

SWINDON LSCB MEETING

11 September 2007 – 1.30 to 4.30 p.m. – Committee Room 1, Civic Offices

MINUTES

Present:

Hilary Pitts	Group Director, Children, SBC (Chair)
Kathie Bryan	Special Schools Representative
Mandy Coles	Early Years Representative
Mandy Cox	NSF Lead, Strategic Health Authority
Julie Dart	Avon & Wiltshire Partnership Mental Health NHS Trust (on behalf of Mark Dean)
Marion Deegan	CI, Wiltshire Constabulary (on behalf of Richard Rowland)
Gina Dennis	LSCB Business Manager
Adina Grace	Designated Nurse, Assistant Director, Commissioning Team, PCT
Joy Kennard	Children's Service Manager, Strategic Planning and Commissioning (Guest – part)
Janet King	Designated Doctor, Consultant Paediatrician, S&MNHST
Kevin Leaning	Head of Youth Offending Team
Toni Lloyd	Pharmacy Representative
Claire McConnel	Service Manager Wiltshire, CAFCASS
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC
Sean Manuel	Adult Substance Misuse Co-ordinator, CSP (Guest – part)
Alison Minch	Assistant Chief Officer (Specialist Services), Probation
Trish O'Donnell	Area Children's Services Manager, NSPCC
Richard Palusinski	Partnership Board Coordinator, CSP (Guest – part)
Jean Pollard	Director C & F, Children's Services, SBC (Chair of Management Group)
Mandy Roberts	Connexions (on behalf of Merfyn Williams)
Peter Robinson	Services to Children & Young People, Child Protection Lead, SBC
Sue Rowley	Director of Nursing, S&MNHST
Chris Walton	Secondary School Headteacher (Swindon 14-19 Development Team)
Lin Williams	DV Co-ordinator
Geoff Wood	LSCB Training Officer

Apologies:

Mike Ash	Head of Service - Housing Strategy
Mark Dean	Head of Safeguarding, Integrated Governance & Nursing Directorate, Avon & Wiltshire Partnership Mental Health NHS Trust
Julie Downey	Head of Safeguarding, Children Services SBC
Stephanie Hathaway	Voluntary Sector Representative (Koalas)
Liz Mearns	GP Representative
Robin Mills	Dental Practitioners' Representative
Richard Rowland	Superintendent Operations, Wiltshire Constabulary
Lynda Wearn	Deputy Director of Public Health, Swindon PCT
Merfyn Williams	Connexions
David Wilmot	Clinical Effectiveness Manager, Great Western Ambulance Service

Action

1. Apologies and Absences

Apologies were given as above.

2. Minutes of last meeting and Matters Arising

The minutes of the meeting held on 12 June were agreed as accurate.

LSCB Event (paper circulated before meeting)

The Half-marathon/Fun Day will seek to raise the profile of the LSCB.

The LSCB approved the hire of the bus previously used for the SW Child Protection Procedures Road Shows to provide a focal information point.

As well as information about the LSCB and child protection procedures, there will be contributions from the NSPCC, YOT, the Play Service etc.

PR

Parenting Handbook

There have been delays in reviewing the first draft due to holidays over the summer but responses have been re-requested by Friday 21 September. Gina Dennis (LSCB Business Manager) is investigating distribution methods.

Partnership Day

There has been a great response to this and we are already oversubscribed. We will be short-listing participants next week to give a good multi-agency spread.

3. Communications to the Board

- We have received a letter from Kevin Brennan (Parliamentary Under Secretary of State for Children, Young People and Families) flagging the need for local protocols on **underage sexual activity**. Guidance is already available as part of the SW Child Protection Procedures (SWCPP) under 'Supplementary Guidance', see www.swcpp.org.uk/WebHelp/reccpp.htm. A copy of the letter has been sent to the SWCPP steering group to ensure the issues raised have been addressed within this guidance. It was formally noted that the LSCB has considered this letter and that local procedures are in place.
- We have been requested to nominate 5-10 front-line multi-agency staff to attend the **Staying Safe Consultation** event on Thursday 11 October (Bristol). Gina Dennis will re-circulate the letter requesting the names of potential participants from all agencies.

GD

4. Performance & QA

Business Plan Monitoring 2007/8 (report circulated with agenda)

- Jean Pollard (Director C & F, Children's Services, SBC) highlighted the successful launch and implementation of the **AIM project**.
- Hilary Pitts (LSCB Chair) reiterated that the key elements of safeguarding are a statutory responsibility. She asked all partners to lobby within their organisations between now and the Local Area Agreement (LAA) meeting to help key people understand the importance of and LSCBs shared commitment to what is in the Business Plan. The LAA meeting is to look at the process for agreeing **LSCB funding and the proposed budget** for 2008/9.

