

## B&NES Community Safety and Safeguarding Partnership

<b>Meeting title</b>	<b>Executive Group</b>		
<b>Date</b>	<b>29<sup>th</sup> September 2020</b>		
<b>Time</b>	<b>2.00-4.00pm</b>		
<b>Venue</b>	<b>Zoom</b>		
<b>Distribution</b>	<b>All members</b>		
<b>Present</b>	<b>Name</b>	<b>Initial</b>	<b>Role, Organisation</b>
	Siân Walker-McAllister Kirstie Webb Gill May Lesley Hutchinson  Cllr Dine Romero Neil Liddington Marc Hole Steve Kendall Liz Spencer Victoria Caple Mary Kearney-Knowles  Charlotte Pritchard Sam Long	SW KW GM LH  DR NL MH SK LS VC MKK  CP SL	Independent Chair, BCSSP Business Manager, BCSSP Director of Nursing & Quality, CCG Director of Adult Social Care, Complex and Specialist Commissioning, B&NES Council Councillor, B&NES Council Head of Risk Reduction, Avon Fire & Rescue Head of Commissioning, OPCC Chief Inspector, Police Probation Service Officer, NPS Partnership Liaison Manager, Police Director - Children & Young People, B&NES Council To be confirmed, OPCC Administrator, BCSSP
<b>Apologies</b>	John Smith	JS	Deputy Police & Crime Commissioner for Avon & Somerset, OPCC

<b>1</b>	<p><b>Welcome, Introductions &amp; Apologies</b> SW welcomed all to the meeting. Introductions and apologies were made.</p> <p>SW advised a third item of AOB would be discussed for the sole attention of the board members, therefore SL &amp; KW will be absent from that discussion and no minutes will be taken relating to that item.</p>	
<b>2</b>	<p><b>Minutes from Previous Meeting</b> No amendments were identified.</p> <p>The below outstanding actions were given updates:</p> <p><i>“Area wide VRU meeting was scheduled for November, it was agreed that DR should attend as well as SW in an observer capacity.”</i> – SW advised that she had not received an invitation to this meeting, CP to follow up.</p>	<b>CP</b>

	<p><i>“A priority for NPS attendance should be the Practice Review Group above other subgroups” – Was agreed this should not be classified as an action and is therefore closed.</i></p> <p><i>“Confirmation required on what documents require sign off at the Executive Group.” – SW advised this would be included in a review of the Operational and Executive groups which will occur in the next few weeks. SW will update at the next meeting of the Executive group in December.</i></p> <p>SW asked SL to include dates within the action log to help RAG rating.</p> <p><i>“LH advised unsure whether all of the Police funding had been received”.</i> – KW confirmed that all funding for current year has been received.</p> <p><i>“Review of the training charging policy would be going to the next Training &amp; Development subgroup meeting”</i> – LH confirmed this has occurred and is ongoing piece of work to remedy identified issues.</p> <p><i>“MB asked if recommendation 13 – ‘Responsible Authorities Group to commission a workshop based on this case to identify practical changes to communications between agencies in cases where a person with care needs is being abused or is the abuser’ will sit with the PRG.”</i> – LH confirmed the PRG will pick this up.</p> <p><i>“KW suggested a temporary clause could be added to the terms of reference to relax quoracy requirements during Covid. MB supported the introduction of a ‘covid clause’.”</i> – KW advised this occurred and has been discussed at subgroups.</p> <p><i>“Short term funding is available (£600,000), bids have been received but have to be spent within a 6-month period. KW to discuss with Lores Savine”</i> – KW advised this funding had been applied for (smaller amount available for B&amp;NES than the total pot of £600,000) and committed to Southside &amp; Voices.</p> <p>SW reiterated that the funding for 2021-2022 will need to be discussed in December, there has been an impact on training revenue as a result of Covid.</p>	<p><b>SW</b></p> <p><b>SL</b></p> <p><b>AGENDA</b></p>
<p><b>3</b></p>	<p><b>Covid Impacts &amp; Forward Planning</b></p> <p>SW advised this item came about as a result of one-to-one meetings with Executive Board members as it was identified as a useful addition to the agenda. Going forward this will be a standing agenda item.</p> <p>KW advised summary of the Covid impacts came from subgroup discussions. KW asked if members had any questions and where subgroup chairs were present if any factual errors were present.</p> <p>SW has attended majority of subgroups and is confident that the topic has been addressed in great detail as a part of the subgroup meetings. The important aspect is being able to report on these discussions in a way that gives assurance to the Executive Board members.</p>	<p><b>AGENDA</b></p>

