

## Joint Board Protocol 2018

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

#### Introduction

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

Buckinghamshire Safeguarding Children Board  
 Buckinghamshire Safeguarding Adults Board  
 Buckinghamshire Health and Wellbeing Board  
 Safer and Stronger Bucks Partnership Board

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.

This 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.

The Chair of each partnership has endorsed this document. It will be reviewed yearly from the date of signing or with any changes in legislation.

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## Section 1- Individual Partnership Board Responsibilities

### Buckinghamshire Safeguarding Children Board (BSCB)

The Buckinghamshire Safeguarding Children Board (BSCB) is a statutory body established under the Children Act 2004. The BSCB coordinates local arrangements to safeguard and promote the welfare of children, and ensure those arrangements are effective.

*“A strong and shared safeguarding culture across partners ensures every child and young person in Buckinghamshire grows up safe from maltreatment, neglect and harm. Children and their parents receive the right help and support when they need it, leading to better outcomes for children and young people.”* BSCB Vision

#### Membership:

Buckinghamshire County Council; Aylesbury Vale District Council; Wycombe District Council; Chiltern and South Bucks District Council; Buckinghamshire Clinical Commissioning Groups; Buckinghamshire College Group; Bucks Healthcare NHS Trust; CAF/CASS; Lay members; National Probation Service; NHS England; Oxford Health NHS Foundation Trust; Schools; Public Health; Thames Valley Police; Thames Valley Probation; Wycombe District Council and Youth Offending Service.



**Independent Chair:**  
Fran Gosling-Thomas  
**Business Manager:**  
Jo Stephenson

Contact details can be found [here](#).

Further details on the role and work of the BSAB can be found [here](#).

**Frequency:** BSCB meetings are held every 2 months.



### Buckinghamshire Safeguarding Adults Board (BSAB)

The Buckinghamshire Safeguarding Adults Board (BSAB) is a statutory partnership committed to working together to ensure local safeguarding arrangements are both effective and of a high quality. Its remit is to lead the strategic development of adult safeguarding and to hold organisations to account for their safeguarding work.

*“People should be able to live a life that is free from harm, where communities have a culture that does not tolerate abuse; we work together to prevent abuse; and people know what to do when abuse happens and any response is proportionate.”*  
BSAB Strategic Plan

#### Membership:

Age UK Buckinghamshire; Buckinghamshire County Council; Aylesbury Vale District Council; Wycombe District Council; Chiltern and South Bucks District 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.



**Independent Chair:**  
Marie Seaton  
**Business Manager:**  
Nicolette Barry

Contact details can be found [here](#).

Further details on the role and work of the BSAB can be found [here](#).

**Frequency:** BSAB meetings are held 4 times a year.



## Health and Wellbeing Board (HWB)

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.

*“Create the best conditions in Buckinghamshire for people to live healthy, happy and fulfilling lives and achieve their full potential.”* HWB Vision

### Membership:

Buckinghamshire County Council; Three representatives from each Clinical Commissioning Group; Healthwatch Bucks; 2 District Council representatives; National Commissioning Board Representatives. Other members of the board may be co-opted as required by specific agenda items.



### Chair:

Martin Tett

### Business Manager:

Katie McDonald

Contact details can be found [here](#).

Further details on the role and work of the HWB can be found [here](#).

**Frequency:** The Board meet in public 6 times a year.



Health & Wellbeing Board  
Buckinghamshire

## Safer and Strong Buckinghamshire Partnership Board (SSBPB)

The Safer and Stronger Bucks Partnership Board provides the “county strategy group” as identified in the Crime & Disorder (Formulation and Implementation of Strategy) regulations 2007. Its key purpose is to agree county level community safety priorities to build safer and stronger communities including anti-social behaviour and tackling substance misuse.

*“In Buckinghamshire, we aim to continue to see crime reduce. We also aim to support those who are most vulnerable to crime and those who are most fearful of crime and enable them to feel safer.”* SSBPB aim

### Membership:

Thames Valley Police; County and District Councils; Bucks Fire and Rescue Service; National Probation Service; Thames Valley Community Rehabilitation Company; Clinical Commissioning Groups.



### Chair:

Nikki Ross

### Business Manager:

Cath Marriott

### Contact:

[communitysafety@buckscc.gov.uk](mailto:communitysafety@buckscc.gov.uk)

Further details on the role and work of the HWB can be found [here](#).

