

B&NES Community Safety and Safeguarding Partnership

Meeting title	Operational Group		
Date	1st June		
Time	2.00-5.00pm		
Venue	Skype		
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 Laurence	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
	Pam Dunn	PD	Operations Director, Carewatch Bath
	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 Wellbeing Services, 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	
Jayne Davis	JD	Deputy Principal of Curriculum & Quality, Bath College	
Karen Webb	KaW	Manager, Newbridge Towers	
Jackie Mathers	JM	Designated Safeguarding lead for Adult, Children and Domestic Abuse, CCG	
Peter Brandt	PB	Area Manager, Probation CHC	
Duncan Stanway	DS	Assistant Director, Barnados	
David Trumper	DT	CEO, Carers Centre	
Fiona Finlay	FF	Community Paediatrics and Designated Doctor, CCG	

	Denice Burton Kevin Guy (Cllr) Andrew Snee Roanne Wootten Rob Fortune Val Scrase Michelle Jarrat	DB KG AS RW RF VS MJ	Senior Commissioning Manager - Health Improvement, Council Liberal Democrats Councillor Head of Compliance & Support, Curo Operations Director, Julian House Safeguarding Manager, Police Managing Director Children's Community Services, Virgin Care Senior Sergeant, Police
Guest Presenters	Dr Sarah Wattley Indra Katrin Jaz		Public Health Specialty Registrar, Council Member of Youth Parliament Deputy Member of Youth Parliament Off The Record
Apologies	Sarah McCluskey David Pendle Kathryn Perks Marc Hole James Knight Nicola Smith Lesley Jones Steve Kendall Suzanne McCutcheo		Strategic Commissioning Officer, Council Independent Equality Group and Interfaith Group Housing Manager, Live West Head of Commissioning, PCC Senior Probation Officer, Probation Headteacher, St Nicholas Church of England Primary Lay Member Chief Inspector, Avon and Somerset Police Team Manager - Health & Environment, Council

1	Welcome, Introductions and Apologies SW welcomed all to the meeting.	ACTION
2	<p>Youth Parliament Presentation Representatives from the Youth Parliament and 'Off The Record' presented an update on activities and recent campaigns.</p> <ul style="list-style-type: none"> • Puppet Making & Zoom Calls (Junior In Care Council) • Foster carers 24hr in placement film (Senior In Care Council) • Make Your Mark (opportunity for young people to air concerns) • Youth Parliament Election <p>Three most prevalent concerns were protecting the environment, mental health concerns and tackling hate crime.</p> <p>A website is being developed for young people by young people to deliver concise, image rich and positive information about COVID with activities and resources.</p> <p>Following the presentation there was a Q&A.</p> <p>SM asked that as evidence of an increase in Mental Health Needs surrounding exam times is often seen, how the delay of exams this year has affected this? It was explained that the main concern was a struggle to find replacement activities and therefore a loss of purpose but staying connected through Zoom calls had been beneficial.</p>	

	<p>SW asked if there had been the possibility of engaging with education providers? It was explained that to date contact had been made on an individual basis (i.e. teachers). An opportunity to reach a wider platform would be welcomed. MKK advised contacting Chris Wilford. SL to facilitate communication.</p> <p>AP highlighted the video supporting carers in the first 24 hours of care as 'inspired'.</p> <p>It was agreed the presentation would also be presented at the Health & Wellbeing Board in 6 months' time.</p> <p>SW commended the work of the Youth Parliament and Off The Record as well as the concise and clear nature of the presentation.</p>	<p>SL</p> <p>LH</p>
<p>3</p>	<p>Minutes and Matters Arising</p> <p>KW advised at the very first Executive and Operational meeting In December, Kevin Day alluded to a series of probation processes to which attendants were unaware. 7 minute briefings could be shared that would raise awareness, specifically for access through our website. It was however noted sharing through the website would not be permissible. Further thought on how to best display these materials are required.</p> <p>SQ investigate how best to incorporate the learnings outlined in the Homelessness Report published by Michael Preston-Shoot into the Vulnerable Communities subgroup. It was discussed that it would be useful to collaborate with the Homelessness Group chaired by RW.</p> <p>PB advised that CRC & NPS would be unable to represent each other and remain separate entities for quoracy.</p> <p>FF to continue in efforts to appoint an adult deputy chair for the Early Help & Intervention Group. The adult deputy is expected to assist with the adult strand of the strategy & implementation framework and ensure the adult agenda is represented equally.</p> <p>LH advised no training requirements had been received. All chairs to indicate to LH training requirements including no requirements.</p> <p>All members to feed in key dates to KW for communication plan.</p> <p>Change SG job title to 'Head of Student Wellbeing Services'.</p> <p>Add David Trumper (CEO for B&NES Carers Centre) to attendance.</p> <p>SL to review allocation of SM action points.</p>	<p>KW</p> <p>RW/SQ</p> <p>FF</p> <p>ALL</p> <p>SL</p> <p>SL</p> <p>SL</p>
<p>4</p>	<p>BCSSP Steering Group Update</p>	