**KW**

LH advised there needed to be an extension on the bullet point summary as to how Covid was being managed to give the assurance required. SW advised the creation of a Covid Risk Register would help cover off those issues. All agreed that would be positive.

SW asked that LS share the report from North Somerset Safeguarding Adults Board which had been identified as a good example of Covid assurance. LS advised it was more so regarding the structure of 1 hour dedicated Covid meetings from which minutes are shared. SW advised this would be difficult to achieve given the breadth of the BCSSP but gave assurance the matter was being addressed at the subgroups.

MKK advised, through chairing the YOS Management Board, report of young people experience of Covid report whether quality assurance could look at impacts of Covid on young people. SW agreed this would be beneficial.

DR asked for the attendance of the vulnerable communities subgroup and sought assurance that rough sleepers and universities are represented. KW gave assurance that these were represented through Julian House and University of Bath & Bath College colleagues. KW highlighted that current issues targeting Chinese students were being identified. DR advised that it is likely to expand wider than Asian heritage students.

SW advised that on the new website there will be an executive members section will be available on new website which will help with assurance in terms of access to subgroup minutes and information.

**4**

**Subgroup Updates**

KW advised the content was taken from the Quarterly Reports that go to the Operational Group but were consolidated to provide an overview of activity. Intended to offer assurance that sub groups are taking on and actioning work.

SW highlighted that a lot of information is supplied to the Operational Group as part of the Quarterly Returns, from which this item draws information from, which leads into a wider issue of the Operational Group membership will be picked up in her chairs report.

LH felt the layout was positive in comparison to the Quarterly Returns that go to the Operational Group which can be difficult to absorb all at once.

LH had concern whether all task/finish groups are feeding into relevant subgroups appropriately. LH highlighted the Serious Crime Operational Group and asked what that group was, MKK clarified the Violence Reduction Unit had changed its name to what is now the Serious Violence Steering Group.

LH advised further assurance work may be needed to identify that all known task/finish groups are appropriately feeding into the main subgroups. SW agreed this would be beneficial.

	<p>DR advised it was a useful document as a person who did not sit on the subgroups, would be helpful to have subgroup chairs approval that it is an accurate representation of the activity. KW advised it was not directly signed off on but did come from minutes that the chairs would have signed off on, so there was indirect sign off in place but no direct sign off was sought.</p> <p>SW asked for the future if a mapping exercise to identify subgroup chairs and feed in mechanisms for task/finish groups would be helpful, all agreed. SW to work with KW to plan what such a document would look like.</p>	<p><b>KW</b></p> <p><b>SW/KW</b></p>
<p><b>5</b></p>	<p><b>Chairs Report</b></p> <p>SW provided a brief summary of 1:1 meetings with Exec members. Meetings were helpful to reflect on what had been achieved and what needed to be done to help bring the partnership forward. Felt it was particularly important to attend as many subgroups as possible and the Early Help &amp; Intervention group is the only remaining group to be observed.</p> <p>Feels all groups are working well and recent developments to the Vulnerable Communities Group has given the traction the group needed to get off the ground.</p> <p>SW advised the Operational Group has become very large but was important to include all relevant voices from partners to help the early evolution of the partnership. SW however, believes too many people attend the Operational Group due to the strategic &amp; assurance role it plays, and would like discussion as to the make-up of the operational group.</p> <p>SW identified that she had yet to have a 1:1 with GM. SL to organise.</p> <p>All subgroup chairs should attend each group. Further attendants could be invited on a case-by-case basis. Important to not lose the voice of the wider voice of the partnership.</p> <p>DR agreed that efficiency should be the key factor and would support a move towards this.</p> <p>DR asked for clarification that 1:1's only occur with Executive members and not elected councillors; SW confirmed only Executive members. SW advised only DR had asked that topics are covered at the Executive. SW advised all Executive members were free to suggest agenda items should they feel inclined to do so or request follow up meetings with SW.</p> <p>LH agreed the Operational group was too large, though it was right to test a larger group initially. LH asked if it would be worthwhile to open up subgroup chairship outside of 5 statutory agencies as was originally the plan, this should help alleviate pressures on the statutory partners. LH advised in her current role it will be impossible to continue chairing two subgroups, highlighted that MKK also chaired two meetings and Bruce Laurence chaired one meeting.</p>	<p><b>SL</b></p> <p><b>ALL</b></p>

