

**Partnership Protocol between the Knowsley Health and Wellbeing Board and the Knowsley Safeguarding Children Board**

**1 Aim**

- 1.1 The aim of this protocol is to define the relationship, interdependencies and working relationships between the Knowsley Safeguarding Children Board (KSCB) and the Knowsley Health and Wellbeing Board (HWB). It identifies how by working together they will assist each other in not only delivering their individual functions and responsibilities but also shared priorities and objectives.

**2 Introduction**

- 2.1 The formal implementation of the Health and Social Care Act in April 2012, created a new health and wellbeing commissioning landscape with the abolition of Primary Care Trusts and the introduction of a range of new health bodies. This included transferring the responsibility for commissioning most services from primary care trusts (PCTs) to Clinical Commissioning Groups (community and hospital services), local authorities (public health services), and NHS England (specialist health services and some public health services including screening, immunisation and children's health for 0-5 years). For children, young people and family services the commissioning arrangements became more complex with a potential risk of fragmentation. The Act also required the formation of Health and Wellbeing Boards to help hold the new system to account, promote integration and improve health and wellbeing.
- 2.2 Knowsley Safeguarding Children Board (KSCB) is the Borough's multi-agency statutory partnership established by Section 13 of the Children Act 2004 and the objectives and functions of Local Safeguarding Children Boards are clearly set out in Local Safeguarding Children Boards Regulations and Working Together to Safeguard Children (2006, 2010, 2013 and 2015). In line with Working Together to Safeguard Children (2010) KSCB appointed an Independent Chair in October 2012 and working closely with all KSCB partners, the board has sought to continue its drive on improving agencies and individuals practice for children and young people who have suffered or are at risk of abuse or harm.
- 2.3 The KSCB and HWB operate within the local context of a wider Knowsley partnership. Within this structure, the Knowsley Strategic Board is responsible

for setting the overarching strategic direction for the borough and to ensure achievement of the vision *Knowsley: The Borough of Choice*. The Knowsley Strategic Board can make recommendations to the Health and Wellbeing Board, to ensure the consistency and continuity of partnership approaches. The KSCB operates as an independent statutory board and does not have a subordinate relationship with partnership boards.

- 2.4 Taking into account the national and local context within which the KSCB and HWB operate, it is important to clarify and formalise the relationship between the two bodies. Relationships have existed since before the introduction of the Health and Social Care Act in April 2013 but the protocol clarifies and formalises the arrangements in place.

### **3 The Knowsley Safeguarding Children Board (KSCB)**

- 3.1 The KSCB is an independent, statutory body responsible for ensuring that individuals and organisations work effectively to safeguard children in Knowsley. It closely monitors and evaluates the work of organisations that engage with children and offers advice and guidance on safeguarding practices, policies and procedures.
- 3.2 The statutory membership of the KSCB is determined by the *Working Together to Safeguard Children (2015)* statutory guidance, plus any additional locally determined members.
- 3.3 The KSCB is not a commissioning or service delivery body; it is a body that holds the local systems and agencies to account for how they safeguard children and young people. However, it is expected to initiate activities which investigate and improve practice in safeguarding. It has the authority to call any local agency represented to account for its safeguarding activity as well as playing a role in providing advice, promoting best practice and raising awareness of potential risks.
- 3.4 The work of KSCB also contributes to the wider objective of improving the wellbeing of all children and young people in Knowsley. This means ensuring the effectiveness of the arrangements made by individual agencies and partnerships within Knowsley including the HWB to safeguard and promote the welfare of children and young people.
- 3.5 Section 14 of the Children Act 2004 sets out the objectives of all Local Safeguarding Children's Boards, which 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 in the area; and
- to ensure the effectiveness of what is done by each such person or body for those purposes.

3.6 The KSCB is responsible for the following functions:

- (a) Developing policies and procedures for safeguarding and promoting the welfare of children, including:
  - action to be taken where there are concerns about a child’s safety or welfare, including thresholds for intervention;
  - training of persons who work with children or in services affecting the safety and welfare of children;
  - recruitment and supervision of persons who work with children;
  - investigation of allegations concerning persons who work with children;
  - safety and welfare of children who are privately fostered;
  - cooperation with neighbouring children’s services authorities and their Board partners
- (b) Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so.
- (c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve.
- (d) Participating in the planning of services for children in the area of the authority.
- (e) Undertaking reviews of serious cases where a child has died or has been seriously harmed in circumstances where abuse is known or suspected and advising on lessons that can be learned.
- (f) Implementing procedures to ensure a coordinated response to an unexpected child death and the collection and analysis of information from each death. This is with a view to the Knowsley Safeguarding Children Board being able to identify any public health or safety concerns or any matters of concern affecting the safety and welfare of children in the area.

