



# Buckinghamshire Joint Chairs Protocol 2020

This Protocol is intended to support effective joint working between the Strategic Partnership Boards in Buckinghamshire



## The Buckinghamshire Safeguarding Children Partnership

(BSCP) works closely with a range of subgroups to support its statutory responsibilities, has oversight of serious cases reviews and the child death overview panel. Our 3-year plan prioritises:

- Ensure the child or young person is at the centre of the approach adopted across Children's Services
- Working within a multi-agency setting to combat Neglect, Exploitation & Abuse
- Ensure smooth transitions within Children's and Adult Services
- Provide a Training and Development offer

## The Buckinghamshire Safeguarding Adults Board

(BASB) works closely with a range of subgroups to support its statutory responsibilities and has oversight of safeguarding adult reviews. Our 3-year plan prioritises:

- Engage with communities to understand needs and inform planning
- Understand the nature of Neglect (including self-neglect) and Abuse and plan to reduce cases
- Ensure professionals working with adults with care and support needs have the required knowledge and training for their roles
- Making Safeguarding Personal - the work of the Board is informed by service users and carers

## Joint Chairs Protocol

**The Buckinghamshire Health and Wellbeing Board** is a partnership working together to understand the health and wellbeing needs of Buckinghamshire agree priorities and encourage the people who buy health and care services to work in a more joined up way.

The Board has a statutory duty to produce a joint strategic needs assessment and a joint health and wellbeing strategy for Buckinghamshire.

**The Safer Buckinghamshire Board** is the statutory Community Safety Partnership for Buckinghamshire. The Board helps to tackle crime and the fear of crime, and to protect the vulnerable, by setting out a strategic Community Safety Plan and monitoring its progress. The Partnership has a legal duty for Buckinghamshire to work together in numerous areas including:

- Preparing a community safety strategic assessment, and responding accordingly
- Reducing re-offending
- Preventing extremism
- Addressing modern slavery
- Tackling persistent anti-social behaviour
- Addressing drug and alcohol misuse
- Commissioning Domestic Homicide Reviews

## Partnership Boards:

Board	Key Contacts	Members
<b>Buckinghamshire Safeguarding Children Partnership</b>	Chair: Sir Francis Habgood Business Manager: Jo Stephenson <a href="mailto:Joanne.stephenson@buckinghamshire.gov.uk">Joanne.stephenson@buckinghamshire.gov.uk</a> <a href="https://www.bucksscp.org.uk/">https://www.bucksscp.org.uk/</a>	Buckinghamshire Council; Buckinghamshire Clinical Commissioning Groups; Buckinghamshire College Group; Bucks Healthcare NHS Trust; CAF/CASS; National Probation Service; NHS England; Oxford Health NHS Foundation Trust; Schools; Public Health; Thames Valley Police; Thames Valley Probation and Youth Offending Service.
<b>Buckinghamshire Safeguarding Adults Board</b>	Chair: Sir Francis Habgood Business Manager: Jo Stephenson <a href="mailto:Joanne.stephenson@buckinghamshire.gov.uk">Joanne.stephenson@buckinghamshire.gov.uk</a> <a href="http://www.buckinghamshirepartnership.gov.uk/safeguarding-adults-board">http://www.buckinghamshirepartnership.gov.uk/safeguarding-adults-board</a>	Age UK Buckinghamshire; Buckinghamshire Council; Buckinghamshire Fire & Rescue; Buckinghamshire Healthcare NHS Trust; Buckinghamshire Mind; Buckinghamshire New University; Carers Bucks; CQC; CCG; Epilepsy Society UK; Freemantle Trust; Healthwatch Bucks; HM Prison Service; National Probation Service; NHS England; Oxford Health NHS Foundation Trust; SAfE; South Central Ambulance Service; Thames Valley Police; Thames Valley Community Rehabilitation Company; Voices and Choices.
<b>Health and Wellbeing Board</b>	Chair: Angela McPherson Business Manager: Jacqueline Boosey <a href="mailto:Jacqueline.Boosey@buckinghamshire.gov.uk">Jacqueline.Boosey@buckinghamshire.gov.uk</a> <a href="http://www.healthandwellbeingbucks.org/health-and-wellbeing-board">http://www.healthandwellbeingbucks.org/health-and-wellbeing-board</a>	Buckinghamshire Council; Representatives from Buckinghamshire Clinical Commissioning Group,, Buckinghamshire Healthcare Trust, Oxfordshire Health Foundation Trust, Healthwatch Bucks; Community Impact Bucks, The Clare Foundation. Other members of the board may be co-opted as required by specific agenda items.
<b>Safer Buckinghamshire Board</b>	Chair: Sarah Ashmead Business Manager: Rebecca Carley <a href="mailto:Rebecca.Carley@buckinghamshire.gov.uk">Rebecca.Carley@buckinghamshire.gov.uk</a> Website in development	Thames Valley Police; Buckinghamshire Council, Bucks Fire and Rescue Service; National Probation Service; Clinical Commissioning Group; Thames Valley Rehabilitation Group; Office of the Police & Crime Commissioner.

