

PROTOCOL WITH CAMBRIDGESHIRE SAFEGUARDING BOARDS

To: Health and Wellbeing Board

Date: 15th January 2015

From: Adrian Lyne, Policy and Projects Officer

1.0 PURPOSE

- 1.1 To clarify the strategic arrangements between the Cambridgeshire Health and Wellbeing Board (HWB), the Cambridgeshire Local Safeguarding Children Board (LSCB) and the Cambridgeshire Safeguarding Adults Board (SAB).

2.0 BACKGROUND

- 2.1 The Health and Wellbeing Board has discussed items relating to safeguarding on a number of occasions. Most recently this has included the presentation of the Local Safeguarding Children Board's (LSCB) annual report on 2 October 2014 and an informal discussion at the HWB's development day on 19 September.
- 2.2 The protocol attached at [Appendix A](#) sets out a more formal arrangement between the Health and Wellbeing Board, Local Safeguarding Children Board and Safeguarding Adults Board, aimed at strengthening links between the boards.
- 2.3 The purpose of this protocol is to ensure that the business cycles of each board complement each other, so that each board's reports and agendas respond in a timely way.
- 2.4 There is currently no statutory requirement to secure a formal relationship between the Health and Wellbeing Board and the safeguarding boards, however there is guidance steering in this direction. For example, 'Working Together 2013' includes a number of statements driving towards a formalised relationship between the HWB and the LSCB, particularly in relation to the JSNA.
- 2.5 This protocol was approved by the Local Safeguarding Children Board early in 2014.

- 2.6 The Safeguarding Adults Board is reviewing the Terms of Reference (ToR) to comply with the Care Act 2014 and intends to link the protocol to the revised ToR. The ToR and the protocol will be presented to the Safeguarding Adults board in March 2015 for approval.

3.0 KEY POINTS

- 3.1 The full protocol is attached at [Appendix A](#).
- 3.2 The opportunities presented by a formal working relationship between the Cambridgeshire Health and Wellbeing Board, the LSCB and SAB are summarised as:

- Securing an integrated approach to the Joint Strategic Needs Assessment (JSNA), ensuring comprehensive safeguarding data analysis in the JSNA, in line with the Working Together guidance
- Aligning the work of the LSCB strategic business plan and SAB Strategic Plan with the HWB Strategy and awareness of related priority setting
- Ensuring safeguarding is ‘everyone’s business’, reflected in the public health agenda.
- Evaluating the impact of the HWB Strategy on safeguarding outcomes, and of safeguarding on wider health outcomes
- Identifying a coordinated approach to performance management, transformational change and commissioning
- Cross-board scrutiny and challenge: the Health and Wellbeing Board for embedding safeguarding, and the safeguarding boards for overall performance and contribution to the HWB Strategy.

- 3.3 The protocol suggests practical arrangements to approach a more formal working relationship.

4.0 ALIGNMENT WITH THE CAMBRIDGESHIRE HEALTH AND WELLBEING STRATEGY

- 4.1 This paper is aligned with Priority 6 of the Health and Wellbeing Strategy; ‘work together effectively’.

5.0 RECOMMENDATIONS

- 5.1 The Health and Wellbeing Board is asked to consider and approve the attached protocol between the HWB and the two safeguarding boards.

Source Documents	Location
Working together to safeguard children, Department for Education	https://www.gov.uk/government/publications/working-together-to-safeguard-children

Appendix A

PROTOCOL IN SUPPORT OF THE RELATIONSHIP BETWEEN THE CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD, THE CAMBRIDGESHIRE LOCAL SAFEGUARDING CHILDREN BOARD (LSCB) AND THE CAMBRIDGESHIRE SAFEGUARDING ADULTS BOARD (SAB)

This paper sets out a proposed framework and protocol within which we will secure effective joint-working between the three Boards.

This protocol sets out the distinct roles and responsibilities of the Boards, the inter-relationships between them in terms of safeguarding and well-being and the means by which we will secure effective co-ordination and coherence between the Boards.