All

- Whilst reciprocal arrangements for **chairing of Serious Case Reviews** (SCRs) seem difficult to secure, GOSW are not expressing any concerns regarding our current approach. These issues are shared by most LSCBs.
- **Licensing arrangements** now include a safeguarding element. Julie Downey is managing this and is contributing to *Pubwatch*.
- There have been some delays in validating the Swindon **assessment tool for the identification of the sexual health related needs for under 16's** due to maternity leave. Local work to improve the sexual health risk, and management of under- 16's is now showing evidence of positive change in practice in contraceptive, sexual health, GU and walk in services. There are robust links with child protection procedures and the work has been an excellent illustration of effective partnership working. Training on using the tool will recommence in April 2008 and Swindon is hoping to contribute to a conference in BANES, also in April.
- **Advocacy/Children's Rights Service** – the launch of the new service has been delayed because the original tenders came in over budget and are having to be re-submitted. Barnardo's are currently providing cover for the Child Protection Process and hope to continue to cover most requests until the new service is in place.

5. LSCB Business

LSCB Attendance

The recent report *Local Safeguarding Children Boards: a Review of Progress* recommends that LSCBs should:

Set attendance targets and publicise attendance records in annual reports. (Recommendation 2.1)

- Swindon LSCB agreed that attendance records should be published.
- They also agreed that our target should be 100% attendance – all agencies should as far as possible have designated substitutes and therefore should be represented at all meetings.

It was noted that some smaller organisations and professional representatives might find it more difficult to nominate a designated substitute.

Gina Dennis will e-mail all members asking for confirmation of their designated substitute.

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LSCB Chairing

Local Safeguarding Children Boards: a Review of Progress recommends that LSCBs should:

Review/agree chairing arrangements at least every two years. (Recommendation 1.1)

As previously agreed, Gina Dennis will send out a nomination form for all LSCB roles (LSCB Chair, Management Group Chair, Sub-group Chairs etc.) between now and the December meeting. A response will be required from all members

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in good time for the December LSCB. The aim is to have reviewed and ratified all roles by the beginning of April.

~Business Planning Workshop

The date for the workshop has been confirmed as **Thursday 1 November, 1 to 5pm.**

We will be using much the same process as last year, with a briefing pack sent out prior to the workshop. Potential areas of work will be reviewed and priorities set for the next 3 years.

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Dates for 2008

It was agreed that we continue the existing meeting schedule for 2008 (**2nd Tuesday of the month, 1.30 to 4.30 pm**, with the LSCB meeting quarterly and the Management Group meeting in the intervening months). Next year's LSCB Business Planning Workshop will be held on **Thursday 10 July, 9am to 1 pm.**

A date was not set for the Swindon LSCB Conference, but it was agreed that this would be Swindon only rather than joint with Wiltshire. The Training Sub-group will make proposals.

6. Strategic Overview

Multi Agency Risk Assessment Conferences (MARAC) Update

Lin Williams (DV Co-ordinator) provided a verbal update. Over 20 multi-agency staff are being trained next Monday on MARAC procedures. Following this the full MARAC process will be implemented. This does contain confidentiality safeguards, a concern previously noted by the LSCB.

MARACs focus on the victims of domestic violence where there is a high or very high risk. They aim to provide a co-ordinated response to support the victim and to link into relevant groups (e.g. MAPPA - Multi Agency Public Protection Arrangements).

The Management Group will invite Lin to present the MARAC Terms of Reference and Administrative Pack for their early review. These will also be available to all LSCB members shortly as part of a consultation process.

Mgmnt Grp
/LW

Training issues (paper circulated with agenda)

Geoff Wood (Safeguarding Trainer) outlined the recommendations presented in his paper.

The LSCB agreed these in principle but requested a clearer proposal from the Management Group as to the steps that need to be taken.

Mgmnt Grp

Key discussion points included, for recommendation 1 that:

- the LSCB can recommend but not require compliance with recommendation 1
- for schools, it will rest with Headteachers as to whether they feel able to release all Heads of Department for training

- Health are addressing this by seeing HR staff as the common denominator and seeking to train them accordingly
- Early Years may experience some structural difficulties with this
- this poses difficulties for the community sector (e.g. Scouts)
- organisations and groups that don't implement rigorous procedures may well end up targeted by potential abusers

For recommendation 2 that:

- HR support may be needed to establish a 'model process' for safer recruitment (particularly important for the voluntary sector)

It was also noted that the Board should receive feedback as to the take up of mandatory training for schools.

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Child Death Reviews Update (paper circulated at meeting and attached)

- Swindon and Wiltshire will be working together to review Child Deaths.
- The process is potentially expensive in time and money and will be a budget pressure in 2008/9
- Although CEMACH (Confidential Enquiry into Maternal and Child Health) may take on some of the administration, this will still have cost implications.
- If possible, Swindon and Wiltshire need to pilot some cases before the implementation date of 1st April 2008.

Section 11 Audits

Swindon carried out an audit of Section 11 arrangements as a way of evaluating the effectiveness of agencies in safeguarding and promoting the welfare of children.

