



**SAFER BARNSELEY PARTNERSHIP  
EXECUTIVE BOARD MEETING MINUTES**

**Thursday, 14 September 2017  
13:30 – 15:30**

**Silver Suite, Barnsley Police Station, Churchfields**

**Present:**

Wendy Lowder, Executive Director Communities : BMBC (Chair)  
Scott Green, Chief Superintendent : South Yorks Police  
Phil Hollingsworth, Acting Service Director, Safer, Stronger & Healthier Communities : BMBC  
Carrie Abbott, Service Director, Public Health : BMBC  
Cheryl Wynn, Partnerships & Projects Officer : OPCC  
Cath Erine, Adult Safeguarding Board Manager : BMBC  
Ben Finley, Youth Justice Service Manager : BMBC  
Janette Hawkins, Alliance Co-ordinator/Deputy Service Manager : SWPFT  
Lennie Sahota, Service Director, Adult Social Care : BMBC  
Stephen Carroll, Deputy Director : SYCRC  
Cllr Jenny Platts, Cabinet Member Communities : BMBC  
Sarah Poolman, Superintendent : South Yorks Police  
John Hallows, Chair : Barnsley Neighbourhood Watch Liaison Group  
Delphine Waring, Detective Chief Inspector : South Yorks Police  
Steve Fletcher, District Manager : South Yorks Fire & Rescue  
David Fullen, Director of Customer & Estate Services : Berneslai Homes  
Cllr Linda Burgess, Chair : South Yorks Fire & Rescue Authority  
Sarah Drafz, Business Intelligence Adviser : BMBC  
Harriet Hirst, Barnsley Partnership Intelligence Analyst : South Yorks Police

**In attendance :**

Sharon Pitt, Business Support Officer, BMBC (Minutes)  
Mel Fitzpatrick, Strategic Governance & Partnership Manager, BMBC  
Adrian Hunt, Risk & Governance Manager : BMBC

**1. Apologies & Introductions**

The Chair welcomed everyone to the meeting and introductions were made.

Apologies were received from :

Ann Powell & Pam Andersson – National Probation Service

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Sean Rayner – SWYPT (Andrea Wilson to attend)  
Mel John-Ross – Service Director, Children’s Social Care & Safeguarding : BMBC  
Jayne Hellowell – Head of Commissioning, Healthier Communities : BMBC  
Lesley Smith & Jade Rose – Barnsley CCG

**2. Minutes of Previous Meeting**

The minutes of the meeting held on 28/06/17 were agreed as a true record.

Action Schedule

**Action 1.1 – Accommodation Providers & Looked After Children**

Ben Finley advised that further clarification was required in relation to the action as in-authority placement protocols are outside the scope of his service and that Children’s Social Care would be better placed to provide a report in relation to this item. It was highlighted that some of the challenges with accommodation providers relate to young adults and are therefore outside the remit of the Youth Offending Team. It was confirmed that a representative from Children’s Social Care will be required to attend future Safer Barnsley Partnership Board meetings and Scott Green confirmed this would be discussed at his meeting with Bob Dyson (Chair of the Safeguarding Children’s Board) and Mel John Ross.

**Action: Scott Green to confirm a representative from Children’s Social Care who will attend the Board.**

**Action 1.2 – Partnership Information Sharing Protocol**

Mel Fitzpatrick confirmed that the Information Sharing Protocol has been signed-off by all partner agencies and circulated –item discharged.

**Action 1.3 – New Fire Station - Shared and Co-located proposals**

Jayne Hellowell is co-ordinating responses regarding proposals in relation to providing shared and co-located services at the new fire station - discussions are ongoing to take forward these proposals. The target completion date is January 2020 and will include an 8 months building schedule plus 10 months planning and design.

**Action: Further updates of shared and co-located service proposals in relation to the new fire station to be provided at the next Board.**

**Action 1.4 – Night Time Self-Assessment**

Update from the Night Time Self-Assessment is now scheduled on the forward plan.

**Action 1.5 – CSE/Safeguarding Update**

CSE/Safeguarding update for next Board meeting is scheduled on the forward plan.