## **Introduction:**

This protocol has been developed to underpin and strengthen partnership work between each board; to outline a shared set of values and behaviours; and ensure a clear set of expectations between boards. It is the delivery plan by which we will secure effective joint working between the four Boards. The protocol will ensure a transparent, efficient and clear process for the sharing of knowledge, skills, information and resources. It will clarify the distinct roles and responsibilities of each Board, the inter- relationships and the means by which we will secure effective co-ordination and coherence over shared priorities and common ground.

## **Covid Reset & Recovery:**

The launch of the new Buckinghamshire Council coincided with responding to the national Covid 19 pandemic. Our local response highlighted the strong partner relationships that exist both in the county and nationally. We saw how it was possible to swiftly collaborate, adapt services and embrace new ways of working. It also demonstrated our beliefs around the need to think differently, creatively and be innovative with transformation. New and stronger alliances have been formed with a targeted focus on protecting our vulnerable residents and a common goal to work together for Buckinghamshire. The pandemic has and continues to impact every part of our society. We have the opportunity through our collective recovery planning to reset our services and systems in the best way possible to support our communities, organisations and people to rebuild and thrive in the future. It is vital that we continue to collaborate effectively at every level to safeguard our communities and improve their health and wellbeing.

## **Community Boards:**

### ***Working together: Local Voices, Local Choices, Local Action***

With the creation of the new Buckinghamshire Council is a brand new localism agenda to bring the council closer to our communities. At the heart of this approach, 16 new community boards present a new way of working with partners and diverse communities on issues that matters most to them. The community boards will be the local face of the council, empowering communities and work together tackling some complex issues. The community boards will foster collaborative working in our communities, making the best use of people's skills, knowledge and passions. They will identify opportunities to make a real difference in people's lives. This exciting new initiative, backed up by a £3.9 million commitment, will strengthen the voices of local people, helping them work with the council, local agencies and other organisations within their communities.

## **The Partnership Joint Chairs Meeting:**

The Partnership “Joint Chairs” meeting is an opportunity for the Board Chairs and Chief Officers to come together to share information; gain a common understanding of core priorities and the inter-connectivity between the boards; highlight cross cutting themes of interest; and evaluate the impact of work programmes.

The meeting, chaired by Rachael Shimmin, Chief Executive of Buckinghamshire Council, will be convened three times a year. The membership is: all Board Chairs, as listed on page 2, Chief Constable John Campbell QPM (TVP) Superintendent Michael Loebenberg (TVP), Dr James Kent (Executive Lead for Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System and Accountable Officer for Buckinghamshire Clinical Commissioning Group), Neil Macdonald (Chief Executive Buckinghamshire Healthcare NHS Trust), Tolis Vouyioukas (Corporate Director of Children’s Services) and Gill Quinton (Corporate Director of Health and Adult Social Care). Additional joint chairs meetings to address specific issues will be scheduled if required.

Claire Hawkes, Service Director for Localities and Strategic Partnerships, will provide strategic support, working closely with managers across the council and the Board Business Managers to develop impactful briefing material, collate metrics and evidence, and research best practice. This officer steering group will meet monthly to share information, horizon scan to ensure effective forward planning and escalate significant issues to Chairs.

### **Our Commitment:**

- We will focus on positive outcomes for children, young people and vulnerable adults
- We will offer mutual challenge and support
- We will be clear in our decision making and be accountable for our actions
- We will be open and honest
- We will achieve more by combining our expertise and working together in partnership
- We will communicate clearly and effectively

## A Joint Vision for Buckinghamshire:



## **Effective Partnership Working:**

Each of our strategic partnerships acknowledges their key role of safeguarding Buckinghamshire communities and improving the health and wellbeing of our residents. The partnerships, where collaboration and co-delivery are commonplace, are ideally placed to champion Buckinghamshire and take forward mutual ambitions, which complement and reflect individual partnership priorities.

### **How will the boards work collaboratively in practice?**

- Each board will produce an annual report and work plan
- Each board will develop a performance framework to monitor, evaluate, review and report on progress, impact and outcomes
- Each board will communicate areas of risk and actions, sharing good practice and helpful resources
- Boards will work together on themes of common interest and identify priorities for change

### **How will effective co-ordination be sustained?**

- The Chairs and Board Business Managers will receive a copy of each other's agendas and minutes to note recommendations and issues.
- The Chairs and Board Business Managers will proactively share information such as reports, inquiries' etc.
- The Chairs will formally report their annual reports and work plans to each Board.
- The Chairs will annually report on performance to the Joint Chairs Group, providing an opportunity for reflection, learning and sharing.
- Members who sit on more than one Board are expected to attend meetings regularly. They are a key mechanism for linking and sharing information at this strategic level.

## Links with other key Boards:

The Boards also need to maintain strong links with several other strategic groups which also have a role around safeguarding and health and wellbeing of our communities. These include but are not limited to:

- Corporate Parenting Panel
- The Police and Crime Commissioner Panel
- Buckinghamshire County Council's Scrutiny Committees
- The Children and Young People's Partnership
- The Voluntary Sector Recovery Board
- The Strategic Partners Board
- Local Enterprise Partnership Board

## Strategic Direction:

Each of our strategic partnerships acknowledges their key role of safeguarding Buckinghamshire communities and improving the health and wellbeing of our residents. The partnerships, where collaboration and co-delivery are commonplace, are ideally placed to champion Buckinghamshire and take forward mutual ambitions, which complement and reflect individual partnership priorities.