Initial returns were received from all contributing agencies earlier this year. The Management Group followed these up with a peer review process, challenging these responses, with each agency producing an action plan.

The LSCB accepted a proposal that future review should be carried out jointly with Wiltshire to avoid duplication and that a small group of Board members will review agency returns. It was suggested that this should include the NSPCC to provide an external viewpoint.

The LSCB further agreed that such reviews should be carried out every two years.

Local Safeguarding Children Boards: A Review of Progress (Executive Summary circulated at meeting and attached)

Jean Pollard and Hilary Pitts reported that, having reviewed the full document, Swindon LSCB appears to be on track. Indeed, some of the information on what other Boards are doing suggests that we are quite well established. GOSW have also indicated this, especially with their feedback on our progress on Allegations (to be reviewed by the Management Group).

It is clear that the issues we do have are shared by other LSCBs nationally.

Jean has copies of the printed document, available on request. It can also be downloaded at: <http://www.everychildmatters.gov.uk/resources-and-practice/IG00239/>

7. Presentations

Sean Manual, Adult Substance Misuse Co-ordinator, CSP, provided an overview of the Swindon '**Alcohol Harm Reduction Strategy**'. This is still in draft as there have been some objections to the original action plan. The LSCB requested a two-page summary re the key points of relevance to be circulated alongside the action plan with these minutes (attached).

It was noted that it is beholden on the LSCB to ensure that the necessary work on alcohol and young people gets done. Therefore we may need to pick out the strategic elements from the Alcohol Strategy Action Plan and incorporate them in our Business Plan. The LSCB also needs a clear strategic link.

Adina Grace (Designated Nurse, Assistant Director, Commissioning Team, PCT) is currently named as the LSCB lead on Young People and Alcohol within our Work Plan.

Richard Palusinski, Partnership Board Coordinator, CSP, provided an introduction to the **Community Safety Partnership** as a starting point for looking at where we can work together.

- Role of CSP: to work collaboratively for a reduction of crime, antisocial behaviour and the fear of crime to make Swindon a better place.
- Statutory Partners: Police, SBC, PCT, Fire & Rescue
- Statutory Consultee: Probation
- Stakeholders: Public Health and others
- CSP commission and manage adult drug treatment services.
- CSP performance manage crime reduction
- Recent developments include the first Domestic Homicide Review and they are now potentially dealing with four Drug Death Reviews.

There is a need for better awareness of the CSP and stronger links, particularly to the youth end of their remit. The LSCB can play an important role in this.

Sue Rowley (Director of Nursing, S&MNHST) will link with Richard over A & E involvement.

Joy Kennard, Children's Service Manager, Strategic Planning and Commissioning, gave a presentation on **Young People and Alcohol** (slide handouts attached).

The recommendations arising from the local needs analysis include

- Integration of services
- Increasing the skills of lower level workers (training)

- Targeted community based interventions
- Better materials for work with young people

These may include areas in which the LSCB needs to be involved.

There are currently a number of relevant strategies in development

- Substance Misuse Strategy
- Parenting Strategy (out for consultation and available on the LSCB website)
- See the Adult, See the Child (which includes children of drug and alcohol using parents, focusing on the implications for children in adult work)

8. Finance & Resourcing (report circulated with agenda)

Hilary Pitts is taking a briefing paper on LSCB funding process and requirement for 2008/9 to the Local Area Agreement (LAA) meeting (see item 4).

HP

Gina Dennis was asked to devise a report that is more indicative of the LSCB's real financial position (e.g. based on committed spend).

GD

9. Key Project Reports

Serious Case Reviews

- We still do not have dates for the inquests on KW, KB and CP.
- Action plan monitoring is ongoing, with KB having been reviewed in July and CP coming to the Management Group in October.
- The Serious Case Review Process document is being reviewed by Management Group members before being finalised and made available (at a cost to be agreed) to other LSCBs.

10.AOB

- It was agreed that Jean Pollard should make the final decision as to whether Swindon LSCB should contribute to a piece of research on multi-agency working.
- Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) alerted the Board to a series of planned inspections around practice on allegations in the near future. Steph will circulate agencies with relevant information.

JP

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Accompanying Documents:

- Child Death Review Update
- Local Safeguarding Children Boards: A Review of Progress Executive Summary
- Alcohol Harm Reduction Strategy – Draft Strategy & Action Plan (for Consultation)
- Community Safety Partnership - presentation notes
- Young People and Alcohol – slide handouts

**The next LSCB meeting will be held on:
Tuesday 11 December, Committee Room 1, Civic Offices, 1.30 – 4.30pm**

*LSCB Management Group meetings will be held on:
Tuesday 9 October 2007, Committee Room 5, Civic Offices, 2.30 – 4.30pm
& Tuesday 13 November 2007, Committee Room 5, Civic Offices, 1.30 – 4.30pm*