The Purpose of Health and Wellbeing Boards

Health and Wellbeing Boards (HWBs) were established by the Health and Social Care Act (2012). They are intended to be a forum where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities.

Each top tier and unitary authority must have its own Health and Wellbeing Board. Board members are expected to collaborate to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way. As a result, patients and the public should experience more joined-up services from the NHS and local councils in the future.

What does the Health and Wellbeing Board do?

- Health and Wellbeing Boards have strategic influence over commissioning decisions across health, public health and social care through the development of a Health and Wellbeing Strategy. Cambridgeshire's Health and Wellbeing Strategy can be found here: <http://www.cambridgeshireinsight.org.uk/health/hwb>
- HWBs are intended to strengthen democratic legitimacy by involving democratically elected representatives and patient representatives in commissioning decisions alongside commissioners across health and social care. The HWB should also provide a forum for challenge, discussion, and the involvement of local people.
- Boards bring together clinical commissioning groups and councils to develop a shared understanding of the health and wellbeing needs of the community. They undertake the Joint Strategic Needs Assessment (JSNA) and develop a joint strategy

for how these needs can be best addressed. This will include recommendations for joint commissioning and integrating services across health and care.

- Through undertaking the JSNA, the board will drive local commissioning of health care, social care and public health and create a more effective and responsive local health and care system. Other services that impact on health and wellbeing such as housing and education provision will also be addressed.

In Cambridgeshire, the Health and Wellbeing Board is a new partnership which became a statutory sub-committee of the County Council in April 2013. It comprises of elected members and officers from the County Council and district councils, representatives from the Cambridgeshire & Peterborough Clinical Commissioning Group, NHS England and Healthwatch. The Health and Wellbeing Board's strategic priorities have grown out of detailed assessments of need that culminated in the Joint Strategic Needs Assessment (JSNA) 2012.

Through this strategy the board:

- Identifies health and wellbeing priorities that can be owned and acted upon by the key strategic partnerships
- Sets clear markers for NHS and local authority commissioners as they act to put in place the right mix of services and initiatives to meet the needs of the population
- Holds commissioners to account for ensuring their commissioning plans comply with the HWB Strategy
- Helps to develop partnerships with statutory and voluntary sector colleagues that provide solutions to commissioning challenges including the wider determinants of health and wellbeing e.g. housing.

Business Planning Cycle of the Health and Wellbeing Board

The Health and Wellbeing Board holds decision making public board meetings quarterly over a year commencing from April. The meeting cycle is supported with board development days which are informal opportunities for board members and extended network members. Board development days have two purposes: firstly, to provide board members with opportunities to further develop and understand their role in relation to the requirements of the Health and Wellbeing Board and secondly, to enable board members to have dedicated time to review, discuss and critique specific issues with wider partners that may be presented at future board meetings.

The formal Health and Wellbeing Board is also supported by monthly officer meetings (members are from the wider network), who contribute to the board's planning cycle. This includes a forward plan for both development and board meetings, stakeholder events and external communication systems e.g. newsletters. All papers that are taken to the full Health and Wellbeing Board first come to the officer support group for

review. A proposal to move to a bimonthly meeting cycle is under discussion due to the amount of business which the HWB needs to discuss.

The Purpose of Safeguarding Boards

Cambridgeshire Local Safeguarding Children Board (LSCB)

The key objectives of the LSCB as set out in '*Working Together to Safeguard Children* (2013) arising from section 14 Children Act (2004) are:

- To coordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children;
- To ensure the effectiveness of what is done by each such person or body for their purposes.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

A key objective in undertaking these roles is to enable children to have optimum life chances and enter adulthood successfully.

The role of an LSCB is to scrutinise and challenge the work of agencies both individually and collectively. The LSCB is not operationally responsible for managers and staff in constituent agencies.

The LSCB strategic Business Plan for 2014-15 can be found on the LSCB website here: www.cambslscb.org.uk

At the HWB meeting in January 2014, the HWB agreed that the Children's Trust will be its primary delivery mechanism for priority one of the HWB Strategy relating to outcomes for children and young people in Cambridgeshire: **Ensuring a positive start to life for children and young people**. The independent chair of the LSCB sits on the Children's Trust and regular updates regarding safeguarding are given to the Children's Trust and to the Area Partnerships. There is a memorandum of understanding between the LSCB and the Children's Trust. This joint protocol further ensures that the strategic arrangements regarding safeguarding of children are clear.