<p>SW agreed this was a good idea and identified that the local authority involvement in the groups was 'top heavy'.</p> <p>LS advised unable to provide chairing until unification but would be willing following that. Agreed it widened knowledge base of the partnership as a whole.</p> <p>GM advised CCG could possibly help with chairing. In terms of Operational Group membership it was key to demonstrate how subgroups meet aims of executive as a key outcome of each meeting. This includes activity, assurance and any required escalation to the Executive Group.</p> <p>SW advised a lot of learning has taken place over the past year in terms of operational processes and getting them established, so now should now look at making these processes more effective and efficient.</p> <p>VC recalled initial conversations that each statutory agency would chair at least one group and agreed that LH and MKK should not be chairing two groups.</p> <p>MKK advised engagement with schools and colleges could be built into governance using the CP forums and schools boards meetings to encourage representation as it has historically been a challenge. SW agreed it would be beneficial to integrate better with schools and colleges.</p> <p>SW to pull together report, share with executive for consultation and then collaborate with operational group members so all are involved. All agreed.</p> <p>SW reiterated the need to cover budget in December.</p> <p>Also highlighted KW securing permanent post as BCSSP Business Manager and gave thanks for her work to date.</p> <p>SW briefly covered the escalations that have been received by the BCSSP and noted in the report. A task/finish group will be reviewing the policy.</p> <p>Highlighted paper by Michael Preston Shoot on Adult Safeguarding &amp; Homelessness as a national agenda item all should be aware off.</p> <p>SW highlighted that the praise offered by LS in regard to tackling homelessness for early release individuals had been passed on to relevant subgroup members. LS advised a massive effort for housing and homelessness for early release, feedback from B&amp;NES exceptional.</p> <p>LS asked for consultation on the reviewed escalation process prior to publishing. LS advised split of CRC &amp; NPS needs to be checked to ensure escalations are funnelled correctly. KW agreed consultation will occur.</p> <p>LH asked for clarification on escalation process, is it for cases that need more attention due to a difference of opinion or to report agencies who aren't doing enough? KW advised it meets both scenarios and acknowledges there is uncertainty as it feels too much like a complaints</p>	<p style="text-align: right;"><b>KW/LS</b></p>
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**KW**

process. KW appreciated that all escalations received to date have been for children's, look to create a single document that is all age and applicable for all agencies. Currently, predominantly used by education and evidence that awareness raising activity is required.

LS asked if escalations identified in the report have come to the highest level or if they are escalations that have reached any stage of the process? KW advised these are any stage escalations, at stage 2 KW must be made aware of the escalation, therefore SW would not be made aware until intervention was required. KW advised for all stage 2 she is following up with the relevant people to ensure the escalation is solved at the lowest possible level.

All escalation requests have been included in the chairs report, definitely awareness raising needed as not all meet thresholds. SW highlighted that often escalations come to the top level which is not always appropriate.