	<p>KW advised the Steering Group meeting with sub group chairs focused on the Scrutiny & Assurance Framework and documenting work plans for forward planning.</p> <p>The framework has been mapped against the six steps of independent scrutiny and overlapped with the three lines of defence methodology. Summarised the table displaying principles on the left most side and the assurance priority along with the three-tiered action plan to meet the assurance priorities.</p> <p>The plan has been seen by all subgroups and sub group chairs</p> <p>In respect of a letter received from the Department for Health & Social Care (DHSC) explaining the expectations of the DHSC during Covid and that business as usual is expected, SW advised that during COVID there was no easement on safeguarding duties. DHSC expected statutory duties to be delivered but understood delays may occur owing to Covid-19 priorities and cited that there needed to be evidence of appropriate governance concerning any delays from Boards/ Partnerships.</p>  <p>11.b AOB - DHSC letter to Chairs FINA</p> <p>LH advised that for Rapid Reviews deadlines had been extended but only by a week.</p> <p>MKK felt the Steering Group meeting was helpful and would welcome further meetings to be staged between Operational Groups.</p>	
<p>5</p>	<p>Subgroup Feedback <i>PRG</i></p> <ol style="list-style-type: none"> LH advised it had been a busy period for the PRG having met three times since the last Operational Group. A Rapid Review had been processed (referred to as SQ) and signed off by SW. National Panel had reviewed and agreed with the decision made by the PRG to not proceed with a Child Practice Review. <p>The recommendations from the report centre around mental health and recording non-engagement with services. The mother had inconsistently engaged with support provided and it was discussed evidence of domestic violence toward the mother had negative effects on her mental health. The report found that agencies had approached the instances of domestic violence in an appropriate manner.</p> <ol style="list-style-type: none"> A second issue had been reviewed stemming from a LADO investigation into a now ex-teacher at a school. A scoping group had been formed to create the terms of reference. The outcome will be shared at the next Operational Group. 	<p>LH</p>

	<p>3. LH highlighted the National Children’s Review Panel document. While it has been picked up by the Exploitation subgroup and built into their action plan, it is important for all to read.</p> <p>4. Alternatives for the planning review workshop are being explored.</p> <p>5. LH advised that the DHR report for EV is a draft pending confirmation from the Home Office, this was scheduled for September but COVID may delay it further.</p> <p>LF asked LH for assistance regarding a LADO/Person in Position of Trust case. Incident occurred in Gwent, Wales in respect of children that live in B&NES, the claim is against a CCG Staff Member who operates out of Bristol predominantly. LF advised finding information had been very difficult. LH & LF to follow up offline.</p> <p><i>Training & Development</i></p> <ol style="list-style-type: none"> 1. LH advised the group had been developing e-learning materials. 2. Attempts have been made to integrate with Avon & Somerset Strategic Safeguarding Partnership (ASSSP) by getting a representative from the training & development group to sit on the group but meetings have been delayed due to COVID. This means there is no representation from BCSSP on the group. 3. Training & Charging Policy will be covered as an agenda item later. 4. SW highlighted that in the Learning & Improvement Framework there is reference to SARs only being commissioned if an adult dies. The Care Act is also clear that there is a discretionary duty to commission a SAR in other serious circumstances. LH acknowledged that the document did need further work before completion. <p><i>DAP</i></p> <ol style="list-style-type: none"> 1. BL advised funding had been successful to keep various projects going. The funding for Violence Against Women & Girls (VAWG) is due to expire soon and a new funding application will need to be submitted. Resources within the service has been identified as a concern as lockdown easement measures come into force and referrals are expected to spike. 2. RW advised there was an increased cost to housing providers as resources are taken up. Julian House for example are looking at reserving rooms in order to anticipate an instance where there is a need to accommodate a positive Covid test of a resident. Two funding applications had been submitted recently. 3. RW also advised that the 20% rise in domestic abuse cases that was reported in local news outlets was not correct and it is unclear where this claim originated from. 	<p>LH/LF</p>
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4. RW advised that a data dashboard was being created as part of the COVID 19 Domestic Abuse Taskforce. Early indications suggest an initial reduction followed by a steady increase. RW advised that Julian House are currently experiencing 3x more demand than for the same period in 2019.
5. BL concluded the update by observing that commissioners and agencies had worked together well.

