to deliver against the CSP Plan's priorities and ensure that progress is communicated regularly to the CSP
- To collaborate effectively with existing boards/panels linked to the CSP and proactively develop new links with others so that, collectively, risk of becoming a victim of crime and disorder is reduced through crime awareness, crime prevention and safeguarding the most complex, vulnerable people in the community. This should include being 'critical friends' to each other
- To proactively identify and work to remove barriers to successful partnership-working and seize opportunities to develop new associations
- To establish, maintain and review a communication strategy including partners and the community to reduce fear of crime in the borough including building community resilience to prevent and deter crime and disorder
- To conduct reviews of domestic homicides as required by the Domestic Violence Crime and Victims Act 2004 and advise partners including the Office of the Police and Crime Commissioner (OPCC) on lessons learned
- To provide the OPCC with a single point of contact and engagement
- To oversee/advise and ensure effective deployment of partnership community safety funds, where they exist

See Appendix 1 for CSP's structure chart

[View the Community Safety Partnership's strategic plan.](#)

3 HOW THE BOARDS AND PARTNERSHIPS WORK TOGETHER

The boards and partnerships have distinct, yet complementary functions. Safeguarding is not the core purpose for all of the boards and partnerships, but it is a key theme that unites them all.

The information provided in the section above, outlines the roles and responsibilities that each board / partnership has in relation to safeguarding. This section sets out how they will work together to safeguard and promote the welfare of children and adults in Bracknell Forest.

Key principles:

- **We will offer mutual challenge and support:**

The BFSB have a specific remit to ensure the effectiveness of safeguarding arrangements across partners. As such they will work with, and where necessary offer challenge to the HWB, CPAP, CSP and the CYPP to ensure that they safeguard and promote the welfare of children and adults in the work that they do.

Independent of the scrutiny roles of the BFSB, the boards and partnerships will offer each other mutual challenge and support in order to optimise safeguarding arrangements and ensure we are achieving the best possible outcomes for our children, young people and adults.

- **We will share good practice and resources**

To help each of the boards and partnerships to develop and improve, relevant good practice and resources will be shared. This could include policies and practices, including those identified in other authorities, or opening out training and development opportunities across the wider partnerships.

- **We will work together on themes of common interest:**

Some themes have relevance across a number of the boards and partnerships. In such cases there will be joint working to reduce duplication of effort. Arrangements for this are set out in more detail in the next section.

- **We will be open and honest:**

The key partnerships will work together in a way that is open and honest, recognising that we are all seeking to achieve the best possible outcomes for Bracknell Forest residents.

- **We will talk to each other about areas of risk**

We will share information on key risks or concerns. This will help the different boards and partners to maintain a good understanding of emerging risks that may be relevant to their work and support the principle of offering mutual challenge and support.

- **We will think partnerships**

All of the partnerships and boards will seek to adopt a mind-set where they stop and consider the wider partnerships context in relation to the work that they are doing. Where there is benefit in informing, or working together with other partnership they will seek to do this.

Reporting arrangements between partners

The reporting arrangements for regular / annual reports will support closer working between the partnerships. It is expected that reports will clearly state the response and / or action that is required from the receiving Board and that reports will be tabled with sufficient time for appropriate discussion and challenge, for issues relevant to that partnership to be identified and necessary action agreed.

- The BFSB will present their Annual Report to the HWB, CYPP, CSP and CPAP in the Autumn.
- The BFSB will receive the Annual Report from the CPAP and the HWB strategy and JSNA.

In the case of issues or exception reports which fall outside of the above fixed reporting protocol:

- Any of the Chairs can make a written request to another partnership for information or consideration of any area of concern
- Any of the Chairs can make a request for an item to be placed on another partnership meeting agenda
- Any of the Chairs can request a meeting with one or more of the other partnership Chairs to consider and agree a way forward regarding specific issues

Where an area of concern cannot be resolved within the above framework, a resolution meeting will be held between the Board Chairs and officers at Director / Head of Service level.

Partnerships' Chairs Meetings

The partnership Chairs of the CYPP, CSP, CPAP, HWBB and BFSB meet on a quarterly basis. There is a standing agenda item providing updates on issues within the partnerships. This enables greater understanding of each other's structures, reporting mechanisms and shared priorities.

Common membership

Where there is common membership between the partnerships, these common members have a role in ensuring that relevant information is communicated across the partnerships, and they should raise relevant issues to the appropriate board or partnership Chair. In particular, the following people will have a key role in ensuring continued strong relationships between the partnerships.

Executive Director of People
 Director of Public Health (DPH)
 Lead Member for Children, Young People & Education
 Lead Member for Adult Services, Health & Housing
 The Local Authority Chief Executive
 Executive Director of Nursing and Quality
 LPA commander for Bracknell & Wokingham

The role of the Police and Crime Commissioner (PCC) and Panel

PCCs have a legal responsibility to hold their chief officer to account for their duties in terms of protecting children. Specifically, section 1(8) (h) of the Police Reform and Social Responsibility Act 2011 states that: 'The police and crime commissioner must, in particular, hold the chief constable to account for the exercise of duties in relation to the safeguarding of children and the promotion of child welfare that are imposed on the chief constable by sections 10 and 11 of the Children Act 2004.' The Police and Crime Panel, which consist of Member representatives across the Thames Valley in turn holds the PCC

to account. The PCC and Panel are therefore key partners who should be consulted with on any safeguarding concerns.

4 WORKING TOGETHER ON THEMES OF COMMON INTEREST

There are a number of pieces of work or themes which are relevant to more than one partnership. In such cases the default position should be that partnerships seek to work together to achieve the best outcomes and reduce duplication of work.

When a piece of work or theme is identified that is likely to have relevance across more than one partnership:

- The other partnerships should be contacted to discuss the relevance of the theme / piece of work
- There should be agreement across those partnerships for whom the theme / piece of work is relevant on the following:
 - The approach to be taken
 - Which partnership will lead and how all partners will contribute
 - Responsibility and accountability for that particular piece of work / theme
 - Communication / reporting arrangements

It is recognised that this is likely to require formal discussion and decision making at partnership meetings. However, in most cases this should not delay work from starting.

