

MK Together

Safer, Happier, Healthier

Partnership Handbook 2019/20



The story so far

Strong partnerships are at the heart of the way we do things in Milton Keynes. We have long since realised that we will have greater impact on the lives of local people if we work closely together.

In April 2017, we launched new streamlined arrangements for our 'people partnerships' under the MK Together banner. The move was far reaching and bold and we have made a good deal of progress since. Closer alignment of our Safeguarding Board and Health and Wellbeing Board, underpinned by a single support team, has enhanced working relationships between local partner organisations enabling us to make significant progress towards our shared priorities.

The next chapter

Despite the progress made there is more to do. We want to make sure we're having conversations only once with all of the right people in the room. We want our colleagues to spend less time in meetings, freeing them up to get on with the work at hand. A changing national and local context has made this an ideal time to look at how we work together.

We are now going even further. Creating a system wide partnership structure which includes our Community Safety Partnership will help us align our priorities across the whole system with the ultimate aim of making Milton Keynes safer, healthier and happier.

Our Community Safety Partnership already has a long track record of achievements. Since 1998 Safer MK has provided a mechanism for local agencies to come together around the common purpose of ensuring that Milton Keynes is a safe place to live, work and visit. For much of that time Milton Keynes has enjoyed relatively low crime and anti-social behaviour and the partnership has made a significant contribution to the quality of life enjoyed by residents. Bringing the Community Safety Partnership into this partnership will put us in a strong position to take this work forward.

Principles for working in partnership

Our new partnership arrangements are underpinned by the following principles:

- **Improves outcomes for residents** – our partnership working should have a direct impact on the lives of the people living in Milton Keynes
- **Maximises value for the Milton Keynes pound** – streamlined partnerships which minimise duplication and help partners work together efficiently
- **Flexible and agile** – partnerships which adapt as needed in order to keep up with the ever changing world
- **Facilitates system wide working** – a space for open and honest conversations, further enhancing relationships across the system.

Our partnership arrangements will:

- Have in place robust performance and quality monitoring measures with regard to the implementation of our agreed strategic priorities.
- Ensure that equality and diversity needs and safeguarding are incorporated in planning and service delivery.
- Be informed by innovation and sustainable best practice across the system which is then incorporated into commissioning plans.
- Have independent scrutiny at their core to provide assurance and hold a lens up to the system.
- Work with the support and advice of stakeholders and others, ensuring the views of the public are taken into account.
- Have suitable information sharing protocols in place signed by all responsible authorities.

Independent Scrutiny Arrangements

The whole partnership will benefit from an independent safeguarding scrutineer who will act as a critical friend for decision making across the system. The safeguarding scrutineer will observe and challenge the work of the partnership, offering oversight of the effectiveness of our partnership arrangements. The safeguarding scrutineer will attend the Health and Wellbeing Board and the Community Safety Partnership, as well the MK Together Management Board.

Strategic Partnership Boards

The Health and Wellbeing Board and the Community Safety Partnership are the key strategic partnerships for Milton Keynes. Both are statutory boards that operate as formal committees of the Council. They share the following key responsibilities:

- To encourage system wide co-operation;
- To assess local needs, identify priorities and strategy;
- To agree new joint working arrangements or changes to them.

Health and Wellbeing Board – Terms of reference

Frequency of meeting: quarterly

Health and Wellbeing Boards are a key component of the Health and Social Care Act 2012 and are statutory bodies. Constituted as a committee of Milton Keynes Council, the Health and Wellbeing Board is a Partnership Board. Acting as a key forum for leaders in health and social care they are designed to ensure an integrated and co-ordinated approach across NHS, social care and public health services in Milton Keynes.

The key functions of the Health and Wellbeing Board are:

- a) To provide system wide strategic leadership and oversight for improving the health and wellbeing of the people of Milton Keynes
- b) To assess the strengths and needs of the local population and set strategic priorities for Health and Wellbeing by agreeing a Joint Health and Wellbeing Strategy that drives the priorities for the commissioning plans and public health action for health, social care, education and other services the Board considers appropriate.
- c) To have overarching oversight of the delivery of strategic objectives as set out in the Joint Health and Wellbeing Strategy.

