# <u>Warwickshire Safeguarding Children Board</u> <u>Minutes of meeting</u> Thursday 29<sup>th</sup> January 2015

Thursday 29<sup>th</sup> January 2015 David Peplow (Independent Chair) Cornelia Heaney (WSCB Development Manager) Alison Walshe (South Warwickshire CCG) Annette Dallas (SWFT) deputising for Helen Lancaster Bill Hunt (Warwick District Council) Brenda Vincent (Safeguarding Service Manager, WCC) Calvin Smith (Safeguarding Service Manager, WCC) Craig Dicken (Nuneaton & Bedworth Borough Council) Cllr Chris Williams (Warwickshire County Council) Dawn Wardell (George Eliott Hospital NHS Trust) Superintendent Debra Tedds (South Warwickshire Local Policing Commander) Donald Mcgovern (Community Rehabilitation Company) Gill Bishop (WCC Priority Families) Jackie Channell (Designated Nurse for Child Protection, Coventry and Rugby CCG) Jacqueline Barnes (Warwickshire North CCG) Jamie Soden (Coventry and Warwickshire Partnership Trust) Jenny Butlin-Moran (Service Manager WCC) Jenny Wood (Head of Social Care, Warwickshire County Council) John Dixon (Strategic Director, People Group, WCC) Julie Toal (WCC) deputising for Adrian Over Kate Sahota (Commissioning and Performance Leal Health Improvement WCC) Keith Drinkwater (Lay Member) Lesley Tregear (Youth Justice, WCC) Martin Cowan (Stratford-upon- Avon District Council) Mike Hayward (Warwickshire Voluntary Sector) Peter Sidebotham (South Warwickshire Foundation Trust) Rachael Boswell (WSCB Interagency Learning and Improvement Officer) Simon Powell (North Warwickshire Borough Council) Sue Ingram (Domestic Abuse Manager, WCC) Steve Shanahan (Rugby Borough Council) Superintendent Steve Eccleston (PVP, Warwickshire and West Mercia Police) Victoria Gould (WCC Legal Services) Sarah Morgan (Minutes, Safeguarding, WCC) Katrina Symonds (Observor) 1. Welcome and Apologies The following apologies were noted Adrian Over (Warwickshire County Council), Andy Wade (National Probation Service), Cllr Bob Stevens (Warwickshire County Council) Helen King (Public Health) Hugh Disley (Head of Early Help & Targeted Support, WCC) Linda Gilliard (Coventry, Warwickshire and Solihull Partnership) Sue Ross (Head of Children's Social Care & Safeguarding, WCC) **ACTION** 2. Chair's Announcements; declaration of AOB

Apologies and attendance were noted along with those deputising

The Chair welcomed Katrina Symonds as an observer. Katrina is

interested in joining the Board as a Lay Member. Declarations of any other business: None declared 3. Minutes of Meeting 23<sup>rd</sup> October 2014 The minutes were agreed as an accurate record 4. Matters Arising & WSCB Action Matrix **Action Matrix:** Matrix Item 2.1 -The Chair wrote to DfE minister ref CDOP national database. Response received. Stakeholder events will be taking place Feb/March 2015 with view to information being ready in 2016 Matrix Item 2.2 CAFCASS have agreed to send local data for inclusion in the annual report Matrix Item 5.5 Timescale to be adjusted for reviewing the Threshold document Matrix Item A unified Board response to cuts in housing related support. Consultation has finished. Only one response received from partner agency who were responding independently anyway so no Board response sent. Recruitment Procedure - Safer Recruitment Brenda Vincent reported to the Board on this revised procedure which Sue Ross has worked on. Discussion on if this was to be taken up by smaller agencies and it was agreed that it should. A review in 6 months will be done and a paper to be brought to the Board Decision: The Board agreed to the recommendations 1. That WSCB approves the proposed policy 2. That constituent agencies share the policy with Human All Agencies resources **Brenda Vincent ACTION** Agencies to send comments and feedback on how the implementation of the policy is going to Brenda Vincent brendavincent@warwickshire.gov.uk Brenda to collate responses and bring an update report to the Board in 6 months Threshold document – implementation plan & Judicial Review Victoria Gould briefed the Board on the current Judicial Review. Once the court ruling has been released and viewed, any outcomes will be

fed into the review of the Thresholds document.

