

B&NES Community Safety and Safeguarding Partnership

Meeting title	Operational Group		
Date	10th December 2019		
Time	2.00-5.00pm		
Venue	W1.1 Keynsham Civic Centre, BS31 1FS		
Distribution	All members		
Present	Name	Initial	Role, Organisation
	Siân Walker-McAllister	SW	B&NES Community Safety and Safeguarding Partnership Independent Chair
	Kirstie Webb	KW	B&NES Community Safety and Safeguarding Partnership Business Manager
	Adrian Carr	ACa	Partnership Manager, Department of Work and Pensions
	Alex Francis	AF	Team Manager, Julian House Bath
	Amanda Cranston	ACr	Lay Member for Children
	Anthea Pritchard	AP	Lay Member for Adults
	Bruce Lawrence	BL	Director of Public Health, B&NES Council
	David Pendle	DPe	Independent Equality Group and Interfaith Group
	Deborah Patten	DPa	Head of Adult Social Care & Learning Disabilities, Virgin Care
	Duncan Stanway	DS	Assistant Director, Barnardo's
	Fiona Finlay	FF	Designated Doctor, Virgin Care
	Gill May	GM	Director of Nursing and Quality, BaNES, Swindon and Wiltshire Clinical Commissioning Group
	Kevin Day	KD	Senior Probation Officer, HM Prison and Probation Service
	Lesley Hutchinson	LH	Director of Adult Social Care, Complex and Specialist Commissioning, B&NES Council
	Lynn Franklin	LF	Head of Safeguarding, Avon and Wiltshire Mental Health Partnership NHS Trust
	Marc Hole	MH	Head of Commissioning and Partnerships, Office of the Police and Crime Commissioner
	Marjorie Stephenson	MS	Lay Member for Adults
	Mary Kearney-Knowles	MKK	Director of Children and Young People, B&NES Council
	Mike Bowden	MB	Corporate Director, B&NES Council
Neil Liddington	NL	Area Manager, Avon Fire and Rescue	
Nicky Kemp	NK	Director of Policy & Planning, Bath University	
Nicola Smith	NS	Headteacher, St Nicholas Church of England Primary	
Pam Dunn	PD	Operations Director, Carewatch Bath	
Paul Crossley (Cllr)	PC	Cabinet Member for Community Services,	

	Penny McKissock Rob Appleyard (Cllr)	PM RA	B&NES Council Chief Executive, South Side Cabinet Member for Adult Social Care & Health, B&NES Council
	Robert Fortune	RF	Area Manager Lighthouse Safeguarding Unit, Avon and Somerset Police
	Samantha Bailey	SB	Note Taker, B&NES Council
	Samantha Jones	SJ	Inclusive Communities Manager, B&NES Council
	Sara Gallagher	SG	Head of Student Support, Bath Spa University
	Sarah Merritt	SM	Deputy Director of Nursing & Midwifery, Royal United Hospitals Bath NHS Foundation Trust
	Stephen Quinton	SQ	Group Manager, Avon Fire and Rescue
	Steve Kendell	SK	Chief Inspector, Avon and Somerset Police
	Theresa Hallett	TH	Head of Student Welfare, Bath College
Observing	Amit Desai	AD	Research Fellow, Florence Nightingale Faculty of Nursing, Midwifery and Palliative Care, King's College London
Apologies	Anneliese Hillyer-Thake	AH	Regional Head of Safeguarding, NHS England
	Andrew Snee	AS	Head of Compliance & Support, Curo
	David Trumper	DT	Chief Executive, Carers' Centre
	Dine Romero (Cllr)	DR	Leader of B&NES Council
	James Knight	JK	Senior Probation Officer, HM Prison and Probation Service
	Jayne Davis	JD	Deputy Principal of Curriculum & Quality, Bath College
	John Smith	JS	Chief Executive, Office of the Police and Crime Commissioner
	Karen Webb	KW	Manager, Newbridge Towers
	Kevin Guy (Cllr)	KG	Cabinet Member for Children's Services, B&NES Council
	Lesley Jones	JK	Lay Member for Children
	Lisa Cheek	LC	Director of Nursing & Midwifery, Virgin Care
	Peter Brandt	PB	Area Manager, Bristol, Gloucestershire, Swindon and Wiltshire Probation Service, KSS Community Rehabilitation Company
	Val Scrase	VS	Managing Director for Children's Community Services, Virgin Care