**Action 1.6 – CRC progress Update**

CRC progress update for next Board meeting is scheduled on the forward plan.

**Action 1.7 – Charlie Taylor Review of Youth Justice**

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Charlie Taylor Review of Youth Justice update for next Board meeting is on the agenda – item discharged.

**Action 1.8 - Paul Brannan to meet with CRC re aligning CRC resources with the Safer Neighbourhood Services** - Discussions have taken place with CRC regarding the role around integration pathways and CRC will be a focus area - Item discharged.

**Action 1.9 – Jayne Hellowell to circulate briefing note in relation to the new service commissions**

Jayne Hellowell to circulate briefing note – Outstanding.

**Action: Jayne Hellowell to circulate briefing note in relation to the new service commissions.**

**Action 1.10 – Steve Fletcher to circulate information sharing process between SYF&R and Health**

Steve Fletcher confirmed that he had emailed documents regarding the information sharing process between South Yorkshire Fire & Rescue and Health and these would be circulated with the draft minutes.

**Action: Sharon Pitt to circulate the South Yorkshire Fire and Rescue information sharing process with the draft minutes.**

**Action 1.11 – Mel Fitzpatrick to contact Sean Rayner to confirm the representative from SWYPFT**

Mel Fitzpatrick confirmed that Sean Rayner will be the SWYPFT representative on the Safer Barnsley Partnership Board – Item discharged.

**Actions 2.1 to 5.2**

It was confirmed that items 2.1 – 5.2 are on the Agenda – Items discharged.

**Action 6.1 – Mel Fitzpatrick to clarify the Safer Barnsley Board representative with the CCG**

Mel confirmed that the Terms of Reference have been forwarded to Brigid Reid and confirmation of a representative was still awaited.

**Action: Mel Fitzpatrick to chase up a response from Brigid Reid.**

### **3. Safer Barnsley Strategic Risk Register**

Adrian Hunt confirmed he had worked with Mel Fitzpatrick in drawing up the risk register. He gave a brief outline of how the strategic risks, control measures and mitigations for the Safer Barnsley Partnership. Adrian Hunt briefly outlined the risk assessment process and matrices and confirmed that following detailed assessment, none of the identified risks were deemed to be a high (red) risks.

Scott Green suggested that the Risk Owners should be the Safer Barnsley Partnership Board rather than the Co-chairs. This was agreed by the Board. **Action: Adrian to revise the risk register to detail the Safer Barnsley Partnership Board as the risk owners.**

Sarah Poolman considered that Risk No 2 should be broader to incorporate prevention

of crime and sharing of short term daily business.

**Action: Adrian to broaden strategic risk no 2 and re-circulate to Safer Barnsley Partnership Board.**

#### **4. Joint Strategic Intelligence Assessment**

Sarah Drafz gave an overview of the key points of the findings of the Joint Strategic Intelligence Assessment. Sarah advised that the potential emerging issues and priorities had been identified using MORILE (Management of Risk in Law Enforcement), a national intelligence based model used by 44 local authorities.

The potential priority areas for consideration for 2018-19 are: child abuse and child sexual exploitation, domestic abuse, rape offences, anti-social behaviour and criminal damage and hate crime and community cohesion.

Sarah advised that the Joint Strategic Intelligence Assessment summary document would be circulated to Board Members along with results of the risk matrix for review. Post this, a three week public survey will be undertaken to gauge the views of our communities in relation to the potential priority areas. Collectively, this intelligence and feedback will inform the review of the Safer Barnsley Partnership Plan and the priorities for 2018-19 which will be subject to a further report.

A discussion followed in relation to national changes to crime recording practices. Harriet Hirst confirmed that where possible, any recorded increases in crime locally have been compared to other most similar groups in order to help identify trends potentially attributable to changes in the national crime recording practices.

Wendy Lowder confirmed a meeting of the Chairs of the Safeguarding Boards, Safer Barnsley Partnership and the Stronger Communities Partnership had been arranged to develop a joint working protocol and that this would be drafted and considered by each respective partnership in November 2017.