Decision: In the interim the current Thresholds Document still

stands as the legal guidance signed up to by members of WSCB	
5. Warwickshire Priority Families Phase 2 Report	
Gill Bishop presented the report to the Board on behalf og Nick Gower-	
Johnson Phase 1 ends in March with very good work having been done and all targets will have been met. Warwickshire are assisting other Local Authorities and Government to define terms and processes for Phase 2. In Phase 2 the criteria for identifying families are broader. The criteria have been broken down as appropriate for the various areas of agencies work.	
Discussions were held on where Priority Families work could assist those children who are absent from school due to where parents have a substance misuse but a below thresholds for intervention but this misuse is impacting on the child's school attendance. Gill assured the Board that they are looking at this area. Lesley Tergear informed the Board that the Priority Families work is being incorporated into the CSE work.	
The Chair asked that agencies ensure that data and feedback is fed back to Priority families	
The Board noted the good outcomes of the work so far and thanked Nick & Gill for the report	
The Board noted the recommendations submitted	
ACTION: Any comments and views on any aspect of the report or Priority Families work to be forwarded to Nick Gower-Johnson	ALL
6. Work arising from the WSCB development Day	
Sub-committee structure proposals David Peplow (Chair) reported to the Board. The report sets out options for the re-design of sub-committees. It was decided to work through each recommendation	
<ol> <li>Subcommittees to be chaired by people who sit on WSCB as members in their own right – AGREED ACTION – Chairs of sub-groups to be reviewed. Cornelia to write to all members</li> </ol>	David Peplow
<ol> <li>Retain Chairs sub-committee as an executive group –         AGREED         ACTION – Re-wording to be done to reiterate that the full         Board is the Executive strategy development body and this         feeds down to the Chairs sub-committee</li> </ol>	Cornelia Heaney
3. Retain specified sub-committees – AGREED	
<ul> <li>4. Which group oversees Safeguarding training evaluation (Training or Performance) DECISION</li> <li>Attendance of training to be covered by Performance, Monitoring &amp; Evaluation</li> <li>Effects of training to be covered by Training</li> </ul>	

Retention of Schools & Learning sub-committee – DEFERRED
 Following a discussion on the merits of the group and favourable comments from Head Teachers and that as part of Working Together there is a statutory requirement to engage schools in communication it was decided this need more discussion

**DECISION** – Define and explore further the options and how to develop pathways of communication

# Disband Health and District & Boroughs Sub-committees – PARTIAL AGREEMENT DECISION

- Health agreed to disband, discussions on-going as to how they will still meet up and communicate. Action plan will be divided across other sub groups
- District & Borough's Not opposed to disbanding as all Council's want to be represented individually on the full Board but decision deferred until the completion of the review of the Governance document

# 7. Disband Strategy & Communication - AGREED DECISIONS

- Strategy to sit with the full Board
- Communications each sub-group will do its own communication but over-seen by Chairs sub committee
- Further discussion and clarification on this to be done as part of Governance restructure

# 8. Ability to set up Short life sub committees – AGREED DECISIONS & ACTIONS

- Set up a threshold document/reference template to make decision if a sub-committee is needed for a particular piece of work
- Look at titling short term groups as Task & Finish groups

### **Review of Governance documents**

Jacqueline Barnes reported to the Board on progress so far. The 1<sup>st</sup> meeting is being held first week of February with a view to bring a draft review to the April Board meeting. There are representatives from the Core statutory agencies but we need a representative from education and Social Care.

This is a very large task and will involve a review of the full suite of governance documents.

