

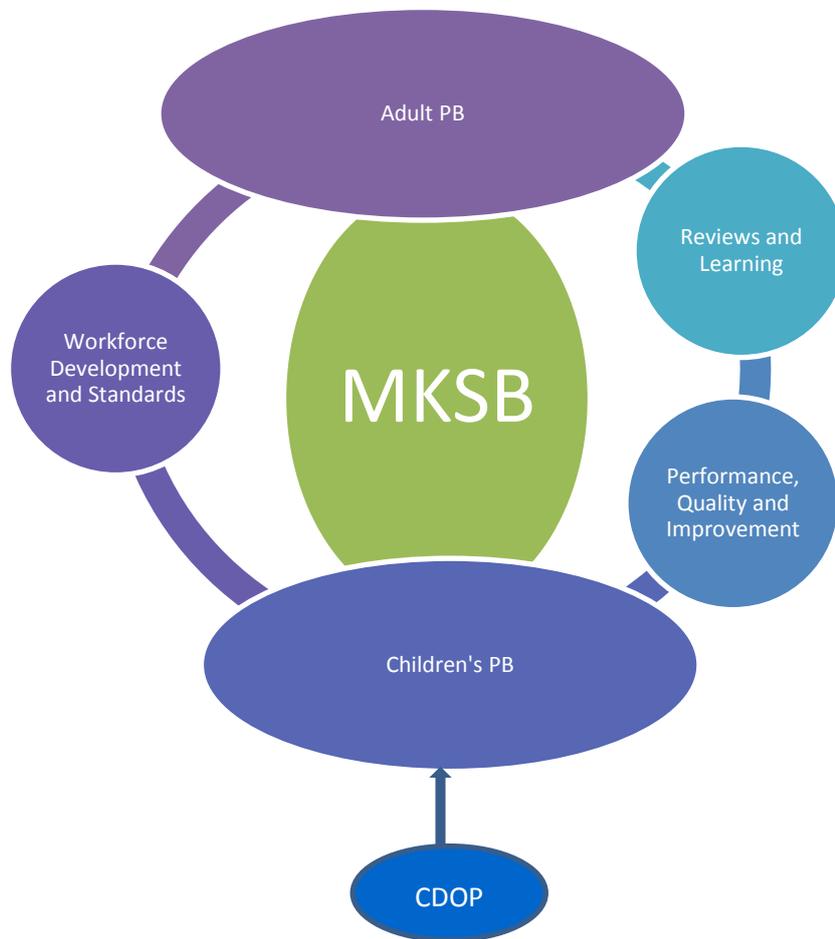


Milton Keynes Safeguarding Board (MKSB)

Governance Arrangements

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MK Safeguarding Board Governance Framework



Arrangements for the Reviews and Learning Group (RLG)

- 1.1 This group is chaired in 2017/18 by Jo Hooper, Head of Safeguarding & Quality, MK Council
- 1.2 This group is established to ensure compliance with the Care Act 2014 requirements (Safeguarding Adult Reviews) and LSCB Regulations 2006 and Working Together 2015 (SCRs and Learning Reviews).
- 1.3 Membership of the R&LG will include:
 - Chair of the RLG
 - Chair of Adult Case Review Panel
 - Chair of Children’s Case Review Panel
 - Chair of Domestic Homicide Review (DHR) Panel
 - MK Clinical Commissioning Group
 - MK Local Authority
 - An appropriately senior police representative
 - A Programme Manager or Project Officer from MK Together
 - Co-opted members depending on the nature of the business/reviews
- 1.4 The group will meet bi-monthly. It will report to both Programme Boards and through to the Board via a report card and will provide a monthly case tracker to the Board and both Programme Boards. It will be supported by two standing case review panels, one for adults, one for children, with membership as agreed by the R&L Group, and chaired by a named R&L group member in each instance.
- 1.5 The proposed terms of reference of the Reviews & Learning Group are to:
 - Develop an overarching framework and toolkit for undertaking Incident, Case and Learning Reviews – aligning current systems for SARs and SCRs.
 - Identify thematic learning from local and national SARs and SCRs and feed these into the Learning & Development Strategy.
 - Develop and disseminate learning from reviews, research etc.
 - Monitor the implementation and impact of learning from reviews.
 - Oversee the work of the two Case Review Panels (adults and children’s), whose proposed terms of reference are detailed below. An individual member of the Reviews and Learning Group will chair each standing panel, which will meet as regularly as is necessary.
 - Consider the recommendations made by the two panels prior to deciding on whether to formally recommend them to the Board, and the Independent Chair, who is responsible for the decision making process
 - Work closely with the Performance Quality & Improvement and Workforce Development & Standards groups to ensure learning is appropriately disseminated in a timely manner.
 - Be responsible for overseeing the work of the standing panel and individual case panels, and for monitoring progress.