**Frequency:** The Board meet xxx times per year



together we can  
make you safer in Buckinghamshire

## Section 2- Productive Partnerships: Behaviours and Commitments

The boards/partnerships have distinct, yet complementary functions but all work with a common purpose- to promote joint working and co-operation between partners to improve safeguarding, health and wellbeing.

A series of commitments and behaviours underpin the way each board works within their defined remit; the interface between the boards; and provide the framework by which effective co-ordination and collaboration between the boards will be sustained.

### Behaviours

- 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 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

### Commitment

- 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

To facilitate effective **co-ordination and coherence** between the boards:

- 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 reciprocal scrutiny and development.
- 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.

## Section 3- Effective Partnerships: 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 of the partnerships will make sure that their Board and supporting sub-groups work effectively together to deliver strategic priorities. Cross-cutting issues will be addressed through effective leadership, strong direction, challenge and/or support when necessary.

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



Across each board, a number of shared priorities have been identified which relate to safeguarding communities and improving health and wellbeing. These include:

- Domestic abuse
- Mental health
- Substance misuse
- Other safeguarding issues such as child sexual exploitation, antisocial behaviour, modern slavery and adult exploitation, Prevent and workforce sufficiency
- Transition from children's services into adulthood.

The Boards, through their Chair or at their direction, will provide constructive challenge to each other across the issues identified above. This is to ensure that core priorities and business aims are met, and the commissioning of services is in line with safeguarding practices. The relevant Board will need to be alerted to any issues identified either through the Chair or via a referred report that if the issue is complex and detailed.

The following routes may be instigated if required:

- A Chair can make a formal written request of another chair for information or consideration of an area of concern.
- A Chair can make a request of another chair for an item to be placed on a Board meeting agenda to address a particular area of concern.
- A Chair can request a meeting between Board Chairs (and other representatives) to consider and agree a way forward regarding issues that have not been resolved by the above.
- Where an area of concern cannot be resolved within the above framework, a resolution meeting will be held between Board Chairs and Buckinghamshire County Council's Chief Executive as a minimum.

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 Independent 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 County 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.

Each Board is considered a strategic partnership to Buckinghamshire County Council. As such, the partnership arrangement is included on the Partnership Register and will be monitored as outlined within the Partnership Framework. This involves an annual self-assessment which will support Chairs and Board Managers with annual reports and planning discussions.

### **Links with other key Boards**

The above four Boards also need to maintain strong links with a number of other strategic groups which also have a role around safeguarding children and / or adults vulnerable to abuse or neglect. These include but are not limited to:

- Integrated Commissioning Executive Team (ICET)
- Corporate Parenting Panel
- The Police and Crime Commissioner Panel
- Buckinghamshire County Council's Scrutiny Committees
- The Children and Young People's Partnership

## Section 4- Joint Chairs Meetings

The “Joint Chairs” 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.

The meeting, chaired by Rachael Shimmin, Chief Executive of Buckinghamshire County Council, will be convened twice yearly with membership extended to Chief Officers, in particular Francis Habgood (Thames Valley Police) and Lou Patten (NHS Clinical Commissioning Groups), and the County Council’s Director of Children’s Services (Tolis Vouyioukas) and Director of Communities, Health and Adult Social Care (Gill Quinton). Additional joint chairs meetings to address specific issues will be scheduled if required.

Claire Hawkes, Head of Policy and Partnerships, will provide strategic support to the joint Chairs, working with Board Business Managers to develop impactful briefing material, collate metrics and evidence, and research best practice. This officer steering group will meet quarterly to share information, horizon scan to ensure effective forward planning and escalate significant issues to Chairs.

## Section 5- Review arrangements

The protocol was updated in April 2018 and adopted by each of the Boards. The next review is due in April 2019. It will be reviewed on an annual basis by the partnership Chairs through submission as an agenda item at the Joint Chairs Meeting.

## Signatories to the Joint Board Protocol - June 2018



Fran Gosling-Thomas  
Independent Chair  
Buckinghamshire Safeguarding Children Board



Nikki Ross  
Chair  
Safer Stronger Bucks Partnership Board



Martin Tett  
Leader of Council and Chair  
Health and Wellbeing Board



Marie Seaton  
Independent Chair  
Buckingham Safeguarding Adults Board