1	Welcome, Introductions and Apologies The Chair, Siân Walker-McAllister, welcomed everyone to the inaugural Bath & North East Somerset Community Safety and Safeguarding Partnership (BCSSP) Operational Group meeting. Introductions were made and apologies were noted as listed above. The Chair explained that Dr Amit Desai from King's College London will be observing today which is an exciting opportunity to explore academic support, and no objections were made.	ACTION
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<p>2</p>	<p>Introduction to BCSSP and Sub Groups</p> <p>Lesley Hutchinson presented the BCSSP 'Plan on a Page' and explained that the Operational Group is the key strategic group which is the driving force of the Partnership. The Group will be an engaging and open environment where members are willing to professionally challenge each other. Each sub-group will report into the Operational Group on a six-monthly basis and each sub-group chair will discuss the focus of their sub-group later on the agenda. Task & Finish groups will focus on specific areas, such as the Children's Joint Targeted Area Inspection group, the Mental Capacity Act group and the Disrupt group which will feed into the sub-groups.</p>	
<p>3</p>	<p>Introduction to the Executive Group</p> <p>The Chair introduced the Executive Group members and explained that the Executive Group is made up of the five statutory partners and two non-voting members, the Leader of the Council and the Chief Executive of the Office of the Police and Crime Commissioner. The Group will meet twice a year, with the first-year meeting more frequently.</p> <p>Lesley Hutchinson highlighted areas of work which are already shared and explained that it is not an exhaustive list, but some conversations are duplicated in several meetings without one joined up conversation. The benefits of the Partnership include;</p> <ul style="list-style-type: none"> • strengthening and improving the work on Think Family and Community, • improving strategic decision making by having one conversation rather than three, • focusing on the areas of work which will have the greatest impact ('so what'), and • shared horizon scanning. <p>The Chair explained that there are risks bringing three different remits together and it is important to work honestly together and keep reviewing our arrangement regularly. She requested members to speak out if there is a view that an agenda is unbalanced and she will ensure a consistent method of communication is in place.</p>	
<p>4</p>	<p>Executive and Operational Members Priorities</p> <p>Kirstie Webb introduced herself as the Business Manager for the Partnership and thanked the members for responding to the questions about their key priorities. The responses were shared with the group and members worked together in groups to discuss what this may look like in practice and how each priority may be achieved. Discussions included;</p> <ul style="list-style-type: none"> • an Information Sharing Protocol, • contextualised safeguarding and which aspects best fit into each sub-group, • clear definitions and language used, for example; transitions, • embedding learning from case reviews, • clarity on the Partnership Strategy and what outcomes we need to achieve and by when, and • a pen picture of what safeguarding is and what community safety is in B&NES using language citizens can understand. 	

<p>5</p>	<p>Terms of Reference for Executive and Operational Group for approval The Terms of Reference for the Executive Group were reviewed, and it was agreed to add a section on delegation. Delegates should be avoided wherever possible but if they must represent a member then they should be fully briefed and be able to make decisions on behalf of their organisation. It was also agreed to add a vice-chair should Siân be unavailable and an expectation that for quoracy, all statutory partners should be in attendance.</p> <p>Within the Roles and Responsibilities, the Executive Group will additionally be responsible for signing off Scrutiny arrangements, the Youth Justice Plan and Multi-Agency Public Protection Arrangements (MAPPA). Kevin Day explained MAPPA to the Group, and it discussed a seven-minute briefing would be helpful.</p> <p>Action: Kevin Day to provide a seven-minute briefing to Kirstie Webb to circulate to the BCSSP members.</p> <p>The Operational Group Terms of Reference also needs to include the same additions around delegation, quoracy and the vice chair, as the Executive Group. Avon Fire & Rescue need to be added to the membership and it was agreed the role of the member does not need to be named but a sentence included that the member is operating at a senior strategic level.</p> <p>Action: Kirstie Webb to update the Executive and Operational Group Terms of Reference.</p>	<p>KD</p> <p>KW</p>
<p>6</p>	<p>Terms of Reference for Sub Groups and update from each group of priorities Kirstie Webb requested that all sub-group chairs review their terms of reference in their next meeting and they are here for information today if anyone has any comments to add.</p> <p><u>Quality and Performance</u> Duncan Stanway presented to the Group and explained the focus of the sub-group will be around quality assurance and performance monitoring using a multi-agency dashboard. The concern is how will we capture the detailed conversations using a dashboard and ensure we are hearing the service users voice.</p> <p>Lesley Hutchinson requested if the sub-group could begin to develop on the draft scrutiny arrangements so they can be presented to the March Operational and Executive Group meetings. It was agreed to being work on this and for it to be on the agenda of the next sub-group meeting.</p> <p><u>Practice Review Group</u> Lesley Hutchinson explained the sub-group reports slightly differently and the case reviews need to be signed off at the Executive Group. The information will still come through the Operational Group and support is requested from the member to respond to any requests for information and</p>	

updates on action plans when necessary.

The Group were updated on the current case reviews;

- SCR Operation Button is complete, but the National Panel are pushing back on the decision not to publish.
- SAR Elley was presented at the September 2019 Local Safeguarding Adult's Board but there has been challenge to the recommendations. The sub-group will be reviewing and will make recommendation to the Executive Group.