**Action: Sarah Poolman, Phil Hollingsworth and Mel Fitzpatrick to coordinate the public survey and feed results back into the November Board meeting.**

**Action: Mel Fitzpatrick to draft the Inter-Partnership joint working protocol and to schedule for November Board meeting.**

#### **5. Performance & Delivery Group Highlight Report**

Phil Hollingsworth presented the Performance and Delivery Group highlight report and confirmed that the Terms of Reference for the group had been refreshed to include a change in frequency of meetings to bi-monthly and proposed changes to membership. In order to maintain momentum and drive forward delivery against the priorities set out in the Partnership Plan, the group proposed that the frequency of meetings across the governance structure be amended from quarterly to bi-monthly. It was agreed that Dave Fullen (Berneslai Homes) also be added to the membership of the Performance and Delivery Group.

Phil outlined that the group recommended that the Crime and ASB Board be dis-

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established and two separate Delivery Groups (one focussing on crime and the other on ASB) be established in order to maintain focus and drive forward all priority areas. It was emphasised that connectivity between the ASB and Crime Deliver Groups and the Youth Offending Management Board would be vital to ensure joined up collaborative approaches.

The revised terms of reference, membership, changes to frequency of all meetings to bi-monthly and the proposed changes to the governance structure was agreed by the Board.

Phil Hollingsworth advised that Delivery Plans were currently being refreshed to align with the new governance arrangements. The Board agreed that to delegate the sign-off of the refreshed delivery plans to the Performance and Delivery Group.

Phil Hollingsworth and Sarah Poolman gave an overview of the proposed performance management approach going forward. The Performance and Delivery Group will actively manage performance against Safer Barnsley Partnership priorities holding Priority Lead Officers to account for the performance and delivery of agreed actions. The Board agreed to receive bi-monthly highlight and exception reports (both qualitative and quantitative) from the Performance and Delivery Group Co-Chairs focussing on key strategic indicators aligned to the priorities detailed in the Safer Barnsley Partnership Plan. It was also agreed that the Youth Offending Management Board would also provide twice yearly updates into the Safer Barnsley Partnership.

### **6. Safe Places Scheme**

Cath Erine gave an overview of the Safe Places Scheme which was launched in 2014. The scheme consists of a series of premises where staff agree to provide a safe place for vulnerable adults who are lost or might feel worried for some other reason. Cath advised that over 200 people are registered with the scheme.

The governance of the scheme was discussed and it was agreed by both the Safeguarding Adults Board and the Safer Barnsley Partnership that the Safe Places Scheme should report into the Safer Barnsley Partnership via the Protecting Vulnerable People Sub-Group. It was also suggested the links should be established between the Safe Places and the Ask Angela scheme. Cath also raised that the administrative support for the scheme (Approximately 2 hours per week) would also need to be considered by the Protecting Vulnerable People Sub-Group.

**Action: Jayne Hellowell to liaise with Cath Erine to integrate the governance of the Safe Places Scheme to the Protecting Vulnerable People Sub-Group, review the administrative requirements and establish links to the Ask Angela Scheme.**

### **7. Charlie Taylor Review of Youth Justice**

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The report prepared by Ben Finley, Youth Justice Service Manager was circulated prior to the meeting and outlined the three areas addressed in the government response:

- Devise the 'right framework for improvement'
- Work to 'tackle offending'
- Address difficulties being experienced in Youth Custody

Ben highlighted that Charlie Taylor was commissioned to produce a fundamental national review of the Youth Justice system by the Secretary of State. Ben advised that the review clearly sees an ongoing role for the Youth Justice services and will continue to ring fence the Youth Justice grant. Some of the reforms announced, particularly enhancing staffing levels in prisons and improved training for staff working in prisons are encouraging. Wendy Lowder thanked Ben for his succinct briefing of the review findings.

### 8. Stronger Barnsley Partnership Governance Review

Phil Hollingsworth outlined that the purpose of the report was to provide the Safer Barnsley Partnership with a progress update in relation to the recommendations outlined in an output report from a development session held by the Stronger Communities Development Session in May 2017.

