

B&NES Community Safety and Safeguarding Partnership

Meeting title	Operational Group		
Date	3rd March		
Time	2.00-5.00pm		
Venue	Curo		
Distribution	All members		
Present	Name	Initial	Role, Organisation
	Siân Walker	SW	B&NES Community Safety and Safeguarding Partnership Independent Chair
	Kirstie Webb	KW	B&NES Community Safety and Safeguarding Partnership Business Manager
	Sam Long	SL	BCSSP Admin
	Adrian Carr	ACa	Partnership Manager, Department of Work and Pensions
	Amanda Cranston	ACr	Lay Member for Adults
	Anthea Pritchard	AP	Lay Member for Children
	Bruce Lawrence	BL	Director of Public Health, B&NES Council Commissioning Group
	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
	Mary Kearney-Knowles	MKK	Director of Children and Young People, B&NES Council
	Nicola Smith	NS	Headteacher, St Nicholas Church of England Primary
	Pam Dunn	PD	Operations Director, Carewatch Bath
	Penny McKissock	PM	Chief Executive, South Side
	Rob Appleyard (Cllr)	RA	Cabinet Member for Adult Social Care & Health, 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 Kendall	SK	Chief Inspector, Avon and Somerset Police	
Matt Dix	MD	Compliance & Support Manager, CURO	
Jayne Davis	JD	Deputy Principal of Curriculum & Quality, Bath College	
Karen Webb	KaW	Newbridge Towers	
Suzanne McCutcheon	SMC	Team Manager - Health & Environment	
Jackie Mathers	JM	Designated Safeguarding lead for Adult, Children and Domestic Abuse, CCG	

	Peter Brandt Sally Eaton	PB SE	Area Manager, Probation CHC Head of Inclusion
Apologies	Roanne Wooten Mike Menzies Simon Ratcliff Nicky Kemp David Pendle Rob Fortune Andrew Snee Phil Rhodes Debbie Patten Marc Hole Theresa Hallet	RW MM SR NK DP RF AS PR DP MC TH	Julian House Named Nurse Safeguarding Children & YP, NHS Lay Member University of Bath Lay Member Lighthouse Manager, Police Compliance & Support Team Leader, Curo AWP Virgin Police Student Welfare Manager, Bath College

1	Welcome, Introductions and Apologies SW acknowledged and apologised for some technical issues as 4 members had difficulty accessing the papers. SW also explained that the agenda would begin with a confidential section.	ACTION
2	Minutes and Matters Arising The minutes were reviewed for amendments. AP commented that the Lay Member classifications needed to be swapped. SW asked for a log of actions to be included at the end of the minutes going forward. KW advised the 7-minute presentation from Kevin Day had not been received. SW requested a deadline of 20 th March to complete.	SL SL Kevin Day/KW
3	SAR Mark SW commented that work was currently underway to create a guidance document for SAR authors. KW advised the presented report was a draft report incorporating the changes made by Melba with SW amendments. KW explained that the initials of the individual had been removed following earlier feedback. SW commented that a synopsis is required to pull together the recommendations rather than having them dispersed within the report. The recommendations should also be in bold font. RA asked if the version number could be displayed on the document rather than just the filename. LH explained that despite the fact SW had approved the changes made the report needs to go back to the panel to approve this final version. The approved version would then go to the Executive Group for sign off.	

	<p>AC suggested that the group would be happy to accept the technical changes made by SW and there was no need to see the report again. The group agreed they would accept SW's changes.</p> <p>SW to send original track change document to LH.</p>	SW/LH
4	<p>Problem Profile</p> <p>SM reiterated the confidential nature of this document and encouraged all present to store this document securely and destroy any hard copies.</p> <p>SJ commented that the PCC had been given money from the Home Office to conduct investigations into prevalence of knife crime. The strategy was to inform the PCC in delivering an overall strategy to divide the money between the constituent local authorities of Avon & Somerset where outcomes from each LA would be combined into one report.</p> <p>SJ advised that the submission date was 1st March 2020 and this document had been submitted in February. This submission was with the agreed caveat that any changes be made by 20th March.</p> <p>SJ advised that B&NES will not meet the knife crime reduction target due to low number of incidents, however B&NES had been given dispensation to focus on domestic violence as it is a key area.</p> <p>SJ referred to page 88 in the document. Provided a summary that recorded violence is low but is concentrated around the city centre during the early hours of the morning. In contrast domestic violence occurs after school hours. An area of concern was the welfare of the street community which SJ advised a task/finish group had been created to explore.</p> <p>SJ also referenced page 89 and cited concern with the rising trend in violence against young people. SJ elaborated this included both children in violent households and children displaying violent behaviours.</p> <p>SJ again outlined the confidential nature of the report. The contents could be construed as inflammatory and cause great concern amongst the public and media.</p> <p>SJ drew attention to page 90 and cited hyper localised commissioning, a public health led steering group and engagement of comms teams as key factors required.</p> <p>SW made known she was appreciative of the input by public health.</p> <p>SW also drew the groups attention to the report on homelessness authored by Michael Preston-Shoot which was due for publication soon. This report would provide an opportunity for learning and form the basis of a learning event. The room agreed a task/finish group would be good to form.</p>	

