

<b>KIRKLEES HEALTH &amp; WELLBEING BOARD</b>	
<b>MEETING DATE:</b>	<b>26<sup>th</sup> January 2016</b>
<b>TITLE OF PAPER:</b>	<b>Joint working protocols between key partnership bodies</b>
<b>1. Purpose of paper</b>	<p>To ask the Board to sign off the joint working protocol between the Board and</p> <ul style="list-style-type: none"> <li>the Childrens and Adults Safeguarding Boards, Children’s Trust and Community Safety Partnership</li> <li>Healthwatch and the Kirklees Overview and Scrutiny Panel for Health and Social Care</li> </ul>
<b>2. Background</b>	<p>The Health and Wellbeing Board has always recognised that the delivery of the Joint Health and Wellbeing Strategy is dependent on effective collaboration across a wide range of organisations and partnership bodies. The issue of how the Board plays an active role in leading and supporting this collaboration has been the subject of regular discussion at Board development sessions and Board meetings.</p> <p>The Board has previously endorsed the development of joint working protocols drawing on the work of The Centre for Public Scrutiny. The joint working protocols aim to set out the roles and expectations of a range of key bodies to promote the effective collaboration that is essential if the bodies are to meet their individual and shared responsibilities for:</p> <ul style="list-style-type: none"> <li>Improving the health and wellbeing of the local population by meeting local needs</li> <li>Reflecting the views of local people</li> <li>Providing value for money</li> <li>Being accountable to local people.</li> </ul> <p>There have been two complimentary strands of work undertaken to develop the attached protocols with:</p> <ul style="list-style-type: none"> <li>the Childrens and Adults Safeguarding Boards, Children’s Trust and Community Safety Partnership</li> <li>Healthwatch and the Kirklees Overview and Scrutiny Panel for Health and Social Care</li> </ul> <p>Each board is being asked to formally approve the relevant protocol.</p>
<b>4. Financial Implications</b>	None
<b>5. Sign off</b>	Richard Parry, Director for Commissioning, Public Health and Adult Social Care
<b>7. Recommendations</b>	That the Board endorse the attached joint protocols.
<b>8. Contact Officer</b>	<p>Phil Longworth <a href="mailto:phil.longworth@kirklees.gov.uk">phil.longworth@kirklees.gov.uk</a>  Directorate for Commissioning, Public Health &amp; Adult Social Care</p>

## A protocol for working together between

- Kirklees Health and Wellbeing Board
- Kirklees Overview and Scrutiny Panel for Health and Social Care
- Healthwatch Kirklees

We have developed this protocol in recognition of the importance of working together effectively, the shared and mutual benefits of doing so, and the legal duties and responsibilities placed on us as independent bodies. Effective collaboration is essential if we are to meet our individual and shared responsibilities for:

- Improving the health and wellbeing of the local population by meeting local needs
- Reflecting the views of local people
- Providing value for money
- Being accountable to local people.

The purpose of this protocol is to ensure that:

- The signatories develop constructive working relationships and each play their distinct role in improving the health and wellbeing outcomes of the people of Kirklees (the roles are summarised in the appendix). There is not a hierarchical relationship between the signatories - we are committed to an equal and cooperative relationship.
- Mechanisms are put in place for exchanging information and work programmes so that issues of mutual concern / interest are recognised at an early stage and dealt with in the spirit of co-operation and in a way that ensures the individual responsibilities of the signatories are managed effectively. The appendix sets out specific steps in relation to each signatory.

This protocol provides an overarching framework for joint working, and particularly information sharing between partners. This will be essential to ensure effective, rapid and timely exchange of information between each partner and supports any other information sharing protocols which may be in place in Kirklees between partner agencies.

The protocol does not override the statutory duties and powers of any organisation and is not enforceable in law.

The Health and Wellbeing Board will provide leadership in the implementation, monitoring and review of this protocol.

## Working Principles

We will:

- Work together as partners in a climate of mutual respect, courtesy and transparency
- Develop a shared understanding of our respective roles, responsibilities, priorities and different perspectives
- Promote and foster an open relationship where issues of common interest and concern are shared and challenged in a constructive and mutually supportive way
- Share work programmes and information through written reports or by involvement in appropriate meetings or membership of partnership bodies – to avoid the unnecessary duplication of effort.