Cambridgeshire Safeguarding Adults Board (SAB)

Safeguarding Adult Boards (SAB) become statutory from April 2015. The main function of the SAB will be to assure that local safeguarding arrangements and partners act to help protect adults in its area who meet the safeguarding criteria.

The SAB has a strategic role that is greater than the sum of the operational duties of the core partners. It oversees and leads adult safeguarding across the locality and will be interested in a range of matters that contribute to the prevention of abuse and neglect. These will include the safety of patients in its local health services, quality of local care and support services, effectiveness of prisons and approved premises in safeguarding offenders and awareness and responsiveness of further education services.

It is important that the SAB partners feel able to challenge each other and other organisations where it believes that their actions or inactions are increasing the risk of abuse or neglect. This will include commissioners, as well as providers of services.

The following six principles apply to all sectors and settings including care and support services, further education colleges, commissioning, regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider local authority functions and the criminal justice system.

Everyone engaged in safeguarding adults will be expected to adhere to these working practices in accordance with maintaining, choice, rights, fulfilment, independence, privacy, and dignity for the individuals concerned.

- **Empowerment:** personalisation and the presumption of person led decisions and informed consent.
- **Prevention:** it is better to take action before harm occurs.
- **Proportionality:** proportionate and least intrusive response appropriate to the risk presented.
- **Protection:** support and representation for those in greater need.
- **Partnership:** local solutions through services working with their communities.
- **Accountability:** accountability and transparency in delivering safeguarding.

The Cambridgeshire SAB has three core duties:

- It must publish a strategic plan for each financial year that sets out how it will meet its main objective and what the members will do to achieve this
- It must publish an annual report
- It must conduct any Safeguarding adults reviews

The need for effective communication and engagement between the Boards

Safeguarding is everyone's business. As such, all key strategic plans whether they be formulated by individual agencies or by partnership forums should include safeguarding as a cross-cutting theme to ensure that existing strategies and service delivery as well as emerging plans for change and improvement include effective safeguarding arrangements that ensure that all people of Cambridgeshire are safe and their well-being is protected. The two safeguarding boards have a responsibility to scrutinise and challenge these arrangements.

The Health and Wellbeing Strategy 2012-17 is a key commissioning strategy for the delivery of services to children and adults across Cambridgeshire and so it is critical that in drawing up, delivering and evaluating the strategy there is effective interchange between the Cambridgeshire Health and Wellbeing Board and the two safeguarding boards.

Specifically there needs to be formal interfaces between the Health and Wellbeing Board and the safeguarding boards at key points including:

- The needs analyses that drive the formulation of the annual Health and Wellbeing Strategy and the Safeguarding Boards' Business Plans. This needs to be reciprocal in nature ensuring both that safeguarding boards' needs analyses are fed into the JSNA and that the outcomes of the JSNA are fed back into safeguarding boards' planning;
- Ensuring each Board is regularly updated on progress made in the implementation of the Health and Wellbeing Strategy and the individual Board Business Plans in a context of mutual scrutiny and challenge;
- Annually reporting evaluations of performance on plans again to provide the opportunity for reciprocal scrutiny and challenge and to enable Boards to feed any improvement and development needs into the planning process for future years' strategies and plans.

Whilst currently there is no statutory requirement to secure a formal relationship between the Health and Wellbeing Board and the safeguarding boards there is guidance steering in this direction.

For example in 'Working Together 2013' there are a number of statements driving towards a formalised relationship between the Health and Wellbeing Board and the Local Safeguarding Children Board particularly in relation to the JSNA and the presentation of the LSCBs Annual Report. It is possible that this will be replicated for Adult Safeguarding Boards when they are set on a statutory footing.

