

Warwickshire Safeguarding Children Board

Minutes of meeting

Thursday 29th January 2015

<p>David Peplow (Independent Chair) Cornelia Heaney (WSCB Development Manager) Alison Walshe (South Warwickshire CCG) Annette Dallas (SWFT) <i>deputising for Helen Lancaster</i> 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) <i>deputising for Adrian Over</i> 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 (Observer)</p>	
<p>1. <u>Welcome and Apologies</u></p> <p>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)</p>	
<p>2. <u>Chair's Announcements; declaration of AOB</u></p> <p>Apologies and attendance were noted along with those deputising</p> <p>The Chair welcomed Katrina Symonds as an observer. Katrina is</p>	<p>ACTION</p>

<p>interested in joining the Board as a Lay Member.</p> <p>Declarations of any other business: None declared</p>	
<p>3. <u>Minutes of Meeting 23rd October 2014</u></p> <p>The minutes were agreed as an accurate record</p>	
<p>4. <u>Matters Arising & WSCB Action Matrix</u></p> <p>Action Matrix:</p> <p>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</p> <p>Matrix Item 2.2 CAFCASS have agreed to send local data for inclusion in the annual report</p> <p>Matrix Item 5.5 Timescale to be adjusted for reviewing the Threshold document</p> <p>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.</p> <p>Recruitment Procedure – Safer Recruitment</p> <p>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</p> <p>Decision: The Board agreed to the recommendations</p> <ol style="list-style-type: none"> 1. That WSCB approves the proposed policy 2. That constituent agencies share the policy with Human resources <p>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</p> <p>Threshold document – implementation plan & Judicial Review</p> <p>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.</p> <p>Decision: In the interim the current Thresholds Document still</p>	<p>All Agencies</p> <p>Brenda Vincent</p>

<p>stands as the legal guidance signed up to by members of WSCB</p>	
<p>5. <u>Warwickshire Priority Families Phase 2 Report</u> Gill Bishop presented the report to the Board on behalf of 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.</p> <p>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.</p> <p>The Chair asked that agencies ensure that data and feedback is fed back to Priority families</p> <p>The Board noted the good outcomes of the work so far and thanked Nick & Gill for the report</p> <p>The Board noted the recommendations submitted</p> <p>ACTION: Any comments and views on any aspect of the report or Priority Families work to be forwarded to Nick Gower-Johnson</p>	<p>ALL</p>
<p>6. <u>Work arising from the WSCB development Day</u></p> <p>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</p> <ol style="list-style-type: none"> 1. <i>Subcommittees to be chaired by people who sit on WSCB as members in their own right – AGREED</i> ACTION – Chairs of sub-groups to be reviewed. Cornelia to write to all members 2. <i>Retain Chairs sub-committee as an executive group – AGREED</i> 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 3. <i>Retain specified sub-committees – AGREED</i> 4. <i>Which group oversees Safeguarding training evaluation (Training or Performance) DECISION</i> <ul style="list-style-type: none"> • Attendance of training to be covered by Performance, Monitoring & Evaluation • Effects of training to be covered by Training 	<p>David Peplow</p> <p>Cornelia Heaney</p>

<p>contribution in April with further requests made once £30,000 of the fund has been committed.</p> <p>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</p> <p>DECISION</p> <p>The Board agreed to take forward this recommendation with the following adjustments:</p> <ul style="list-style-type: none"> • 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 	
<p>8. <u>Performance Data quarter 3</u></p> <p>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.</p> <p>Agencies requested more information on their specific breakdown of CAF referrals</p> <p>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.</p> <p>A data quality issue appears to be the reason for the low amount of recorded MASE meetings, this is being reviewed.</p> <p>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.</p> <p>The Board noted the recommendations: That the Board note the intelligence within the dataset Constituent agencies consider any implications for their agency</p> <p>ACTIONS</p> <p>Breakdown by agency of CAF referrals to be inserted as from April dataset</p> <p>Current breakdown of CAF by agency to be sent to Health & Boroughs</p>	<p><i>Jenny Butlin-Moran</i> <i>Jenny Butlin-Moran</i></p>
<p>9. <u>Audit of Statutory Safeguarding Functions</u></p> <p>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;</p> <ul style="list-style-type: none"> • The lack of inclusion of safeguarding responsibilities in job descriptions • The repeat vetting/DBS checking of staff 	

<ul style="list-style-type: none"> • Unmet training needs <p>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.</p> <p>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</p> <p>ACTION Performance, Monitoring, Evaluation Sub-Committee to formulate an Action Plan based on the recommendations</p> <p>The Board endorsed the recommendations</p> <p>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</p> <p>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</p> <p>The Board noted and endorsed the recommendation</p>	<p><i>Jenny Butlin-Moran</i></p>
<p>10. Updates from WSCB Sub-Committees The WSCB work plan was circulated with the agenda</p> <p>The Board noted an update from the following Sub-Committees</p> <ul style="list-style-type: none"> ▪ <u>Special Cases – Peter Sidebotham</u> 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 <p>ACTION:</p> <ul style="list-style-type: none"> • 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 <p>The updates were noted by the Board</p> <ul style="list-style-type: none"> ▪ <u>District Council</u> - Craig Dickens <p>The sub-group reported that their focus is on looking at future ways of networking and the potential disbanding of the sub-</p>	<p><i>ALL</i></p> <p><i>Peter Sidebotham</i></p>

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 sub-committees 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