Whilst recognising the common aims and the need for working closer, it is important to remember that the signatories are independent bodies and have autonomy over their work programmes, methods of working and any views or conclusions they may reach. This protocol will not preclude any individual body from working with any other local, regional or national organisation to deliver their aims.

## Information sharing

We will

- Share information in a timely way, ensuring adherence to good practice and agreements, including Caldicott Principles, or constitutional or legislative timescales on consultation.
- Communicate in plain language, in appropriate formats and exclude the use of jargon, acronyms, concepts, or anything that is not generally understood by partners or local people.

We reserve the right to define what constitutes relevant information in the context of forward and strategic planning within our own organisations. However, the basis of this protocol is a presumption that information will be shared – either in writing or by invitation or involvement in relevant meetings/events. In particular, we will share, wherever possible:

- Proposals for plans, policies and strategies, including commissioning intentions
- Information on progress against improvements and the quality of services provided
- Information about proposed changes to services, especially changes which may be within the statutory definition of substantial variations of services.
- Information on plans for engagement and consultation (in accordance with the requirements of the Duty to Involve) and the relevant findings.

## Engaging with local people

We recognise that partners have both joint and separate approaches to engaging with local people.

We will

- ensure that engagement activity is jointly planned and co-ordinated wherever possible
- use the [Kirklees Involve](#) database to ensure maximum coverage and capacity, to avoid duplication and 'consultation fatigue' and to ensure appropriate quality and outcomes.

### Health and Wellbeing Board

- Identifies needs and priorities
- Publishes and refreshes the JSNA
- Develops the JHWS
- Oversight of public sector resources including service changes

### Wellbeing and Communities

#### Scrutiny

- Identify gaps in patient pathways
- Ensure value for money
- Question senior managers
- Consider service changes
- Focus on patient / user experience

#### Mutual respect

#### Shared understanding

#### Respecting independence

#### Transparency

#### Sharing work programmes

#### Sharing ideas

#### Sharing information

### Healthwatch Kirklees

- Collect and share relevant public opinions / experiences
- Oversight of trends and local issues
- Access to HWE information
- Refer issues to CQC

Signed:

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Chair of Kirklees Health and Wellbeing Board

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Chair of Kirklees Overview and Scrutiny Panel for Health and Social Care

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Director of Healthwatch Kirklees

## Appendix: Role of Each Signatory

### Health and Wellbeing Board

The Health and Social Care Act 2012 required local authorities to set up a Health and Wellbeing Board (HWB) as a committee of the council by April 2013. They are to be treated as if they were committees appointed by the council under section 102 of the Local Government Act 1972.

The intention, however, is that the Kirklees HWB will be different from a normal council committee as it is meant to be a forum for collaborative and local leadership. The HWB has strategic influence over commissioning decisions in Kirklees across health, public health and social care.

It is the forum where key leaders from the health and social care system in Kirklees work together to improve the health and wellbeing of the local population and reduce health inequalities. The Board is made up of elected members and officers from Kirklees Council, North Kirklees and Greater Huddersfield Clinical Commissioning Groups, NHS England and Healthwatch Kirklees. The major local providers of NHS services are invited observers. Together they shape local health and social care services, decide how those services will be commissioned and support joined-up working across the health and social care economy in Kirklees.

The Board will develop a shared understanding of the health and wellbeing needs of communities in Kirklees through the Joint Strategic Needs Assessment (JSNA) and develop a Joint Health and Wellbeing Strategy (JHWS) for how those needs can best be addressed.

Through this strategic planning the HWB will drive local commissioning of health care, social care and public health and create a more effective response to the local health and care system. Other services that impact on health and wellbeing, such as housing and education will also be considered.

The HWB strengthens democratic legitimacy by involving democratically elected members and patient voices (through Healthwatch) in commissioning decisions, alongside commissioners across health and social care. In Kirklees it provides a forum for challenge, discussion and the involvement of local patient experience.