Although each Board has its own distinct and independent responsibilities, our ambitions for Buckinghamshire cannot be realised without effective collaboration and a strategic approach to service delivery around our shared priorities. It is critical that processes are in place to ensure effective cross-working, scrutiny and challenge.

Each board analyses and drives forward change covering a wide breadth of issues. However, there are several shared priorities where the Boards will need to ensure leadership and accountability is clear and that information is effectively shared.

### Priority Area: Domestic Abuse

Across each board, there are several shared priorities which relate to safeguarding communities and improving health and wellbeing. However, there is one common theme which all chairs will focus on. For 2020 this will be Domestic Abuse.

## **Complaints:**

Each Board has a role in co-ordinating and ensuring the effectiveness of local arrangements of services but they are not responsible for operational delivery. Any complaints about the operational work of any partnership organisations should initially be directed through the relevant organisation's complaints procedure.

If anyone wishes to make a complaint about the way the Board has discharged their functions, they should address concerns to the Chair who will give due consideration and take any remedial action necessary. If a complainant remains unsatisfied with the way the complaint has been addressed, they can contact the Complaints Team at Buckinghamshire Council. You can find more information [here](#). The Complaints Team will ensure concerns are given full consideration through the Council Complaints Procedure. Complaints will be monitored and themes discussed at Joint Chairs meetings.

## **Review arrangements:**

The protocol was updated in October 2020 and will be reviewed on an annual basis.

**Signatories:**



Rachael Shimmin,  
Chief Executive Buckinghamshire  
Council



Sarah Ashmead  
Deputy Chief Executive  
Buckinghamshire Council  
Chair, Safer Buckinghamshire Partnership



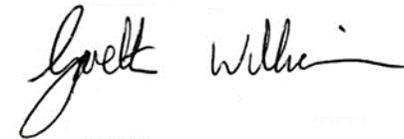
Sir Francis Habgood  
Chair, Buckinghamshire Safeguarding Children  
Partnership  
Buckinghamshire Safeguarding Adults Board



Tolis Vouyioukas  
Corporate Director of Children's Services  
Buckinghamshire Council



Neil Macdonald  
Chief Executive Buckinghamshire Healthcare  
NHS Trust



Gareth Williams  
Cabinet Member Communities and Public Health  
Chair, Health and Wellbeing Board



Gill Quinton  
Corporate Director of Health and Adult  
Social Care, Buckinghamshire Council



Dr James Kent  
Executive Lead for Buckinghamshire,  
Oxfordshire and Berkshire West Integrated Care  
System and Accountable Officer for  
Buckinghamshire Clinical Commissioning Group



Superintendent Michael Loebenberg  
Vice Chair, Safer Buckinghamshire Partnership  
Thames Valley Police

# Joint Board Strategic Group - Terms of Reference 2020

## 1. Purpose and vision

The partner organisations of Buckinghamshire are committed to working together at every level to safeguard our communities and improve their health and wellbeing. Several key strategic partnership boards operate within Buckinghamshire, working hard to achieve improved outcomes for all our residents

**Each of our strategic partnerships acknowledges their key role of safeguarding Buckinghamshire communities and improving the health and wellbeing of our residents. Our ambitions for Buckinghamshire cannot be realised without effective collaboration and a strategic approach to service delivery around our shared priorities.**

The Joint Board Strategic Group has been established to identify shared priorities and direction of travel for significant, cross-cutting issues affecting Buckinghamshire residents and their communities. The Joint Board Strategic Group will be supported by a Joint Board Operational Steering Group made up of Board Managers and the Localism and Strategic Partnerships Manager.

## 2. Functions

The Joint Board Strategic Group meeting is an opportunity for the Board Chairs to come together to share information; gain a common understanding of core priorities and the inter-connectivity between the boards; highlight cross cutting themes of interest; and evaluate the impact of work programmes.

## 3. Membership

- Chief Executive, Buckinghamshire Council
- Independent Chair, Buckinghamshire Safeguarding Children's Partnership
- Independent Chair, Buckinghamshire Safeguarding Adults Board
- Chair of Health and Wellbeing Board
- Chair, Safer Buckinghamshire Board
- Thames Valley Police
- BOB ICS
- Buckinghamshire Healthcare NHS Trust

- Corporate Director, Children's Services
- Corporate Director, Health and Adult Social Care
- Claire Hawkes, Service Director Localities and Strategic Partnerships

#### **4. Compact**

All Board Members should adhere to the Joint Board Protocol. This is an agreement between the Chairs of each Board.

#### **5. Operational**

- **Quoracy** - The meeting will be deemed quorate if at least half of the Board members are present and the Chair is present.
- **Frequency** - The meeting will be convened three times a year with additional scheduled to address specific issues if required.

#### **6. Review**

The terms of reference will be reviewed annually with the next review due October 2021.