Exploitation

1. RF advised that meetings had been well attended.
2. There was a concern that focusing on higher risk cases may create a backlog of lower risk cases.
3. Data had been difficult to combine as agencies collected data differently and at different intervals.
4. Working in collaboration with the Violence Reduction Unit had been very positive.
5. Topics covered in the subgroup meetings so far included transition of care leavers, children going missing, reinforcing the adult agenda and a review of the MASH platforms.
6. RF confirmed that Operation Topaz was business as usual.

Vulnerable Communities

1. SQ advised that the focus of the group was to clearly define the two group objectives of 'Think Family' and marginalised communities.
2. SQ also advised that work was underway to gain a better understanding of the work member agencies were conducting under these two areas.
3. An extra-ordinary meeting was planned for July to begin work on marginalised communities. Boating communities and rough sleepers have been identified in particular as having their needs overlooked, particularly during Covid.
4. SW asked that the Homelessness Report by Michael Preston Shoot be reviewed as part of the groups next agenda.

SQ

Early Help & Intervention

1. FF advised that the presentation will be presented later in the agenda. It had been decided that forward strategy would be all age but split into two implementation plans.
2. Food poverty will continue to be a key theme for the group as it covers all ages.

	<p>3. The most recent subgroup meeting highlighted good multi agency working, and innovative methods developed during lockdown that agencies wish to keep following lockdown easing.</p> <p>YOS</p> <p>1. MKK advised that meetings were resuming in June. The focus of work will be on Youth Justice Plan.</p> <p><i>Quality & Performance</i></p> <p>1. JM presented on behalf of SP. Terms of reference had been completed and were due to be signed off.</p> <p>2. Position of Trust Framework had been created and finalised and will go to Executive for ratification.</p> <p>3. JM advised that SJP had been seconded until recently but had returned and will be chairing the next meeting on the 15th.</p> <p><i>Activities of Chair</i></p> <p>1. Rapid Review SQ had been signed off and decision agreed by the national panel.</p> <p>2. Agreed SAR Terms of Reference in relation to ME and met with authors to discuss.</p> <p>3. Overview of weekly COVID newsletter updates</p> <p>4. Met with number of sub-group chairs and attended sub-groups</p> <p>5. Chaired an Extraordinary meeting of the Executive Group for SAR Mark sign-off</p> <p>6. Worked with KW on reviewing the scrutiny & assurance Framework</p> <p>LH raised a concern that no data is being shared at the Operational Group which is concerning and therefore it is difficult for the Operational Group to provide assurances. SW agreed and expected that this would be rectified at the next Operational Group. SW to convene with LH, KW, JM & MKK to follow up.</p>	<p>SW/LH/KW/ JM/MKK</p>
<p>6</p>	<p>Scrutiny & Assurance</p> <p>The framework has been mapped against the six steps of independent scrutiny and overlapped with the three lines of defence methodology. Summarised the table displaying principles on the left most side and the assurance priority along with the three-tiered action plan to meet the assurance priorities.</p> <p>The plan has been seen by all subgroups and subgroup chairs KW advised that the RAG rating was not complete.</p> <p>Feedback received so far indicated that exact dates would be beneficial.</p>	