- (g) Publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children.
- (h) Considering the need for local protocols such as attendance at Child Protection Conferences.
- (i) The coordination of the statutory work of partners to care and protect children including early help.

KSCB is not accountable for the operational work of individuals, agencies and organisations. Each KSCB partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services.

3.7 Further details are included in appendix 1.

#### **4 The Knowsley Health and Wellbeing Board (HWB)**

4.1 The Knowsley HWB is established in accordance with Section 194 of the Health and Social Care Act 2012 as a statutory committee of Knowsley Council. In accordance with Section 194 of the Health and Social Care Act 2012, the Health and Wellbeing Board membership includes elected members, a Healthwatch representative and senior lead officers from the Clinical Commissioning Group, Knowsley Council and NHS England. Key NHS providers and other partners will also attend HWB meetings when appropriate.

4.2 Its overall aim is to improve the health and wellbeing of everybody that lives, works or is registered with a GP in Knowsley; and the integrated working of those engaged in providing health, social care and related services across the Borough. It will do this through its [Joint Health and Wellbeing Strategy \(JHWS\)](#) which sets out a single set of priorities across HWB partners. The strategy takes a 'life course' approach to improve health and wellbeing and identifies the outcomes that the HWB want to see improved at different stages in people's lives.

4.3 In accordance with Sections 195, 196 and 199 of the Health and Social Care Act 2012 and related legislation, the Knowsley Health and Wellbeing Board will be responsible for the following functions:

- a) Oversee the preparation, publication and review of the:-

- Knowsley Joint Strategic Needs Assessments and;
  - Knowsley Pharmaceutical Needs Assessment.
- b) Oversee the preparation, publication and review of the Knowsley Joint Health and Wellbeing Strategy as informed by the Joint Strategic Needs Assessment.
- c) Promote the objectives of the Joint Health and Wellbeing Strategy amongst partners and stakeholders.
- d) Promote integration and closer working amongst bodies and organisations who arrange the provision of any health or social care services in Knowsley. This has been further strengthened by the introduction of funding for integrated care through the Better Care Fund which boards have been required to oversee.
- e) Lead joint commissioning for health, social care and health-related services in the Borough.
- f) Hold the local health and wellbeing system to account.

## **5. Knowsley HWB and KSCB working together**

### **5.1 The two Boards will work together by:**

- a) The HWB supporting the KSCB by ensuring that safeguarding and child protection are integrated into the statutory functions it is responsible for, including the Joint Strategic Needs Assessment and JHWS. It will also promote and encourage health and wellbeing partners to ensure appropriate safeguarding and child protection practices are put in place and maintained. Further details on the HWB role in safeguarding is detailed in appendix 1.
- b) The KSCB supporting the HWB in the production of the Joint Strategic Needs Assessment by contributing to its development. It will also support the HWB in the delivery of the Joint Health and Wellbeing Strategy.
- c) Reciprocal arrangements through which each body will formally submit its annual report to the other body for consideration and where appropriate prompt action to respond to recommendations contained therein.

- d) The KSCB raising awareness of high risk issues at HWB meetings through the Director of Children's Services or through the urgent notifications process (refer to HWB Assurance Report 19.09.13). Likewise, the HWB will raise any concerns it has about the child safeguarding and welfare system to the KSCB.
  - e) Ensuring that messages and information about promoting the health and wellbeing of residents, including about keeping children safe are disseminated within partner organisations, including collaborating on stakeholder events.
  - f) Ensuring action taken by one body does not duplicate or negate that taken by the other.
- 5.2 Further details of how the Board's will work together to ensure safeguarding and promote the welfare of children and young people are set out in Appendix 1.
- 6. The roles of post and position holders**
- 6.1 The Director of Children's Services (DCS), Director of Public Health (DPH), the Chairs of KSCB and HWB and the Portfolio Holder for Children Services, have central roles to play in facilitating the relationship between the two boards.
  - 6.2 The Director of Children's Services has the lead responsibility for improving outcomes for children/young people in Knowsley. The DCS also ensures the co-ordination of relevant activities between the KSCB and HWB and champions safeguarding in the work of the HWB.
  - 6.3 The DPH is also a statutory officer of the Council and acts as the principal adviser on all health matters to elected members and officers, with a leadership role spanning all three domains of public health: health improvement, health protection and healthcare public health. The role includes providing population health advice to the NHS and a role in promoting safeguarding. The DPH has a statutory responsibility to produce an independent annual report on the health of the population. This report includes progress on improving health and reducing inequalities and makes recommendations for further improvement. The DPH is also the chair of the Child Death and Overview Panel.
  - 6.4 The Portfolio Holder for Children Services is also politically accountable for ensuring that Knowsley Council fulfils its legal responsibilities for safeguarding