MKK highlighted there are two escalation processes and assurance should be given that cases are discussed at the lowest appropriate level. Would be useful to have some clarity and expectation of colleagues that escalations are dealt with at the lowest appropriate level.

All present agreed the report was helpful.

**6**

**Data Scorecard**

SW explained that the red & green ratings only indicated the availability of data and not a performance measure indicator.

KW advised this was the biggest challenge faced so far. Originally, the Operational Group were asked to bring together a list of data that could be used for the scorecard. The table that prefaces the document lists all identified data.

The document is not intended as a final working document and is used to illustrate how complex the task at hand is. KW explained that a number of fellow business managers in the area had delayed the task for their first two years of operation due to the complexity.

KW explained that the partnership needs to be careful of a situation where auditing procedures depends on what data is available and at the same time data availability is dependant on what audit procedures have been identified.

The next steps need to be to identify audits that can take place from the presented list of available data that will be most useful. As an example, some data will be addressed by commissioning audits which the partnership do not need to get directly involved with.

There is concern that without a clear plan in place data will be analysed and the results wont help move forward the work of the partnership or provide any assurance.

	<p>VC advised through ASSSP is to agree a standardised dashboard for 5 LA areas for consistency, some data produced would be B&amp;NES specific but acknowledged that some data would be regional. SW advised for London the boroughs could contain comparisons with data from other boroughs, appreciated that 5 Local Authorities can be very different depending on data and would be hard to directly compare. Was important to be able to benchmark nationally, for example with the section 42.1 for care act, which involved better defining of safeguarding adult concern from a multi-agency perspective.</p> <p>NL advised it would be helpful to identify trends/direction of trends graphically as large data could be more confusing than helpful. SW agreed this would help identify problem areas.</p> <p>LH asked if OPCC would have a more comprehensive dataset? LH also identified that it was crucial all the data from different agencies would marry up. There may be issues of duplication or people falling through the gaps. For example, adult social care will have a set number of referrals but the Police may hold details of further people for investigative reasons.</p> <p>LH identified only information in the annual report has been providing assurance. LH suggested members identify top three priority areas in terms of assurance. SW agreed this would be a good exercise.</p> <p>SW advised it was the responsibility of all subgroups and not just Quality &amp; Performance group to source and analyse data and acting on that.</p> <p>GM advised similar questions from Swindon &amp; Wiltshire in regard to a scorecard, identified pressure ulcers in adults as an addition to the current draft. Have commissioned services been making a difference? Further work to do on output of interventions, hoping to have first draft available next week regarding Swindon &amp; Wiltshire's version of a scorecard.</p> <p>LH agreed that the chairs of the subgroup should ask their groups what would be useful, KW to contact subgroup chairs to ask for top 3 priorities.</p> <p>LH agreed that it was the role of commissioners to assure providers are effective. SW agreed and this would be expected in the SARAT process.</p> <p>SW raised safeguarding in care homes and NICE guidelines. Many of the questions raised should be being tackled by commissioners of services and assurance sought by Executive boards.</p>	<p><b>ALL</b></p> <p><b>GM</b></p> <p><b>KW</b></p>
<p><b>7</b></p>	<p><b>Annual Report</b>  SW explained that the assurance for last year is contained within the annual report, which is a long document, the scorecard should help here in future.</p> <p>SW presented to the Health &amp; Wellbeing Board this morning which was accepted. No questions besides one from Curo in regard to County Lines which was a good reflection of the partnership as County Lines is an all agree issue. Next year's version will be a much shorter document.</p>	