The core membership of the board will be made up of:

- The Leader of the Council (Chair)
- MKCCG Chair (Vice Chair)
- MKCCG Chief Operating Officer
- MKC Chief Executive
- MKC Director of Adult Services
- MKUHFT Chief Executive
- Central and North West London NHS Trust (CNWL) Chief Executive
- GP representative
- TVP Area Commander
- Director of Public Health

- Healthwatch representative
- VCS representative
- MKC Councillor from each group to include the Portfolio Holder for Adult Services, the Leader of the main opposition group and a representative from the minority opposition party

No elected councillor may serve on the Health and Wellbeing Board and hold a position of Chair of a Milton Keynes Council scrutiny committee.

The Director of Health and Social Care Integration will attend the Board. Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair.

Meetings will be held in public except where exempt or confidential information is likely to be disclosed, and the meeting or part of the meeting is held in private. Every effort will be made to facilitate public attendance.

Meetings are conducted in accordance with procedural rules applicable to council committees, except where modified by these terms of reference.

Core voting members (other than councillors) are required to nominate deputies. Councillors, intending to nominate a substitute to attend on their behalf should notify Democratic Services in writing (which can be by email) before the start time for the meeting.

The quorum for the Board will consist of six members, of whom no more than half will be Councillors. Only core members will have the right to vote.

Community Safety Partnership– Terms of reference

Frequency of meeting: quarterly

It is a requirement of the Crime and Disorder Act 1998 to have a Community Safety Partnership. Our Community Safety Partnership provides strategic direction and executive accountability with the aim of reducing crime, and the fear of crime and making Milton Keynes a safer place.

The key functions of the Community Safety Partnership:

- a) To agree the overarching strategy to deliver community safety, reduce crime and disorder and fear of crime, reduce the misuse of drugs and alcohol, reduce reoffending by adults and young people, and tackle anti-social behaviour.
- b) To agree the three-year community safety plan and review on an annual basis, informed by an annual overarching strategic assessment of crime and anti-social behaviour in the area

- c) To receive and approve an annual report which details a review of plans and activities

The Milton Keynes Council Cabinet member with responsibility for Community Safety will be appointed Chair, with the Vice-Chair being the Police Area Commander for Milton Keynes.

The core membership of the board will be made up as follows (representatives of the responsible authorities denoted with *):

- MKC Cabinet Member (Chair)
- TVP Area Commander (Vice Chair)*
- MKC Chief Executive*
- MKCCG Chief Operating Officer*
- Bucks Fire and Rescue*
- National Probation Service*/Community Rehabilitation Company*
- Representative of the Police and Crime Commissioner
- Director of Children's Services
- Director of Public Health
- VCS representative
- Urban and rural parish councillor
- Business representative
- MKC Councillor from each group

The Head of Community Safety and the TVP Deputy Area Commander will attend the Board. Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair. Membership will be reviewed annually to ensure that the partnership has the requisite skills to meet the statutory requirements of a community safety partnership.

The representatives of the responsible authorities are voting members of the Community Safety Partnership. If a voting member is unable to attend a meeting he or she should appoint a deputy to act as a substitute. Any nominated deputies or substitutes for voting members must be of an appropriate seniority and be adequately briefed.

A quorum will consist of a minimum of four representatives of the Responsible Authorities, except in financial matters when an affirmative vote of all Responsible Authorities will be required.

Meetings will be held in public except where exempt or confidential information is likely to be disclosed, and the meeting or part of the meeting is therefore held in private. Every effort will be made to facilitate public attendance.

MK Together Management Board – Terms of reference

Frequency of meeting: monthly (ten meetings per year)

The MK Together Management Board brings together senior leaders from key agencies in Milton Keynes to lead the delivery of strategic priorities and incorporates our multi-agency safeguarding arrangements.

The MK Together Management Board is accountable to both the Health and Wellbeing Board and the Community Safety Partnership and will be the operational decision making body for system wide service design. The board will do this by:

- a) Agreeing strategic priorities for the safeguarding of children and adults and reporting on progress annually.
- b) Developing shared policies, processes and response to identified issues, making best use of the total resources available.
- c) Co-ordinating the work of the affiliated boards, delegating effectively and providing active support and sponsorship.
- d) Commissioning any reviews including Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews.

