

Partnership Development Team

As at 12th July 2019

Partnership Development team July 2019

# Context

The purpose of this document is to set out the **support arrangements to the new Safeguarding Children Partnership from the Partnership Development team**.

The Partnership Development team is a newly created team. It will deliver the business support function for the Safeguarding Partnership and actively support the development and strengthening of partnership practice in safeguarding across Surrey.

The new safeguarding arrangements will be ambitious and work to deliver the best possible outcomes for children and young people in Surrey. They will ensure that agencies work better together, learn from local and national practices and continuously improve services to enable children and young people to be safe and feel safe in their families and communities.

The new Partnership Development team has been established and developing in their roles. This document sets out current arrangements and expectations.

Please note there are vacant posts in the team at present, and the team is currently onboarding with new knowledge and processes, whilst applying their extensive board management and relationship building skills into their new roles.

**Purpose**

The Partnership Development team will:

* Support the **developing** and **strengthening** of safeguarding partnership practice across Surrey.
* Coordinate **strategic planning**, ensuring the **efficient operation** of the Executive, Partnership and sub groups
* **Coordinate and support** specific work streams, task and finish groups and practice reviews, as prioritised by the Partnership
* Develop and implement the Partnership’s **communications strategy**.
* Lead on the production of the **Partnership’s annual report**
* Coordinate work with Surrey County Councils Quality Assurance service and Children’s Workforce Academy to ensuredelivery of thePartnership’s safeguarding **auditing programme** and the Partnership’s **learning and development strategy**.

**Structure**

The Partnership Development team is hosted with the County Council’s Children, Families, Lifelong Learning and Culture directorate. It is under the leadership of the Assistant Director for Quality Relationships (Luke Entwistle) and Service Manager for Policy, Planning and Partnerships (Jo Lee – currently on Maternity leave). The jointly funded staffing structure is:

**How we will work in practice**

The team have created an initial service level agreement (SLA) so you know what to expect. Below sets out who you can contact about the work of the team and an agreement of what you can expect from us in general, for the next three months and how you can support the functioning and development of the partnership.

We are available Monday to Friday 9am to 4pm. The best way to contact us is via email.

**Email:** [partnership.team@surreycc.gov.uk](mailto:partnership.team@surreycc.gov.uk)

**Phone**: **01372 833330**

**Webpage:** <https://www.surreyscb.org.uk>

**For Partnership Board management (including sub-groups) questions please contact Ruby Lam –** [ruby.lam@surreycc.gov.uk](mailto:ruby.lam@surreycc.gov.uk)

**For Serious Case Review questions please contact Caroline Holmes –** [caroline.holmes@surreycc.gov.uk](mailto:caroline.holmes@surreycc.gov.uk)

For **Child Death Overview Panel** (CDOP) questions please contact Harpreet Sagoo – [CDOP@surreycc.gov.uk](mailto:CDOP@surreycc.gov.uk)

**For administration queries please contact Ewa Lewicka -** [ewa.lewicka@surreycc.gov.uk](mailto:ewa.lewicka@surreycc.gov.uk)

**For newsletter/website/communication queries please contact Liz Cassini –** [liz.cassini@surreycc.gov.uk](mailto:liz.cassini@surreycc.gov.uk)

**We will ensure that:**

* All agendas and papers are sent out a **minimum of seven days** before meetings – this will enable colleagues and partners to prepare adequately for meetings.
* We will set the dates for meetings on a **rolling twelve month basis** and ensure calendar invitations are sent directly.
* Reminders for all meetings will be sent **five days** before meetings/events.
* To support the smooth running of the Safeguarding Partnership a **monthly conference call** will be scheduled. This call will provide an informal forum for partners and stakeholders to feedback into the team and problem solve any support issues or concerns outside of formal board meetings. The call will be chaired by the partnership development manager.
* We will ensure that **sub groups are supported**, we will keep open dialogue with the chair of each sub-group and agree what provision of administrative support is available, and two weeks before each meeting will clarify support arrangements for the upcoming meeting.
* We will **proactively seek to establish strong relationships** with colleagues at all levels from across the partnership, promoting best practice and collaboration.

**July-September 2019 – Transition to the new arrangements**

Over the coming three months the new partnership team will be managed by Jo Lang and Andrew Evans, and is prioritising its work under the general themes below. This work is supported by a transition plan and weekly team meetings are scheduled to ensure appropriate monitoring and progress.

**Serious Case Reviews**

Signing-off and publishing the completed Serious Case Reviews, speeding-up progress on existing commissioned reviews and ensuring an effective and efficient process for any new reviews.

**The team appreciate your support in this work, especially when making requests for information, advice, and support from partners across the system – it is acknowledged that there will be a high volume due to the number of existing reviews.**

The team are also learning about the new arrangements for Practice Reviews in preparation for when they come live at the end of September 2019.

The lead on this Andrew Evans ([Andrew.evans@surreycc.gov.uk](mailto:Andrew.evans@surreycc.gov.uk)) supported by Caroline Holmes ([Caroline.Holmes@surreycc.gov.uk](mailto:Caroline.Holmes@surreycc.gov.uk))

**Board Management**

Concluding the current Surrey Safeguarding Children Board arrangements and moving towards the new Safeguarding Partnership arrangements published in June 2019. This includes work priorities, forward planning, sub-groups and delivering efficient and effective logistical and administrative support e.g. agenda, minutes, action trackers.

The lead on this is Ruby Lam ([Ruby.Lam@surreycc.gov.uk](mailto:Ruby.Lam@surreycc.gov.uk))

**Relationship building**

Getting to know colleagues across the partnership and more widely, working with them to identify what works well for them, what doesn’t work well and what their key priorities are moving forward.

The leads on this are Ruby Lam ([Ruby.Lam@surreycc.gov.uk](mailto:Ruby.Lam@surreycc.gov.uk)) and Liz Cassini ([liz.cassini@surreycc.gov.uk](mailto:liz.cassini@surreycc.gov.uk))

**Child Death Overview Panel (CDOP)**

Continuing this as business as usual and preparing for the new arrangements from end of September 2019.

The lead for this in the partnership team is Harpreet Sagoo ([CDOP@surreycc.gov.uk](mailto:CDOP@surreycc.gov.uk))

**Communications**

We’ve heard how the SSCB newsletter is well received for the useful information in it, but many partners feel it is too long. We’ll be developing an overall communications plan for the Safeguarding Partnership, including considering how to build on the strengths of the existing newsletter. Part of this work also includes considering how to further improve the website.

The lead for this is Jo Lang ([Joanna.lang@surreycc.gov.uk](mailto:Joanna.lang@surreycc.gov.uk))