The opportunities presented by a formal working relationship between the Cambridgeshire Health and Wellbeing Board and the LSCB and SAB can, therefore be summarised as follows:

- Securing an integrated approach to the JSNA, ensuring comprehensive safeguarding data analysis in the JSNA, in line with the Working Together guidance
- Aligning the work of the LSCB strategic business plan and SAB Strategic Plan with the HWB Strategy and awareness of related priority setting.
- Ensuring safeguarding is “everyone’s business”, reflected in the public health agenda.
- Evaluating the impact of the HWB Strategy on safeguarding outcomes, and of safeguarding on wider health outcomes
- Identifying a coordinated approach to performance management, transformational change and commissioning.
- Cross Board scrutiny and challenge and “holding to account”: the Wellbeing Board for embedding safeguarding, and the Safeguarding Boards for overall performance and contribution to the HWB Strategy.

Arrangements to secure co-ordination between the Boards

In order to secure the opportunities identified above it is proposed that the following arrangements would be put in place to ensure effective co-ordination and coherence in the work of the three Boards. The Health and Wellbeing Board have noted the need to spend dedicated time to review the two Safeguarding Board reports separately. Where possible it would be helpful if full reports were presented at separate HWB full board meetings. However by utilising the HWB Development days this may overcome the pressure of reviewing both annual reports simultaneously.

1. At the full board meetings each year the Chairs of the two Safeguarding Boards would present to the Cambridgeshire Health and Wellbeing Board their Annual Reports outlining performance against Business Plan objectives in the previous financial year. This would be supplemented by a position statement on the Boards’ performance in the current financial year.
2. At a Development Day, Chairs of the two Safeguarding Boards would attend. This would provide the opportunity for the Health and Wellbeing Board to scrutinise and challenge the performance of the Boards, to draw across data to be included in the JSNA and to reflect on key issues that may need to be incorporated in the refresh of the Health and Wellbeing Strategy. This will also allow the Local Safeguarding Boards time to provide any further information required by board members prior to the annual reports being submitted formally to the board.

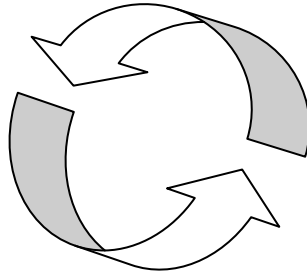
3. JSNAs are carried out on a wide range of topic areas guided by the priorities of the HWB and are presented to the board throughout the year. Information from LSCB Annual Reports should be considered in relevant JSNAs. A refreshed summary JSNA for Cambridgeshire is presented to the HWB annually. Cambridgeshire Health and Wellbeing Board to present to the safeguarding boards the refreshed summary JSNA and other relevant JSNAs on an annual basis to enable the safeguarding boards to scrutinise and challenge performance and to ensure that their refreshed Business Plans appropriately reflect relevant needs set out by the HWB Board.
4. In April/May the boards will also share their refreshed plans for the coming financial year to ensure co-ordination and coherence.

Conclusion

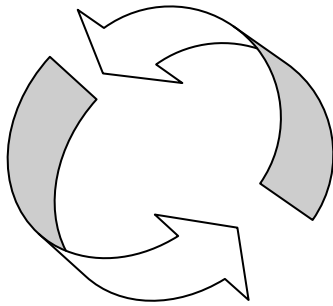
The role of the LSCB and SAB in relation to the Health and Wellbeing Board would be one of partners underpinned by this protocol.

The role of Cambridgeshire County Council Committee structure, to be consulted on for policy changes and related service design and commissioning intentions, will remain unchanged, as will the governance committee of partner agencies to oversee and monitor respective agency contribution and performance to prevent and protect. The diagram below is intended to summarise the relationships set out in this protocol.

Cambridgeshire HEALTH AND WELL-BEING BOARD
Strategic vision, direction, objectives and outcome setting and oversight.



Cambridgeshire Strategic partnerships eg Children's Trust, Domestic Abuse Governance Board etc
Delivery of strategic objectives, localised monitoring of outcomes.



LSCB & SAB
Oversight of practice and protection outcomes:
Scrutiny, challenge and monitoring.