	<p>LH asked for the feed in mechanism of the task/finish group. SQ confirmed the best feed in would be to the Vulnerable Communities sub-group and therefore would own the feed in.</p> <p>MKK asked whether the Violence Reduction Group should pause their activities in light of the new task/finish group. SJ advised that £114,000 was available to spend on violent crime so a steering group was required. SJ advised the Violence Reduction Group should keep going and input into the task/finish.</p> <p>PK enquired whether there was a clear link between levels of deprivation and crime. SJ advised there were links, but relationships also emerged in unexpected areas.</p> <p>NS observed that some communities can become insular in an effort to protect an individual that belongs to that community.</p> <p>SJ to convene attendants for the task/finish group.</p>	<p>SQ</p> <p>SJ</p>
<p>5</p>	<p>Working Group Update KW advised that attempts so far to reconvene the steering group had been unsuccessful.</p> <p>A central action plan which details all action points from each group was in production. This would help alleviate concerns of duplication between groups and ensure tasks get completed.</p> <p>SW to be included in next steering group meeting.</p>	<p>SL</p> <p>SL/SW</p>
<p>6</p>	<p>Subgroup Feedback SW felt that the set up and subsequent progress of the subgroups were not developing at the appropriate pace following the dissolution of the LSAB, LSCB & RAG.</p> <p>SW also expressed a desire to attend as many subgroup meetings going forward as possible.</p> <p>SM also asked the group if an agenda item should be added to explain the activities of the chair following the prior Operational Group meeting going forward. All present agreed this would be a good idea.</p> <p>SM asked if two key objectives would be helpful to assist groups focus their efforts? MKK advised that outstanding actions would need to be looked at to see if they could be built into two objectives. SM advised therefore it should be an objective going forward for all groups to clear off outstanding actions to a point where they are able to focus on two key objectives.</p> <p>SM explained that for the next meeting a pro-forma will be sent out to replace the one pagers.</p> <p>i) Practice Review Group (LH)</p>	<p>SL/SW</p> <p>AGENDA</p> <p>SL/KW</p>