For more information on the Kirklees Health and Wellbeing Board please visit

<https://www.kirklees.gov.uk/you-kmc/partners/kirkleesPartnership>

In addition to the steps set out in relation to the individual bodies set out below the Health and Wellbeing Board will

- lead the development, implementation, monitoring and review of this protocol.
- challenge its own members, and the other signatories, if they are not complying with the protocol.

## Overview and Scrutiny Panel for Health and Social Care

The Overview and Scrutiny Panel for Health and Social Care (the Panel) comprises democratically elected members and voluntary co-optees. These are members of the public who volunteer to sit with councillors on the Panel. They are drawn from all sectors of Kirklees' community.

The National Health Service Act 2006, as amended by the Health and Social Care Act 2012, confers health scrutiny functions and powers on the local authority. The regulations allow this power to be delegated and Kirklees Council has chosen to delegate its health scrutiny functions to the Overview and Scrutiny Panel for Health and Social Care.

The Panel has the powers to:

- hold decision makers to account
- challenge and improve performance
- support the improvement of value for money
- influence decision makers with evidence based recommendations
- bring in the views and evidence of stakeholders, users and citizens

Panel members have a unique role to act across the whole health and social care economy. Scrutiny has a clear role at every stage of the commissioning cycle, from needs assessment through commissioning to service delivery and evaluation of health and social care outcomes. Panel members are responsible for holding decision makers, i.e. the Health and Wellbeing Board, council and CCG commissioners, NHS England and providers, to account. It aims to ensure that:

- the planning and delivery of health and social care reflects the views and aspirations of local communities (by scrutiny of the JSNA, JHWS, commissioning plans and delivery strategies)
- all sections of the local communities in Kirklees have equal access to health and social care services (by scrutiny of organisations, service delivery and performance against outcomes)
- all sections of the local communities in Kirklees have an equal chance of a successful outcome from health and social care services (by bringing together views across the system, examining priorities and funding decisions across an area to help tackle inequalities and identify opportunities for integrating services)
- proposals for substantial service change or redesign are in the best interests of local people in Kirklees (NHS bodies have a statutory responsibility to consult health scrutiny on proposals for substantial developments or variations to the local health service)

For more information on the Overview and Scrutiny Panel for Health and Social Care visit:

<https://democracy.kirklees.gov.uk/mgCommitteeDetails.aspx?ID=517>

Specific steps that we will take include:

- using the JSNA and JHWS to inform the panels work programme.
- working with Healthwatch to identify common areas of interest and clarify roles in relation to these areas.
- sharing the Panel's work programme.
- highlighting plans for any in-depth review(s) and where appropriate providing partners with an opportunity to inform the work that will take place.
- towards the end of each Municipal year sharing a summary of key issues that have emerged through the Panels work with the Health and Wellbeing Board and Healthwatch

## Healthwatch Kirklees

Local Healthwatch organisations were created through the Health and Social Care Act 2012. Healthwatch Kirklees started operating on 1st April 2013. It has been commissioned by Kirklees Council to provide an authoritative, co-ordinated local consumer voice to help commissioners and providers of services to develop high quality responsive services. It will also provide a valuable source of information about services to local people in Kirklees and make sure those who need help accessing information in order to make appropriate choices are supported in doing so.

A separate contract has been let to deliver the service for people who need help to make a complaint regarding NHS treatment and care. This advocacy support service is delivered by Kirklees Law Centre.

Healthwatch Kirklees is the independent consumer champion for the public in Kirklees. It has a seat on the HWB to influence commissioning decisions by representing the views of local stakeholders. It contributes to authoritative, evidence-based feedback as part of the commissioning and decision making for local health and social care services.

As a corporate body, Healthwatch Kirklees employs its own staff and builds on the functions of the previous Local Involvement Network. It involves and engages Kirklees residents and key stakeholders in its work and has additional functions around information signposting.

Healthwatch can help and support the council, CCGs, NHS England and other providers of health and social care services to make sure their services are designed to meet the needs of local people. Healthwatch's involvement in developing the JSNA and JHWS provides an extensive and on-going opportunity for the engagement of local people and the voluntary/community sector in these important strategies.

Both Scrutiny and Healthwatch have a responsibility to monitor the quality and performance of service provision. Healthwatch can alert Healthwatch England to concerns about specific health or social care providers.