Five recommendations were outlined:

1. A full governance review is undertaken on the Stronger Communities Partnership and its associated delivery infrastructure
2. A clear brand is developed for the Stronger Communities Partnership
3. A system-wide performance framework based around impact and outcomes and aligned to the strategic priorities is developed
4. Delivery Groups to review Delivery Plans to support the delivery of the priorities set out in the All Age Early Help Strategy (2017-2020)
5. Develop a Whole System Early Help Workforce Development Programme

A Review Task and Finish Group have been established to progress the five recommendations. The Stronger Communities Partnership will receive a further report with proposals to take forward the recommendations in November 2017.

**Action: Phil Hollingsworth to provide a further update report to the Safer Barnsley Partnership once the review is complete.**

### 9. Forward Plan

Phil Hollingsworth gave an overview of the outline forward plan for the Safer Barnsley Partnership Board. Partners were asked to consider the outline forward plan and feedback any further items to Mel Fitzpatrick particularly in relation to any forthcoming legislative, policy or service transformation changes.

Phil Hollingsworth also outlined a proposed amendment to the Terms of Reference of the Safer Barnsley Partnership Board to incorporate one public meeting per annum. It was noted that other local Community Safety Partnerships hold public meetings.

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Wendy Lowder suggested that the Council Governance Unit be contacted for further advice in relation to this proposal.

**Action: All partners to feedback any further forward plan items in relation to any forthcoming legislative, policy or service transformation changes to Mel Fitzpatrick.**

**Action: Phil Hollingsworth to contact the Council Governance Unit to seek advice in relation to proposals to include a public meeting in the revised Terms of Reference for the Safer Barnsley Partnership and feedback to the next Board meeting.**

**10. Any Other Business**

No further business was raised.

**11. Date, Time and Venue of Next Meeting**

Monday, 27 November 2017: 14.00 – 16.00 (as per revised bi-monthly schedule), Silver Suite, Barnsley Police Station, Churchfields

**Action schedule from minutes (14 September 2017)**

1)	<b><u>Action schedule (27 March 2017)</u></b>
1.1	Scott Green to confirm a representative from Children's Social Care who will attend the Board
1.2	Further updates of shared and co-located service proposals in relation to the new fire station to be provided at the next Board.
1.3	Jayne Hellowell to circulate briefing note in relation to the new service commissions
1.4	Sharon Pitt to circulate the South Yorkshire Fire and Rescue information sharing process with the draft minutes.
1.5	Mel Fitzpatrick to chase up a response from Brigid Read regarding the Safer Barnsley Board representative with CCG.
2)	<b>Safer Barnsley Strategic Risk Register</b>
2.1	Adrian Hunt to revise the risk register to detail the Safer Barnsley Partnership Board as the risk owners.
2.2	Adrian Hunt to broaden strategic risk no 2 and re-circulate to Safer Barnsley Partnership Board.
3)	<b>Joint Strategic Intelligence Assessment</b>
3.1	Sarah Poolman, Phil Hollingsworth and Mel Fitzpatrick to coordinate the public survey and feed results back into the November Board meeting.
3.2	Mel Fitzpatrick to draft the Inter-Partnership joint working protocol and to schedule for November Board meeting.
4)	<b>Safe Places Scheme</b>
4.1	Jayne Hellowell to liaise with Cath Erine to integrate the governance of the Safe Places Scheme to the Protecting Vulnerable People Sub-Group, review the administrative requirements and establish links to the Ask Angela Scheme.
5)	<b>Stronger Barnsley Partnership Governance Review</b>
5.1	Phil Hollingsworth to provide a further update report to the Safer Barnsley Partnership once the review is complete.
6)	<b>Forward Plan</b>

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6.1	All partners to feedback any further forward plan items in relation to any forthcoming legislative, policy or service transformation changes to Mel Fitzpatrick.
6.2	Phil Hollingsworth to contact the Council Governance Unit to seek advice in relation to proposals to include a public meeting in the revised Terms of Reference for the Safer Barnsley Partnership and feedback to the next Board meeting.

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