	<p>The dashboard presented was based on data provided by the police.</p> <p>The group complimented the work involved.</p>	
7	<p>Charging Policy KW advised that the questionnaire had been distributed to 300 organisations and received 32 completed copies which was deemed a successful return rate.</p> <p>The revised charging policy will be presented at the next Training & Development subgroup meeting for approval.</p>	LH
8	<p>Risk Register KW advised she had received limited feedback and the document remained in draft format.</p> <p>A key element to include would be risks of COVID 19.</p> <p>MKK suggested a task/finish group be convened to identify key missing areas. Task/Finish to include SM, KW & MKK.</p>	SM/KW/MK K
9	<p>COVID Update</p> <p>RF advised that the exploitation group had discussed at length the implications of COVID to service delivery and best practice.</p> <p>MKK observed that multi agency working had been a highlight and the formation of the COVID Domestic Abuse Taskforce was helping to identify risks.</p> <p>LH explained that COVID had strengthened the community safety element of the partnership for vulnerable communities & rough sleepers.</p> <p>SQ estimates that 90% of homeless individuals have been identified.</p> <p>LH questioned if capacity can be maintained after COVID? SM, LH, AS, SQ to speak with Graham Sabourn.</p> <p>AS received several emails from local authorities regarding forward planning for current tenancies. These plans are currently being formulated.</p> <p>Adult social care continues to see lower than anticipated referrals. An increase is expected as lockdown measures ease further.</p>	SM/LH/AS/ SQ
10	<p>ASSSP LH advised there had been no real progress.</p>	

11	<p>Needs Mapping</p> <p>While this presentation was an abridged version of the presentation given to the Early Help & Intervention subgroup the full audio recording can be found here.</p> <p>DB advised a paper for the needs assessment will be submitted to the next Operational Group.</p> <p>SW advised that clear pathways would be very important for frontline staff.</p> <p>MKK praised the presentation and agreed with the recommendations.</p> <p>LH was concerned with the low level of Early Help Assessments compared to single agency assessments as well as no multi agency assessment. DB advised there was currently no process for quantifying needs.</p> <p>All present agreed with the recommendations from the presentation.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Gain further insight from the Social Care 2. Review current pathways 3. Review the Early Help Assessment process 4. Address service gaps 5. Consider an Early Help summit 6. Review Data flows and reporting 							
12	<p>AOB</p> <p>LH raised two challenges from the Children & Young Persons Group:</p> <ol style="list-style-type: none"> 1. Concern regarding children involved in substance abuse are increasing 2. Current impact of COVID on safeguarding children <p>LH happy the current impact of Covid on safeguarding children has been addressed in today's meeting.</p> <p>SW advised convening a task/finish to address these challenges involving SW, LH & KW.</p>	SW/LH/KW						
13	<p>Dates of the Operational Group Meetings</p> <table border="1" data-bbox="252 1637 1098 1733"> <tr> <td>03/09/2020</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>	03/09/2020	2-5pm	Curo, Bath	30/11/2020	2-5pm	Keynsham Community Space	
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Action Log

Agenda Item	Action	Actioner
2	MKK advised contacting Chris Wilford. SL to facilitate communication	SL

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3	7 minute briefings could be shared that would raise awareness, specifically for access through our website. It was however noted sharing through the website would not be permissible. Further thought on how to best display these materials are required.	KW
3	SQ investigate how best to incorporate the learnings outlined in the Homelessness Report published by Michael Preston-Shoot into the Vulnerable Communities subgroup. It was discussed that it would be useful to collaborate with the Homelessness Group chaired by RW.	SQ
3	FF to continue in efforts to appoint an adult deputy chair for the Early Help & Intervention Group	FF
3	All members to feed in key dates to KW for communication plan.	ALL
3	Change SG job title to 'Head of Student Wellbeing Services'. Add David Trumper (CEO for B&NES Carers Centre) to attendance. SL to review allocation of SM action points.	SL
5	Fosseway School Update	LH
5	LF asked LH for assistance regarding a LADO/Person in Position of Trust case. Incident occurred in Gwent, Wales in respect of children that live in B&NES, the claim is against a CCG Staff Member who operates out of Bristol predominantly. LF advised finding information had been very difficult. LH & LF to follow up offline.	LH/LF
5	SW asked that the Homelessness Report by Michael Preston Shoot be reviewed as part of the Vulnerable Communities next agenda.	SQ
5	LH raised a concern that no data is being shared at the Operational Group which is concerning and	SW/KW/JM/MKK

	therefore it is difficult for the Operational Group to provide assurances. SW agreed and expected that this would be rectified at the next Operational Group. SM to convene with LH, KW, JM & MKK to follow up.	
7	The revised charging policy will be presented at the next Training & Development subgroup meeting for approval.	LH
8	MKK suggested a task/finish group be convened to identify key missing areas. Task/Finish to include SM, KW & MKK.	SM/KW/MKK
9	LH questioned if capacity can be maintained after COVID? SM, LH, AS, SQ to speak with Graham Sabourn.	SM/LH/AS/SQ
12	SW advised convening a task/finish to address challenges raised by CYP group involving SW, LH & KW.	SW/LH/KW