	<p>LH advised that the group had met a few times due to the addition of extraordinary meetings.</p> <p>A recommendation for a recent SAR had been made to SW.</p> <p>LH is concerned regarding the frequency of self-neglect SAR notifications, there have been 4 with elements of self-neglect recently.</p> <p>LH advised that a decision had been made to not progress with a recent SAR but it did present an opportunity for learning.</p> <p>Baby X has been delayed in court again until April. Therefore, the report has not been published yet. SM to receive copy of report.</p> <p>SW requested that a SAR/SCR/DHR themed event be set up within the year to promote learning across the partnership, particularly for front line staff.</p> <p>AP asked about quoracy requirements, probation to share resources between NPS and CRC where possible.</p> <p>ii) Exploitation (RF)</p> <p>SM advised that the chair of the Exploitation group had been contacted to elaborate on the return by the end of March. This was due to both the chair & vice-chair being unable to attend this meeting to present.</p> <p>LH commented that the return was not as detailed as it could have been and missed major pieces of work that were being conducted by the group.</p> <p>iii) Communities (SQ)</p> <p>SQ advised that little work had been accomplished to date by the group due to challenges encountered with crossover with the Exploitation group. Mitigation measures have now been put in place and an inaugural meeting is due for the end of March.</p> <p>SQ advised that going forward the group would focus on two key work streams – Homelessness & Drug/Alcohol. SM expressed she was happy with the focus on two work streams.</p> <p>SM advised that it is crucial to ensure frontline staff are aware of clear referral pathways.</p> <p>SQ commented that the group name ‘Vulnerable Communities’ is not helpful and has different meanings between agencies. The name has currently been shortened to ‘Communities’. SM commented that vulnerable is a very subjective term, especially in adults.</p> <p>iv) Early Help & Intervention (FF)</p>	<p>LH/SW</p> <p>LH</p> <p>PB/JK</p> <p>RF</p>
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	<p>FF advised the focus of work is identifying cross cutting themes across adult and children. The most recent meeting had food poverty as a central focus. KW felt that the session was very positive and those in attendance engaged well with the material.</p> <p>A Development Day is due to take place 6th May. This would help with value exchanges and help garner what attendants wanted from the meetings and what they could offer.</p> <p>Two key pieces of work to complete are the referral pathway and the maturity matrix.</p> <p>The main issue to date has been appointing an adult deputy. To date child representation has continued to be higher than adult representation.</p> <p>SW recommended adding self-neglect as a second theme to compliment food poverty.</p> <p>BL advised that public health would continue to link in with the group.</p> <p>LH offered assistance from a council perspective where required.</p> <p>PB advised he could not comment on areas such as bail as this rested solely with the National Probation Service.</p> <p>v) Domestic Abuse Partnership (BL)</p> <p>BL advised that work was ongoing prior to the new arrangements coming into effect. Funding had been secured so work was being done to identify commissioning targets.</p> <p>Longer term sustainability for interventions was a concern and work is being done to mitigate this. This includes raising awareness of challenges should funding cease and provision of local services from providers.</p> <p>vi) Youth Offending Service Board (MKK)</p> <p>MKK also advised that the YOS had ongoing projects prior to the formation of BCSSP. Self-assessments against standards continue to take place.</p> <p>A development day was held in January with a further half day on the 17th March to audit standards which are due to be published 30th April.</p> <p>vii) Training & Workforce Development (LH)</p> <p>LH advised a new strategy was being drafted to include 'think community'.</p> <p>The group's main concern is self-neglect.</p> <p>LH asked the chairs of each subgroup to send their training requirements to LH/SL.</p>	<p>FF</p> <p>SQ/BL/LH/ MKK/RF/FF /GM</p>
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	<p>Review of the charging policy for training to be bought to Operational group in September.</p> <p>SW expressed concern over the effectiveness of e-learning materials without the added value of discussing new learning in 1:1 /supervision.</p> <p>viii) Quality & Performance (GM)</p> <p>JM presented on GM's behalf.</p> <p>JM explained the group were focusing on 4 audits – voice of the child, domestic violence, adult self-neglect and neglect of children. The voice of the child was due to be finished this month.</p> <p>SW identified that these areas may miss out the voice of the community</p> <p>SW also advised that making safeguarding personal would be a good resource.</p> <p>LH observed there was a lack of performance data, but a toolkit was available to reference.</p>	AGENDA
7	<p>Performance Reporting</p> <p>SW asked the group to identify data that could be shared with the BCSSP.</p> <p>Please note highlighted areas identify currently collected datapoints.</p> <ul style="list-style-type: none"> • Education providers could provide an overview of case work including hate crime, sexual violence etc. • PREVENT & Chanel Panel referrals in respect of radicalisation. SJ advised benchmarking is available • Safeguarding Adults Collection (SAC), 18/19 report available already from NHS Digital. LH formerly sat on board comparing SAC's in the South West region. • LeDeR reports • Annual 903 returns and conversions to section 47. MKK advised this may need tweaking as traditional avenues are not all relevant to BCSSP • County Lines, CSE, Community Triggers, Disruption & PPO's could be fed in by the Exploitation subgroup • CPR/SAR/DHR/DRD action plans and delivery against said actions • Fire safety home checks • NPS/CPC gather monthly data but should centre on the needs of the person • Police data • SHEU survey • CDOP reports. • Schedule 2K • Reports of pressure sores/falls/SI's. PD advised that any pressure sore is reported to district nurse who then makes the call as to whether it needs reporting to safeguarding. 	