Lesley Hutchinson highlighted that the sub-group manage lots of different reviews, action plans and will be running a learning event to share good practice. The Chair added that it is great to maintain momentum and important that completed action plans are not 'shelved' once complete.

Training and Development

The sub-group had a good first meeting and were already established as all age. The sub-group now encompasses Community Safety and Lesley Hutchinson explained that all the other sub-groups feed into it with their requirements. They will be reviewing the Charging Policy for training and planning an event around Think Family and Community as the launch of the Partnership. The Group members discussed that the sub-group could scrutinise the seven-minute briefings and disseminate them and it was agreed to be added to the next agenda.

Exploitation

Rob Fortune presented the focus of the sub-group and explained that the initial meeting had been quite child-focussed from the previous agenda. The membership will be widened to have a better balance of adults and community safety and the sub-group will lead on the strategic management, not individual cases. There is an Operational Exploitation group which share names and information at an operational level and formal arrangements will be reviewed including an escalation process.

Vulnerable Communities

Steve Quinton explained that a small informal discussion has taken place to plan membership and further explore the cross over of areas between this sub-group and the Exploitation sub-group. He will meet with Rob Fortune and Samantha Jones to continue to look at this as some things could sit in either agenda.

The sub-group will be looking at measurable and accountable workstreams where they can show they are making a difference. In the initial meeting it will be could good to consider the definition and language used including looking at what does vulnerable mean.

Domestic Abuse

Bruce Lawrence presented to the members and explained this is a well established and committed group. He listed the focuses of the group and explained that from April 2020 the government will be withdrawing funding and this needs to be addressed as soon as possible in order to continue our services. Marc Hole agreed that this cannot wait until the March to be

	<p>discussed. The Chair agreed that it would be helpful to meet early in the new year to look at the high-level risks with the Executive Group.</p> <p><u>Early Help</u> The sub-group met last week and will be looking at all age representation and developing a shared language and understanding. The next steps will be to identify a deputy from adult services, to complete a maturity matrix and to plan a thematic discussion on addressing food poverty, which will be a good demonstration of collaborative working between adult and children's services.</p> <p><u>Youth Offending Service Management Board</u> Mary Kearney-Knowles explained that this is a well-established Board which has statutory guidance. There will be some overlap and there are risks from core funding from the National Probation Service and the Police. The Board will be conducting a self-assessment against the National Standards at a development day in January and will be reviewing inspection preparedness as they are likely to be interested in the impact of the new Partnership.</p>	
7	<p>Budget Position Lesley Hutchinson explained that the expenditure is mapped against the figures published year to date. The group discussed that agencies were happy to host venues for Partnership meetings.</p>	
8	<p>Communication Plan and Logo Kirstie Webb explained that she had developed a launch event plan based on the government model which links to a bigger communications structure. A twelve-month planner was discussed so members can see when events are, including themes such as Stop Adult Abuse Week, and deadlines. It was agreed this would be helpful.</p> <p>Action: Kirstie Webb to circulate the launch event plan to members.</p> <p>The proposed logo ideas were shared with the group and it was agreed the two-handed design was the favourite. The group agreed that it is important to have a colour version as well which will give great impact to online websites and documents.</p>	KW
9	<p>Minutes from the LSCB/LSAB/RAG The Partnership agreed to minutes were accurate and correct and that all outstanding actions and action plans will be brought into the new arrangements.</p> <p>The LSAB minutes had one correction; to remove the line about a car accident in SAR Elley.</p>	
10	<p>Forward Plan</p> <p><u>March Executive Group</u> SAR Mark sign off Scrutiny Arrangements sign off</p>	

11	<p>AOB</p> <p>Mike Bowden shared that they have just have a focused visit from Ofsted looking at our Care Leavers Service. The results will be published in a few weeks' time.</p> <p>The Chair thanked everyone for attending the inaugural meeting</p>													
12	<p>Dates of the Operational Group Meetings</p> <table border="1" data-bbox="236 501 1078 689"> <tr> <td>09/03/2020</td> <td>2-5pm</td> <td>Curo, Bath</td> </tr> <tr> <td>01/06/2020</td> <td>2-5pm</td> <td>Keynsham Community Space</td> </tr> <tr> <td>10/09/2020</td> <td>2-5pm</td> <td>Curo, Bath</td> </tr> <tr> <td>30/11/2020</td> <td>2-5pm</td> <td>Keynsham Community Space</td> </tr> </table>	09/03/2020	2-5pm	Curo, Bath	01/06/2020	2-5pm	Keynsham Community Space	10/09/2020	2-5pm	Curo, Bath	30/11/2020	2-5pm	Keynsham Community Space	
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13	<p>Items for Information</p> <p>The implementation Plan was shared for information.</p>													