and promoting the welfare of children and young people. This involves providing the political leadership needed for the effective co-ordination of work with other relevant agencies with safeguarding responsibilities.

- 6.5 Alongside the Portfolio Holder for Children Services, the Portfolio Holder for Public Health and Wellbeing and the Portfolio Holder for Adult Social Care are represented on the Health and Wellbeing Board. Their membership on the Board will help to secure the best Health and Wellbeing outcomes for children and families in Knowsley.
- 6.6 The HWB has an independent chair who has a key role in ensuring that the Panel works effectively as a partnership, focusing on and delivering its priorities. The KSCB also has an independent Chair who is responsible for ensuring that the Board operates effectively and secures an independent voice. The KSCB Chair works closely with all KSCB partners and particularly with the DCS. The KSCB Chair will publish an annual report on the effectiveness of local governance and partnership arrangements to safeguard children. The report will be submitted to the Chief Executive, Leader of the Council, the local police and crime commissioner and the HWB.
- 6.7 The Chief Executive is responsible for satisfying him/herself that the DCS is fulfilling their managerial responsibilities for safeguarding and promoting the welfare of children and young people and in particular, by ensuring that the relationship between the KSCB and HWB is working effectively. It is also the responsibility of the Chief Executive to appoint or remove the KSCB chair, with support of an appointment panel.
- 6.8 Membership of the various boards is as follows:

	Knowsley Safeguarding Children's Board	Knowsley Health and Wellbeing Board	Knowsley Strategic Board
Leader of the Council			X <i>Chair</i>
Portfolio Holder for Children Services	X <i>Participant Observer</i>	X	X
KSCB Independent Chair	X <i>Chair</i>		
HWB		X	

Independent Chair		<i>Chair</i>	
DCS	x	x	x <i>Supporting officer</i>
DPH	x	x	x <i>Supporting officer</i>

6.9 Knowsley Clinical Commissioning Group (CCG) and NHS England are represented on both KSCB and HWB. Section 11 of the Children Act 2004 places specific statutory duties on the CCG, NHS England and other named organisations to ensure their functions, and any services that they contract out to others, have regard to the need to safeguard and promote the welfare of children. (The specific requirements are set out in the Working Together to Safeguard Children statutory guidance, 2015).

6.10 It is clear that the overlapping memberships of the key roles and positions across the relevant boards set out above offers a strong foundation for consistent and collaborative activity which will help deliver individual and collective priorities.

## 7. Public engagement

7.1 Both the KSCB and HWB consider public engagement and involvement as integral to promoting health and wellbeing and ensuring the safety of children and young people. Improving health and wellbeing and safeguarding children are seen as 'everyone's business' by both Boards.

7.2 Both the KSCB and HWB engage with children, young people and families to ensure their voices are heard through the Knowsley Engagement Network.

7.3 The Knowsley Engagement Network places engagement at the heart of partnership working. The Network provides a gateway for involvement with communities and stakeholders from the public, private and social sectors. It consists of four strands:

- **Local Advisory Groups (LAGs)** - to provide a partnership locality area focus on matters.
- **Knowsley Engagement Forum** - to gain insight, empower and involve the public, particularly vulnerable groups.
- **Partner and Wider Stakeholder Forum** - to capture greater insight from partners and organisations who do not sit on the Board(s).

- **Youth engagement** – utilises Knowsley Youth Mutual engagement networks to enable children and young people's voices to be heard

## **8. Operational arrangements**

- 8.1 The chairs of the Knowsley HWB and the KSCB will make arrangements to share their Board Minutes with each other after every meeting. The Chairs will then decide if any information should be cascaded to the members of their respective boards.
- 8.2 The KSCB will hold an annual event to meet with frontline staff from all relevant agencies which will explore the effectiveness of safeguarding at all levels of need. The findings from this will be incorporated in relevant action plans.
- 8.3 Minutes of both boards will also be shared with the wider partnership (as appropriate) to ensure that relevant information is cascaded more broadly. The chairs will be able to make these arrangements via the Partnership Coordinator.