	<ul style="list-style-type: none"> • Hoarding in support housing. MD also advised that Curo are looking to appoint a hoarding specialist. • BCSSP training indicators. • RUH reports. • GP schedules for School Nursing & Sexual Health • DWP reports • MARAC/MAPPA information • Trading Standards e.g. scams & rogue traders. <p>SW advised the next operational group meeting will formulate a strategy.</p> <p>SW to convene group to collect and analyse data. All to let KW know if they are interested in being a part of that group.</p> <p>SW advised that both qualitative and quantitative data were important to gather.</p>	SW
8	<p>Budget</p> <p>LH advised a first draft has been completed and will be presented to the Executive Group for sign off at the end of March.</p>	
9	<p>Risk Register</p> <p>SJ requested that training to subgroup leads be added to the controls section.</p> <p>There was a general concern amongst those present that progress was slow with the partnership as a whole. SW appreciated the concern and stressed the relative newness of the partnership has inherent difficulties it needs to overcome.</p> <p>In order to encourage progress SW desires to meet with all subgroup chairs in advance of the next Operational Group meeting.</p> <p>SM reiterated that all members of the partnership are encouraged to work collaboratively and that may involve challenging decisions.</p> <p>All group members to report feedback on the risk register to KW by March 31st. An email has been sent out with this information and attachments.</p>	SW ALL
10	<p>Scrutiny Arrangements</p> <p>KW advised the document had been completed and recommendations made to ASSSP.</p> <p>KW advised that while the original ASSSP document focused on children it could be reworked to be applicable to adults.</p> <p>MKK commented the document was clearly laid out but was uncertain how it would fit in with the overarching framework.</p>	

	<p>KW advised there was a scrutiny meeting on the 10th that she would be attending.</p> <p>SW advised that external scrutiny can be provided on the effectiveness of the Board through academic research and that it may be possible to achieve this through local university. SW noted that University of East Anglia are conducting a SAR review involving children transitioning into adulthood and they may also be interested in reviewing the new B&NES Partnership.</p> <p>It was agreed an update would be presented at the next meeting however periodic emails in the interim would be used if required to complete the document.</p> <p>JM asked for clarification on the feedback mechanism from/into ASSSP. LH explained Mike Bowden & Gill May both sit on the ASSSP board with Jen Russell also nominated. LH also explained the lack of information coming from ASSSP was down to the sparse meetings on ASSSP's behalf rather than lack of engagement from B&NES.</p> <p>It was agreed ASSSP would be a standing item on the agenda.</p>	<p>AGENDA</p> <p>AGENDA</p>									
11	<p>AOB</p> <p>SW reiterated that the consistency of attendance is vital.</p> <p>It was agreed that Monday meetings were difficult to accommodate however it was acknowledged that as this was a common request meeting clashes were unlikely to occur on Mondays.</p> <p>Unfortunately, two of the remaining three meetings fall on a Monday however it was not deemed necessary to reschedule these.</p> <p>KW presented the comms plan and asked all members to feed in key dates so it can be populated.</p> <p>MKK advised that the JTAI will concern exploitation through to September when it will change focus to early help.</p>	<p>ALL</p>									
12	<p>Dates of the Operational Group Meetings</p> <table border="1"> <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>	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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Action Log

Agenda Item	Action	Actioner
2	Correct Lay Member classifications	SL
2	Include Action Log	SL

2	Kevin Day to send 7 minute presentation to Kirstie Webb	KD/KW
3	Siân Walker to send SAR Mark report track changes to Lesley Hutchinson	SW/LH
4	Task/Finish analysing Michael Preston-Shoot Homelessness report to feed into Vulnerable Communities subgroup	SQ
4	Samantha Jones to convene said Task/Finish group	SJ
5	Sam Long to produce centralised Action Plan	SL
5	Siân Walker to be invited to next steering group	SL
6	Siân Walker to be invited to remaining Subgroup meetings	SL
6	Activities of Chair to added to agenda	AGENDA
6	Pro forma to be created for Subgroup quarterly reports	KW/SL
6	Lesley Hutchinson to investigate learning opportunities for SAR DW	LH
6	Lesley Hutchinson to send Siân Walker Baby X report pending conclusion of court case	LH
6	Peter Brandt to seek sharing resource between NPS & CRC to maintain quoracy	PB/JK
6	Rob Fortune to expand on quarterly report for Exploitation subgroup as neither himself or Andrew Snee were present	RF
6	Fiona Finlay to appoint adult deputy to Early Help & Intervention subgroup.	FF
6	All sub group chairs to send training requirements to Lesley Hutchinson	SQ/BL/LH/MKK/RF/SP/FF
6	Review of charging policy to be added to agenda	AGENDA
7	Siân Walker to convene group to analyse benchmark data, those interested to declare to Kirstie Webb	SW/KW/ALL
8	Siân Walker to meet with all subgroup chairs prior to next Operational Meeting	SL/SW
8	All members to report feedback on Risk Register to Kirstie Webb by 31 st March	ALL/KW
9	Present scrutiny arrangements at next meeting	AGENDA
9	ASSSP to be standing agenda item	AGENDA

10	All members to feed in key dates for Comms Plan to Kirstie Webb	ALL/KW
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