The core membership of the board will be made up of chief officer or senior level representation from the following agencies and will include lead representatives for local safeguarding partners:

- Milton Keynes Council (four places to include the Director of Adult Services, Director of Children's Services and Director of Public Health)
- Milton Keynes CCG (two places)
- Thames Valley Police (two places)
- Milton Keynes University Hospital Foundation Trust (two places)
- CNWL (two places)
- Bucks Fire and Rescue
- GP representation
- National Probation Service/Community Rehabilitation Company
- Healthwatch

Other representatives may be invited to join the Board in an advisory or expert capacity by the Chair.

Agencies should ensure regular and consistent attendance. In order for the meeting to be considered quorate, one representative of each of the following organisations must be

present: Milton Keynes Council, Milton Keynes CCG, Thames Valley Police, Milton Keynes University Hospital Foundation Trust, and CNWL.

The chair of this meeting will rotate on an annual basis between the most senior representatives of the Council, the CCG and Thames Valley Police.

Affiliated Boards

Seven affiliated Boards will be responsible for the delivery of partnership work streams. Each of the boards will have a sponsor from the MK Together Management Board.

The role of the sponsor

- To provide direction and guidance for the work of the affiliated board, reporting on and being accountable for progress made.
- To link between the affiliated board and MK Together Management Board, escalating risks and issues.
- To chair the affiliated board or to agree suitable alternative chairing arrangements.
- To secure agency representation and commitment to the delivery of the work of the affiliated board.
- To negotiate consensus amongst affiliated board members where there are differences of opinion, resolving conflict when needed.

The affiliated boards will link appropriately with wider strategic partnerships including the STP area in order to maximise opportunities for joined up working.

1) Voice

The Voice Board feeds the voice of local people into the work of the partnership and provides feedback to stakeholders. The Voice Board works closely with existing groups and coordinates multi-agency public consultation.

2) Workforce

The Workforce Board develops joint policy and procedures and ensures there is access to appropriate multi-agency training. The Workforce Board is responsible for implementing learning from Case Reviews.

3) Risk

The Risk Board identifies new and emerging areas of risk and exploitation. This Board maintains oversight of case-based panels including Channel, Multi-Agency Risk Management Group, Vulnerable Adult Risk Management and CR-MARAC.

4) *Tasking*

The Tasking Board develops and delivers multi-agency activities in response to specific problems or issues, including awareness raising campaigns and joint disruption or enforcement operations.

5) *Assurance*

The Assurance Board monitors performance against partnership plans and organises thematic reviews, audits and data review as appropriate. This Board is responsible for providing oversight of the statutory safeguarding responsibilities.

6) *Review*

The Review Board manages local and statutory case and practice reviews, ensuring they are appropriately commissioned, meet quality expectations and are delivered in a timely fashion, and that actions are taken forward and learning shared.

7) *Child death*

The Child Death Board reviews deaths of children normally residing in Milton Keynes, recording modifiable factors and making any recommendations for preventative action

Further details of these partnership arrangements including terms of reference for the affiliated boards can be found in the [Appendices](#).