## **9. Protocol review**

- 9.1 This Protocol will be reviewed on an annual basis or when national guidance affecting either Board is revised or introduced, or if significant changes are made to the roles of individuals or partnerships detailed in this document. The outcome of the any review of this document will inform part of the Safeguarding Children Board's Annual report and will also be fed into the Council's annual constitution review process.

## **10. Resolution process**

- 10.1 Where either Board is concerned that this Protocol is not succeeding in ensuring strong partnership working to improve the health and wellbeing of children and young people and keep them safe and healthy, resolution should be sought through communication between the Chairs of the Boards, the relevant Portfolio Holders and the Director of Children's Services and Director of Public Health.

## **11. Related documents**

- Knowsley Children Safeguarding Board Terms of Reference

- Knowsley Health and Wellbeing Board Terms of Reference/ Procedure Rules (as contained within the Knowsley Council Constitution)

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## **APPENDIX 1: The safeguarding relationship between the Knowsley Safeguarding Children Board and Health and Wellbeing Board**

### **1. Aim**

The aim of this supporting document is to set out in more specific terms how the Knowsley Safeguarding Children Board (KSCB) and the Knowsley Health and Wellbeing Board (HWB) work together in pursuit of safeguarding and promoting the welfare of children and young people in Knowsley. This document should be considered in conjunction with the contents of its parent document – “Partnership Protocol between the Knowsley Health and Wellbeing Board and the Knowsley Safeguarding Children Board”.

### **2 The detailed work of KSCB**

2.1 In fulfilling its statutory obligations in relation to safeguarding the KSCB will provide effective challenge, monitoring and review through:

- a) Consultation on the Annual Scrutiny Programme: KSCB will consult with all stakeholders and interested parties on the content of its annual scrutiny programme.
- b) Practitioner Presentations: The KSCB will receive presentations from practitioners on critical areas of service delivery.
- c) Board Scrutiny Visits: The KSCB will undertake visits to practice settings to meet staff, volunteers, children and families involved in care and local service provision.
- d) Board Reviews: The KSCB will undertake in depth reviews of issues and concerns relating to the wellbeing of children in Knowsley, and make recommendations to partner organisations on the basis of this work. The outcome of the reviews will also be used to inform the development of wider policies/procedures in relation to safeguarding for application across the borough.
- e) Review Meetings: The KSCB will meet with the Senior Board / Elected Members of its partner and stakeholder organisations to review the Memorandum of Understanding between the KSCB and their organisation.

- f) Undertaking regular case file audits of multi-agency practice in relation to safeguarding of children and young people to identify practice and manage areas for improvement. This includes cases that do not meet the threshold for social care.
- g) Developing and implementing a multi-agency training programme based on learning from practice and case reviews that is regularly evaluated for impact on management and front line practice
- h) Collating the experience of children and young people as a means of measuring and evaluating improvement
- i) Ensuring there are mechanisms to evaluate the effectiveness of these arrangements and for identifying priorities for improvement and implemented.
- j) Learning and the adoption and delivery of good practice that derive from scrutiny and review activities.

### **3. The role of the Knowsley HWB in safeguarding**

3.1 The HWB will ensure that safeguarding and child protection are cross-cutting themes in all its work and promote with partners.

3.2 It will support the KCSB by ensuring that safeguarding is:

- a) Holistically addressed in local needs assessments including the JSNA; by considering and addressing information provided by the KSCB on safeguarding priorities with the KSCB being expected to play an active role in the development of the JSNA providing insight from its unique perspective.
- b) Integrated into the development of the Joint Health and Wellbeing Strategy.

3.3 The HWB will also encourage health and wellbeing partners to ensure safeguarding is:

- a) Integrated into commissioning arrangements at both strategic and operational levels with its partners.
- b) Integrated into partner agendas.

- c) Embedded and integrated into service arrangements.

#### **4. The roles of post and position holders**

- 4.1 The roles and responsibilities of key post holders are detailed in section 6, including the key individual's roles in relation to safeguarding children and young people. However, all members of both boards have a responsibility to promote safeguarding and the protection of children and young people.