## **DECISIONS & ACTIONS**

John Dixon to liaise with Jacqueline re representatives for Education & Social Care

Steve Ecclestone to contact Liam Barry re Police representation Craig Dickens to be District Council's representative

# 7. SCR costs – specific proposals for April 2015

The Board had previously discussed how to build a financial resilience to fund Serious Case Reviews and a decision was made set up a ring fenced pot of £40,000. This report outlines how this will be funded. If agreed the contributions will then be requested along with the core

David Peplow/Cornelia Heaney/Adrian Over

Cornelia Heaney/Governance Working group

John Dixon Steve Ecclestone Jacquelines Barnes contribution in April with further requests made once £30,000 of the fund has been committed.

A discussion was held on how the rationale for the percentage breakdown was calculated. It was based on previous year's contributions with a small increase

#### **DECISION**

The Board agreed to take forward this recommendation with the following adjustments:

- Health contribution will be 27%
- Youth Justice will not make a contribution
- Youth Justice portion to be shared across other agencies
- All requests for further payments in the year to come to full Board
- Once the constitution governance review has been completed the Board will then review the rationale for % of contributions made by agencies

# 8. Performance Data quarter 3

Jenny Butlin-Moran reported to the Board on the 3rd quarterly dataset. The quarterly data sets will be used as a measurement of how safeguarding is working and will provide an on-going evaluation rather than waiting for the end of year annual report. She apologised for the late delivery of the report but the quarter runs to end of December which gave a short turnaround for the team to produce the report for this Board meeting.

Agencies requested more information on their specific breakdown of CAF referrals

Calvin Smith (Service Manager/Safeguarding) gave the Board an understanding of the reasons for the increase in Child Protection Plans & Children in Need cases, explaining that there are seasonal trend but also that an audit of the cases is being done. We do use both a regional and National benchmark figure as a reference point. A data quality issue appears to be the reason for the low amount of recorded MASE meetings, this is being reviewed.

Return to Home interviews for missing children are low, this has been due to case work load of a Practice Lead but again this is being reviewed.

The Board noted the recommendations:

That the Board note the intelligence within the dataset Constituent agencies consider any implications for their agency

### **ACTIONS**

Breakdown by agency of CAF referrals to be inserted as from April dataset

Current breakdown of CAF by agency to be sent to Health & Boroughs

# Jenny Butlin-Moran Jenny Butlin-Moran

# 9. Audit of Statutory Safeguarding Functions

Jenny Butlin-Moran reported to the Board on the main findings and learning arising from the audit of statutory safeguarding functions. She thanked all the sub-committees and partner agencies for their input. Specific findings were discussed;

- The lack of inclusion of safeguarding responsibilities in job descriptions
- The repeat vetting/DBS checking of staff

# Unmet training needs

#### **DECISION:**

8 recommendations were brought to the Board which were discussed and it was concluded that the Performance, Monitoring & Evaluation Sub-committee should form those recommendations into an Action Plan showing where each one sits with a sub-committee or partner agency.

Recommendation 2 reference repeat DBS checking is to be part of the work plan

Recommendation 6.1 reference training on managing allegations against staff, Procedures is currently reviewing this area, once the outcomes are completed this can be fed into the Training sub-group Recommendation 6.2 reference training for strategic managers, it was concluded that this was a WSCB responsibility

# **ACTION**

Performance, Monitoring, Evaluation Sub-Committee to formulate an Action Plan based on the recommendations

The Board endorsed the recommendations

# Audit of statutory Safeguarding Functions in Voluntary & Community Sector

Mike Haywood reported to the Board and asked the Board to endorse the continued use of Safe Network as a Section 11 audit tool in the VCS

Safe Network is a valuable and well used on-line tool that supports VCS organisations. It also provides a self-assessment tool for organisations which if used makes them compliant with Section 11 standards

The Board noted and endorsed the recommendation

# 10. Updates from WSCB Sub-Committees

The WSCB work plan was circulated with the agenda

The Board noted an update from the following Sub-Committees

Special Cases – Peter Sidebotham

A revised & updated work plan was provided.

A work-stream progress & update document on the learning outcomes of Child A SILP was reviewed.