- Work closely with the leads for the DHR process; a member of the R&L group will sit on the DHR Panel.
- Take the lead for developing and maintaining the MKSB Learning and Improvement Framework and the Learning and Development Strategy.
- To develop arrangements for capturing evidence and learning, and establishing the best ways to apply that learning, as well as simple appropriate ways to communicate and disseminate learning.
- To develop methods of monitoring the impact of applying the learning from reviews, of regularly collating and disseminating learning from other reviews (national and regional), and other evidence-based learning.
- Work closely with the Workforce Development and Standards Group in disseminating learning and applying it, and with the Performance, Quality and Improvement Group in terms of monitoring impact.
- Begin the work on new arrangements in relation to children arising from the Children and Social Work Act 2017 as soon as consultation on regulations and guidance begins in late 2017/early 2018.

1.6 The proposed terms of reference for the adult and children's case review panels are to:

- Consider referrals and requests for reviews, in accordance with the processes and timescales detailed in the MKSB Case Review Practice Guidance and Toolkit.
- Make recommendations to the Reviews and Learning Group, in order to address learning from critical and other incidents as to when/how, to commission reviews of serious cases and any form of learning review undertaken across the MK Safeguarding System, so as to drive continuous improvement (working closely with the Performance and Quality Improvement (PQI) Group). The RLG will consider their recommendations and then submit them as signed off recommendations to the Board and the Independent Chair Undertake the detailed scrutiny of individual case review referrals and when necessary to co-opt members onto the standing panel who will be selected for their experience and expertise in relation to a specific case or practice issue.
- Commission, lead and manage specific case reviews supported by the MKSB Business Office in the co-ordination and administration of the reviews, including the process of publication.
- The group will develop arrangements for:
 1. Commissioning reviews
 2. Agreeing the methodology to be used to undertake the work
 3. Ensuring the voice of those involved is heard and included as appropriate
 4. Quality assurance of the content of reports and agreeing final reports
 5. Advising on communications and management of publication

- Working closely at all times with and through the Independent Chair who remains the formal decision-maker in terms of agreeing when and what to commission and undertake.

Arrangements for the Workforce Development and Standards Group (WDSG)

- 1.7 This group is chaired by Tracey Davies, Safeguarding Adults Lead Nurse, Milton Keynes University Hospital NHS Foundation Trust (MKUHFT)
- 1.8 This group will ensure that the requirements of the Care Act 2014 and Working Together 2015 (or any successor regulations and guidance arising from the Children and Social Work Act 2017) in relation to multi-agency workforce development, training, knowledge and practice competence are met.
- 1.9 It will also be required to develop, manage and maintain multi-agency policies, frameworks, tools, protocols, practice standards and guidance in relation to safeguarding in MK, and to support/lead on the Board's development of participation and engagement activity (lay members, Young People's Board, adult engagement arrangements, practitioner forums and DSL forums)
- 1.10 In addition it will support and develop the Board's information dissemination and communication functions (website and social media, as well as any hard copy material).
- 1.11 The terms of reference will be to:
 - Oversee the development and implementation of a multi-agency safeguarding competency framework.
 - Monitor and evaluate the effectiveness of single-agency safeguarding training and compliance with the competency framework.
 - Conduct a bi-annual multi-agency training needs analysis.
 - Coordinate the provision of inter and multi-agency learning and development opportunities in response to identified learning needs.
 - Set the curriculum content of MKSB-developed basic safeguarding training.
 - Ensure the availability of high quality basic safeguarding training and core inter-agency training opportunities, and new training to address new issues/safeguarding challenges and ensure curricula are fit for purpose
 - Develop and oversee the mechanisms for the prompt dissemination of learning identified from audits and reviews, as well as research material and external reports.
 - Develop, manage and maintain multi-agency policies, frameworks, tools, protocols, practice standards and guidance in relation to safeguarding in MK.
 - Support and lead on the development of the Board's participation and engagement arrangements, forums etc
 - Support the Board's communication functions (website and social media, as well as any hard copy material).
- 1.12 Membership will comprise:
 - MK Clinical Commissioning Group (CCG)
 - Primary Health Care/Designated Doctor