	<p>SW advised a glossary of terms will be added and will be published on the new website.</p> <p>MKK explained from a OFSTED/Safeguarding Children perspective it was a statutory requirement to have an annual report. From a YOS perspective an inspection is due soon and its important to have an overview of the work being done which is extensive.</p> <p>MKK asked that a short young person friendly version of the report is created to evidence that the voices of young people are taken into consideration. SW expanded that an easy read version for learning disabilities should also be looked into.</p> <p>LH advised the document will also be going to the scrutiny panel for feedback. Would like to know whether it met the requirements from the OPCC. MH advised it does meet the requirements of the OPCC.</p> <p>SW asked all to forward any thoughts to KW.</p>	<p><b>KW</b></p> <p><b>KW</b></p> <p><b>ALL</b></p>
<p><b>8</b></p>	<p><b>Website</b></p> <p>KW advised the website had gone live this morning to commemorate the 1-year anniversary of the BCSSP. KW shared her screen and briefly ran through the various sections of the website.</p> <p>KW advised that the website has been built from scratch as the prior website was hosted on an outdated platform.</p> <p>The existing BCSSP logo is not compatible therefore a replacement logo has been created.</p> <p>Linked pages such as the Council Covid pages are also being redesigned and will look similar to the safeguarding website to make for a more professional looking transition.</p> <p>SW thanked KW for leading the project.</p> <p>SW reiterated that Executive section will be available post launch.</p> <p>SW asked about trading standards for frauds/scams etc and whether the terminology needed to be changed for the general public. VC scams would have more prominence and is expected to be a focus for the Police.</p> <p>MKK happy with the new design. Bright, modern and interactive.</p> <p>KW advised carousel content can be changed as to what appears for when particular items are topical. Updates will be done through a ticketing system; priority can be applied as part of the ticket for time-sensitive items.</p> <p>KW linking in with Sarah McCluskey &amp; Off The Record for young people's section and possible app.</p>	<p><b>KW</b></p> <p><b>KW</b></p>



<p><b>9</b></p>	<p><b>S175 Audit</b></p> <p>SW recapped that when this document was first presented to the Operational Group it appeared as though a number of independent schools had not engaged. The issue was attributed to either the schools not sending the completed return or a technical issue as no evidence of them being received.</p> <p>SW advised that she had written to schools who hadn't responded to encourage feedback. KW summarised now a very good response rate.</p> <p>Sound narrative with clearly defined actions, highest amber ratings against new item for legislative changes to PSHE. Outstanding recommendations have been bought into action plan for each school. Walkabouts cancelled due to Covid and will be rescheduled next year. Plan to consult with schools over what is required from BCSSP as the document is very large and may not encourage appropriate responses.</p> <p>The changes to PSHE were slated to appear at the CP Forum in March however this was cancelled due to Covid, will now feature at the CP Forum in October.</p> <p>Outstanding recommendation that changes to DSL's are made known to the BCSSP and Children's Social Care, however this is not believed to have occurred.</p> <p>DR thanked both KW and SW for their work, particularly from following up responses from the independent schools.</p>	
<p><b>10</b></p>	<p><b>S11 Audit</b></p> <p>KW advised this was a self-assessment, delivered in collaboration with the ASSSP. Intent for future audits to be a combined approach with the other local authority areas.</p> <p>Received 14 B&amp;NES and 4 National which was highest response rate for the region.</p> <p>No benchmarking criteria caused big variance in length of responses. Made it difficult to appraise the returns at times due to either a lack of data or a significant amount of data to trawl through.</p> <p>Not out of step with regional themes, main concern being use and understanding of whistleblowing policies. Through the ASSSP a task/finish has been set up to review the findings.</p> <p>Letters have gone out to completed returns to advise of next steps.</p> <p>SW summarised that whistleblowing has very negative connotations despite being a requirement, Cornwall has 'speak up speak out' policy naming instead which seems to be more friendly.</p>	