For more information on Healthwatch Kirklees visit

[www.healthwatchkirklees.co.uk](http://www.healthwatchkirklees.co.uk)

Specific steps that we will take include:

- presenting an annual report to the Health and Wellbeing Board.
- working with Overview and Scrutiny to identify common areas of interest and clarify roles in relation to these areas.

## “Stronger together – working for a safe and healthy Kirklees”

### A protocol for working together between

- Kirklees Health and Wellbeing Board
- Kirklees Safeguarding Adults Board
- Kirklees Safeguarding Children Board
- Kirklees Community Safety Partnership
- Kirklees Children’s Trust

Within Kirklees there are five boards who work to promote safe and healthy communities across Kirklees: the Health and Wellbeing Board, the Safeguarding Children Board, the Safeguarding Adults Board, the Community Safety Partnership, and the Children’s Trust. Whilst each board has its own specific roles, the boards also have shared values and, often, shared priorities and a common view of the outcomes they are trying to achieve for local people.

The boards already work together in helping to keep local people safe and healthy within strong and supportive communities. At the same time, we recognise that closer, more formal links will support our work and achieve a wide range of benefits - contributing to a shared ethos of being person-centred with a focus on individual, family and community wellbeing.

Our aim is to collaborate even more closely. This will help to:

- Provide a better understanding of shared agendas
- Increase co-ordination between the boards
- Reduce duplication of work
- Make better use of time and resources
- Streamline governance arrangements
- Develop new training opportunities
- Make each body more effective and efficient in delivering improved outcomes for the people of Kirklees.

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- Make a presumption that information will be shared in a timely way, ensuring adherence to good practice and formal agreements, including Caldicott Principles, or constitutional or legislative timescales on consultation.

Whilst recognising the common aims and the need for working closer, it is important to remember that the signatories are independent bodies and have autonomy over their work programmes, methods of working and any views or conclusions they may reach. This protocol will not preclude any individual body from working with any other local, regional or national organisation to deliver their aims.

## **Specific actions to implement the protocol**

We will

1. create regular opportunities for members of all the boards to work together to develop a shared understanding of our respective roles, responsibilities, priorities and different perspectives on how we can work together to improve outcomes for people in Kirklees.
2. ensure all boards share their respective Strategic Plans, annual work programmes and annual reports and share minutes and supporting papers between boards for discussion or information as relevant.
3. ensure the Joint Strategic Assessment takes account of issues relevant to the scope of all five boards.
4. ensure that engagement activity is jointly planned and co-ordinated wherever possible and use the Kirklees Involve database to ensure maximum coverage and capacity, to avoid duplication and 'consultation fatigue' and to ensure appropriate quality and outcomes.
5. encourage each board to request that one or more of the boards consider specific issues to ensure a more effective and co-ordinated response that will deliver improved outcomes.

## **Appendix: Role of Each Board**

### **Health and Wellbeing Board**

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For more information on the Kirklees Health and Wellbeing Board please visit

<https://democracy.kirklees.gov.uk/mgCommitteeDetails.aspx?ID=159>

### **Safeguarding Adults Board**

The purpose of the Safeguarding Adults Board is to protect adults from abuse and neglect. Safeguarding relates to the need to protect certain people who may be in vulnerable circumstances. In these cases it is critical that local services work together to identify adults at risk, and put in place intervention to help prevent abuse or neglect, and to protect people.

The members of Kirklees Safeguarding Adults Board are signatories to a multi-agency partnership agreement and operate joint policies and procedures that reflect the 'No Secrets' guidance published in 2000. Common policies and procedures have been agreed across West Yorkshire.

The Care Act 2014 sets out the legal framework for adult safeguarding:

- the Council is responsible for establishing and running the Safeguarding Adults Board
- the Board must co-ordinate and ensure the effectiveness of what each of its members does

- the Board must publish a strategic plan each financial year setting out how it will protect people at risk of harm and what each member is to do to implement the strategy
- the Board must consult Healthwatch and involve the community in preparing the strategy
- the Board must publish an annual report on its achievements, members' activity and findings from any Safeguarding Reviews during that period.