- Central & North West London (CNWL) NHS Foundation Trust
- MK NHS UHFT
- Safer MK
- LA People Directorate (representatives for adults and children)
- LA Place Directorate
- Probation
- Thames Valley Police (TVP)
- Education (primary, secondary, special and HEI)
- Voluntary and community sector
- Faith and Community representatives

1.13 The group will meet quarterly. It will have as many work streams and task groups reporting to it as it requires to fulfil its functions and Terms of Reference. It will report to both Programme Boards and through to the Board via a report card.

1.14 It is required to work closely with the Reviews and Learning Group in disseminating learning and applying it, and with the Performance, Quality and Improvement Group in terms of monitoring impact.

1.15 It will be required to begin the work on new arrangements in relation to children arising from the Children and Social Work Act 2017 as soon as consultation on regulations and guidance begins in late 2017/early 2018.

Arrangements for the Performance, Quality and Improvement Group

1.16 This group is chaired by Michael Bracey, Corporate Director – People, MK Council

1.17 This group will be established to ensure that the requirements of the Care Act 2014 and Working Together 2015 (or any successor regulations and guidance arising from the Children and Social Work Act 2017) in relation to multi-agency performance, quality assurance and continuous improvement are met.

1.18 The terms of reference will be to:

- Establish an annual performance and assurance framework and assurance cycle.
- Report annually on the performance of MKSB overall and on the effectiveness of safeguarding in MK.
- Develop and use priority-based performance scorecards and performance monitoring reports utilising Outcomes Based Accountability methodology.
- Report regularly on the effectiveness of multi-agency safeguarding practice in MK, including through benchmarking activity.
- Quality-assure practice on an annual cycle through the use of a range of tools and audit methodologies (including joint audits of case files, themed audits,

the collation and analysis of single-agency audits, peer review and challenge events, dip sampling, analysis and monitoring of single and multi-agency regulatory reports and self-assessment tools such as S11 and S175 tools in children's safeguarding).

- Support partner agencies to develop their own audit, assurance and performance tools.
- Monitor and assure MKSB performance including risk assessments and budget management.

1.19 Membership will include subject specialists and data and performance analysts across the safeguarding system and will comprise:

- LA People Directorate representatives (adult and children)
- LA Place Directorate representatives
- Public Health
- MK CCG
- Healthwatch
- CNWL
- MK NHS UHFT
- National Probation Service
- TV Police
- Education representatives (including school improvement)
- Voluntary and Community Sector
- MKC Performance and Policy representative
- Safer MK

1.20 The chair of this group has a very specific role and responsibilities. It requires significant familiarity with and ability to utilise and manage data, data analysis, and statistical and other methodologies for understanding performance and quality. The chair must remain neutral of all the partner agencies.

1.21 It will meet bi-monthly and will be aligned to the data collection cycle, reporting quarterly on overall performance, and focussing on key joint issues in the other two sessions. It will report via the two Programme Boards to the Board using the report card and the quarterly scorecards.

1.22 It is required to work closely with the Reviews and Learning Group and with the Workforce Development and Standards Group in terms of monitoring impact.

Child Death Overview Panel (CDOP)

- 1.23 The CDOP panel terms of reference and membership currently are in line with the requirements of statutory children's legislation and Working Together 2015. The panel is chaired very effectively by the Director of Public Health and supported by a part time CDOP Co-ordinator.
- 1.24 These arrangements are very specific and very focussed, and are primarily epidemiological in nature. The CDOP can refer individual cases for serious case review but is primarily interested in the factors that may have prevented the death.
- 1.25 The Panel produces an Annual Report which, given the relatively low numbers of child deaths annually, has limited value locally. If read in conjunction with other CDOP annual reports in the area it has more impact on what preventable factors need to be addressed.
- 1.26 New, very detailed statutory guidance and requirements are likely to be published for consultation in the near future so it makes no sense to change the current arrangements yet.