	<p>VC advised it was discussed and was agreed that whistleblowing was a universal term that all understood but does have negative connotations. A shared language between Police, Health and other colleagues may be useful.</p>	
11	<p><b>Changes to Children's Social Care</b>  Following OFSTED inspection and subsequent review in 2017 highlighting front door process and number of handoffs in children's social care.</p> <p>Formally completed consultation and redesign of service which was implemented from June 2020. Full 30-page report is available on request. It was felt that the redesign should go ahead despite the changes to delivery models as a result of Covid.</p> <p>Moved away from duty to triage non-case holding team. Aim to offer quicker response times alongside an electronic landing page trial that is underway. Dedicated team to increase relationship with partners and referrers. Family support practitioners and CP hubs amalgamated; case stays with same social worker for duration of intervention. Specialists are pulled together in Family Support Plus Hub.</p> <p>Within the document managers for the CP teams are identified which was deemed helpful following the conversation today about escalation procedures.</p> <p>Appendix 2 outlines the practice model which is an integrated practice model.</p> <p>MKK asked for feedback where appropriate where staff have had interactions with the new social care model.</p> <p>MKK happy to share evaluation report when available and will be taking this document to present at the CP forum in October.</p>	
12	<p><b>CP Forum Update</b>  Reviewed CP Forum from 23rd September focused on mental health for the return of children, CAMHS presented on Covid and anxiety management. Rebecca Reynolds presented on the status of Covid at this time which was very informative and advised on testing eligibility and remedial actions to prevent spreading. Positive feedback has been received.</p> <p>CP forum moved from 7th October to 21st October, following a request as it clashed with the annual meeting of headteachers, and has a full agenda.</p> <p>Learning event scheduled for 2nd November. 2 x 90 min sessions, first session SAR learning (Elley &amp; Mark) presented by Helen Wakeling, Karyn YeeKing and Jackie Mathers, second session SCR learning (Op Button) presented by Andrei Nicolau.</p> <p>KW advised the invitation will be re-sent once the agenda is confirmed.</p>	SL

	<p>LH looked to clarify if the 2nd November would act as a launch event. KW advised it was intended the full launch event would be March 2021 to launch the new strategy but may be able to fit in at the start of the learning event on the 2<sup>nd</sup> November. SW agreed if there was time it would be good to update on the progress of the partnership.</p> <p>SW also explained the contribution the BCSSP would be making to a paper to be published in the Journal of Social Work concerning transitional safeguarding authored by Christine Crocker (University East Anglia).</p>	<b>KW</b>			
<b>13</b>	<p><b>AOB</b></p> <p><i>PCC Consultation</i></p> <p>SW highlighted the newsletter received from the OPCC for information only. The PCC is carrying out a consultation on policing priorities in the light of the Covid virus and wishing to seek local people's views on where additional police officers should be applied.</p> <p><i>Meeting Frequency</i></p> <p>SW advised meeting frequency; exec was going to be twice a year but SW felt quarterly was still important as the partnership develops. All agreed.</p> <p><i>MARAC Co-Ordinator</i></p> <p>KW raised MARAC Co-Ordinator is going on leave and there is no cover. Concerned funding a post and a volunteer is being sought to cover leave period. SW agreed that expectation is this post should be fully manned at all times as it is a funded post. VC advised the cover has actually resigned during the leave period of the co-ordinator. SW asked for a solution to be found offline with VC.</p> <p><i>Reducing Re-Offending</i></p> <p>LH asked about reducing re-offending board but B&amp;NES don't have a rep, LS advised there was originally a B&amp;NES presence (community safety and councillor) advised meeting today from B&amp;NES, Sam Jones had attended that one.</p> <p>LS advised John Smith is best contact to tie down a constant presence, covers both youth and adults. DR asked if expectation that councillor would be present, LS advised not, it was an original scoping exercise.</p>	<b>VC</b>			
<b>12</b>	<p><b>Dates of the Executive Group Meetings</b></p> <table border="1" data-bbox="252 1823 1305 1872"> <tr> <td data-bbox="252 1823 459 1872">15/12/2020</td> <td data-bbox="459 1823 619 1872">14:00</td> <td data-bbox="619 1823 1305 1872">Keynsham Civic Centre W1.1</td> </tr> </table>	15/12/2020	14:00	Keynsham Civic Centre W1.1	
15/12/2020	14:00	Keynsham Civic Centre W1.1			

**Action Log**

<b>Agenda Item</b>	<b>Action</b>	<b>Actioner</b>