There were 3 areas where further discussion & update was required, Point 1, 3 and 7

# **ACTION:**

- All partner agencies to review the work-stream and send comments to Peter Sidebotham within 28 working days
- A review of the processes following the SILP to be completed and a report to be brought to the next Board meeting

The updates were noted by the Board

District Council - Craig Dickens

The sub-group reported that their focus is on looking at future ways of networking and the potential disbanding of the sub-

Jenny Butlin-Moran

ALL

Peter Sidebotham

committee. The Board noted the comments

Schools, Learning and Education

No updates

■ Health – Alison Walshe

The sub-group reported that their focus is on looking at future ways of networking and the potential disbanding of the sub-committee and the distribution of the workplan.

The Board noted the comments

Systems, Procedures and Guidelines – Brenda Vincent
 Brenda gave an update to the Board and noted that the subcommittees remit is expanding.

Main area for discussion was the need for a complete review of the Warwickshire Safeguarding Procedures & Policies. This will require funding, personnel and time to complete. Various options have been looked at.

### **ACTIONS:**

- Web links to the current procedures to be inserted into the minutes
- Partner agencies to view procedures and send comments to Brenda Vincent within 21 working days
- Options paper to be brought to next meeting

The Board and Partnership agencies were asked to note the 3 documents circulated with the agenda:

Use of Images Guideline

Health Assessment for cases of neglect

Protocol for Professional – bruising & injury to non-mobile babies

Performance, Monitoring and Evaluation – Jenny Butlin-Moran

Work is being done on looking at further audits and on the future requirements for the Annual Review
The Board noted the updates

CSE – Lesley Tregear

The Warwickshire CSE/MASH is close to starting. Operations Manager and 2 Social workers have been employed. Police are fully involved. Interim base has been agreed at the Justice Centre, Leamington. 2 Barnardo's workers are involved. Training Plan has been drawn up. Sharing good practice with Coventry Safeguarding Board.

Positive publicity needs to be done and CSE training needs to be highlighted across all agencies

#### ACTIONS:

Partner Agencies to ensure staff access CSE training Statistics on training attendance to be sent to partner agencies

The Board noted the updates.

The Chair informed the Board that elected members are requiring updates on the Hub and he will be presenting a report to them. WSCB will be the overview & scrutiny body for the CSE/MASH

Cornelia Heaney ALL Brenda Vincent

ALL Lesley Tregear

<ul> <li>Strategy, Communication and Information – Calvin Smith</li> </ul>	
<ul> <li>The Annual Conference is on 3<sup>rd</sup> March, focus will be on Neglect. Need to encourage front line staff to attend</li> <li>A Neglect Strategy is being looked at; there are different tools across agencies. WCC do not have one and Safeguarding Leadership Team are looking at this</li> <li>Feedback on Annual Health Check – Young People's Participation will be brought to the next meeting</li> <li>The board noted the updates</li> </ul>	Calvin Smith
Report on Annual Health Check to be brought to April meeting	
■ <u>Training - Rachel Boswell</u>	
<ul> <li>Rachel reiterated that CSE Training needs to be pushed to all staff.</li> </ul>	
<ul> <li>The free 10 months use of a venue for training delivery has been secured.</li> </ul>	
<ul> <li>Training Strategy is under review</li> </ul>	D. 4 4 D #
The board noted the updates	Rachel Boswell
ACTION  Report on Training Strategy to be brought to April meeting	
11. Agency & Partnership Updates	
The Chair reported that the Annual Review was received at the Health & Wellbeing Board in January	
LSCB and Community Rehabilitation Company Protocol	
Following the Government Transforming Rehabilitation programme the Probation services were split into a National (NPN) and a local Community (CRC) services.  The protocol being brought to the Board lays out and defines how the two agencies and the LSCB's will work together.  Both NPN & CRC will send a representative to Board meetings	
The Board noted the Protocol The Chair signed the protocol on behalf of the Board	
12. Any Other Business	
None received	
13. <u>Date of Next Meeting</u> 23 <sup>rd</sup> April 2015	
Conference Room 1 & 2 Saltisford Building 1 2pm.	