The Director of Commissioning, Public Health and Adults Services is a member Safeguarding Adults Board and the Health and Wellbeing Board.

For more information on Kirklees Safeguarding Adults Board visit

<http://www.kirklees.gov.uk/community/careInKirklees/safeguardingAdultsBoard.aspx>

## **Safeguarding Children Board**

The Safeguarding Children Board is a statutory body that was established on 1 April 2006 in accordance with the requirements of the Children Act 2004.

The Board provides the framework for ensuring that effective services are provided with partner agencies, including Kirklees Council, health organisations, West Yorkshire Police, West Yorkshire Probation, and the voluntary/community sector, to safeguard and promote the welfare of children in Kirklees, particularly regarding protection from harm.

This includes:

- developing and implementing inter-agency policies and procedures
- promoting effective partnership working
- undertaking reviews and audits to scrutinise and challenge work undertaken to safeguard children and promote their welfare
- provision of a range of training opportunities for all levels of staff and volunteers
- raising awareness of safeguarding within the wider community.

Board members are senior representatives of the main agencies which have a responsibility to safeguard children.

The Director for Children and Young People is a member of the Safeguarding Children Board and the Health and Wellbeing Board.

For more information on Kirklees Safeguarding Children Board visit

[www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk)

## **Community Safety Partnership**

The 1998 Crime and Disorder Act and other subsequent legislation places a statutory duty on the local Community Safety Partnerships to develop a strategic plan which addresses multi-agency issues affecting quality of life for residents.

The Kirklees Community Safety Partnership brings together the responsible authorities of Police, Local Authority, Kirklees Neighbourhood Housing, West Yorkshire Fire and Rescue Authority, the Office for the Police Crime Commissioner, Health and offender management services to work in collaboration with other statutory / voluntary services and local people to create safer communities

and make people feel safer by preventing and reducing community safety issues at the earliest possible opportunity.

The scope of Partnership working continues to evolve with current priorities being to reduce crime, tackle anti-social behaviour, improve confidence and protect people from serious harm by addressing issues such as domestic violence, child sexual exploitation, forced marriage and human trafficking which require robust collaboration between the Community Safety Partnership and safeguarding for adults and children.

The purpose and function of the Kirklees Community Safety Partnership is to:

- Deliver the statutory requirements of the Kirklees Community Safety Partnership
- Develop the Partnership Plan and Strategic Intelligence Assessment
- Deliver the outcomes of the Partnership Plan across the communities of Kirklees
- Have overview and responsibility for domestic homicide reviews.

For more information on Safer Kirklees visit

<https://www.kirklees.gov.uk/you-kmc/partners/communitySafety/index.aspx>

## **Children's Trust**

The Children's Trust Board is the local strategic partnership forum for children and young people's issues in Kirklees. It ensures that the local partnership co-ordinates and integrates the work of partners in improving the well-being of children and young people through the achievement of outcomes in Kirklees. It is able to make recommendations about how resources are used to meet the Children and Young People Plan (C&YPP) priorities. The plan sets out the Trust's strategic intent.

The Board's ambition for Kirklees Children, Young People and Families is that:

Kirklees is a great place to grow up where every child and young person: is safe and loved, healthy and happy and free from harm, and has the chance to make the most of their talents, skills and qualities to fulfil their potential.

Principles by which the Kirklees Children's and Young People's Partnership Board operates are:

- Working together – essential if the life chances for children and families are to be improved
- Commitment to the Kirklees Children's and Young People Partnership – as the partnership through which need will continue to be identified, action planned, resources aligned and progress reviewed
- Leadership – the Board will provide strategic leadership and direction to the area-wide system of children's services
- Integration – a commitment to seizing the opportunity to make closer integration a reality for the strategy and the planning and provision of services to children and families
- Creativity – creating new ways of working and to seize opportunities to make a reality of closer integration to improve outcomes for children and families as well as managing reductions in funding
- Adaptability – to respond to changes and reductions in resources, to continually review priorities and the focus of partner organisations
- Prioritising children – the commitment to children and young people remains at the forefront.

For more information on Kirklees Children's Trust visit

<http://democracy.kirklees.gov.uk/mgCommitteeDetails.aspx?ID=134>