<div style="display: flex; align-items: center;"> <div style="font-size: 24px; margin-right: 5px;">4</div> <div>Meetings annually</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 24px; margin-right: 5px;">👁️</div> <div>Safeguarding Scrutineer</div> </div>	<p><i>Core membership (15 members)</i> Leader of MKC (Chair) MKCCG Chair (Vice chair) MKCCG Chief Operating Officer MKC Chief Executive MKUHFT Chief Executive CCNWL Chief Executive GP Representation TVP Area Commander Director of Public Health Director of Adult Services Healthwatch representative VCS representative MKC councillor from each group</p>
<h3 style="margin: 0;">Health and Wellbeing Board</h3> <p style="font-size: 10px; margin: 5px 0;">A formal committee of Milton Keynes Council set up under the Health and Social Care Act 2012 to improve health and wellbeing</p>	<p>Encourages system-wide co-operation</p>
<p style="font-size: 10px; margin: 5px 0;">A formal partnership (and Milton Keynes Council committee) set up under the Crime and Disorder Act 1998 to reduce crime and anti social behaviour</p>	<p>Assesses local needs, identifies priorities and strategy</p>
<h3 style="margin: 0;">Community Safety Partnership</h3>	<p>Agrees new joint working arrangements or changes to them</p>
<div style="display: flex; align-items: center;"> <div style="font-size: 24px; margin-right: 5px;">4</div> <div>Meetings annually</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 24px; margin-right: 5px;">👁️</div> <div>Safeguarding Scrutineer</div> </div>	<p><i>Core membership (16 members)</i> MKC Cabinet Member (Chair) TVP Area Commander (Vice Chair) MKC Chief Executive MKCCG Chief Operating Officer Bucks Fire and Rescue Police and Crime Commissioner NPS/CRC (probation) representative Director of Children's Services Director of Public Health VCS representative Urban and rural parish councillor Business representative MKC councillor from each group</p>

MK Together Management Board

Responsible for addressing the identified priorities of the Health and Wellbeing Board and Community Safety Partnership and oversight of our multi-agency safeguarding arrangements by:

- Fostering the right kind of relationships and culture to support place based working.
- Agreeing strategic priorities for the safeguarding of children and adults and reporting on progress annually.
- Developing shared policies, processes and responses to identified issues, making best use of the total resources available.
- Co-ordinating the work of the affiliated boards (listed right), delegating effectively and providing active support and sponsorship.
- Commissioning any reviews including Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Review.

Core membership (16 members)

- MKC (four places including DASS, DCS and DPH)
- MKCCG (two places)
- TVP (two places)
- CNWL (two places)
- MKUHFT Trust (two places)
- Bucks and Milton Keynes Fire and Rescue
- GP Representation
- NPS/CRC (Probation)
- Healthwatch

Chairing rotates annually between MKC, MKCCG and TVP

10

Meetings annually

👁️

Safeguarding Scrutineer

<div style="font-size: 24px; margin-bottom: 5px;">🗨️</div> <p>Voice</p>	<p>Ensures the voice of local people is heard and feedback is provided to stakeholders, service users and the public. Works closely other existing groups. Co-ordinates multi-agency public consultation. Sponsor: Healthwatch</p>
<div style="font-size: 24px; margin-bottom: 5px;">👤</div> <p>Workforce</p>	<p>Promotes consistency and best practice through developing joint policy and procedures and ensuring the provision of appropriate multi-agency training and events. Responsible for learning from case reviews. Sponsor: CNWL</p>
<div style="font-size: 24px; margin-bottom: 5px;">⚠️</div> <p>Risk</p>	<p>Identifies new and emerging areas of risk and exploitation and responses. Oversight of case-based panels (Channel, Multi-Agency Risk Management Group, Vulnerable Adults Risk Management and CR-MARAC). Sponsor: TVP</p>
<div style="font-size: 24px; margin-bottom: 5px;">🚶</div> <p>Tasking</p>	<p>Develops and delivers local and borough-wide multi-agency interventions, including awareness raising campaigns and joint disruption or enforcement operations, in response to specific problems or issues. Sponsor: MKC</p>
<div style="font-size: 24px; margin-bottom: 5px;">📊</div> <p>Assurance</p>	<p>Monitors performance against partnership plans and organises thematic reviews, audits and data review as appropriate. Responsible for oversight of statutory safeguarding assurance duties. Sponsor: MKCCG</p>
<div style="font-size: 24px; margin-bottom: 5px;">🔍</div> <p>Review</p>	<p>Manages local and statutory case and practice reviews, ensuring they are appropriately commissioned, meet quality expectations and are timely with any actions taken forward and learning is shared. Sponsor: MKUHFT</p>
<div style="font-size: 24px; margin-bottom: 5px;">📄</div> <p>Child Death</p>	<p>Reviews information on all child deaths locally, recording any modifiable factors that may have contributed and making any recommendations to reduce future child deaths. Sponsor: MKC (DPH)</p>