

## SWINDON LSCB MEETING

12 December 2006 - 1.30pm to 4.30 p.m. – CR2, Civic Offices

### MINUTES

#### Present:

Hilary Pitts	Group Director, Children, SBC (Chair)
Gina Dennis	LSCB Business Manager
Julie Downey	Head of Safeguarding, Children Services SBC
Adina Grace	Designated Nurse, Assistant Director, Commissioning Team, PCT
Stephanie Hathaway	Voluntary Sector Representative (Koalas)
Janet King	Designated Doctor, Consultant Paediatrician, S&MNHST
Kevin Leaning	Head of Youth Offending Team
Toni Lloyd	Pharmacy Representative
Claire McConnel	Service Manager Wiltshire, CAF/CASS
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC
Liz Mearns	GP Representative
Jessie Morrison	Swindon PCT (deputising for Adina Grace)
Robin Mills	Dental Practitioners' Representative
Trish O'Donnell	Area Children's Services Manager, NSPCC
Jean Pollard	Director C & F, Children's Services, SBC (Chair of Management Group)
Peter Robinson	Services to Children & Young People, Child Protection Lead, SBC
Sue Rowley	Director of Nursing, S&MNHST
Heather Stubbs	LSCB Clerk
Sue Tinker	Primary School Headteacher (Eldene Primary School)
Chris Walton	Secondary School Headteacher (Swindon 14-19 Development Team)
Duncan Webster	Colleges Representative (Student Services Manager, Swindon New College)
Merfyn Williams	Connexions (nominated substitute)
Paul Williams	Head of Community Safety and Criminal Justice, Wiltshire Constabulary
Geoff Wood	LSCB Training Officer
Lesley Harwood	SBC (guest speaker - part)
Tim Mobey	MAPP (guest speaker - part)

#### Apologies:

Mike Ash	Head of Service - Housing Strategy
Fiona Jewkes	Named Doctor for Child Protection, Medical Director, Great Western Ambulance Service
Mal Munday	Assistant Chief Officer (Specialist Services), Wiltshire Probation
Richard Rowland	Superintendent Operations, Wiltshire Constabulary
Lynda Wearn	Deputy Director of Public Health, Swindon PCT

#### Action

### 1. Apologies and Absences

Apologies were given as above.

LSCB Chair Hilary Pitts welcomed new members to the meeting and reminded all members that it is part of their role to challenge their own organisations on safeguarding issues.

## 2. Minutes of last meeting and Matters Arising

The minutes of the meeting held on 12 September were agreed as accurate subject to the following amendments: Lynda Wearn asked for her apologies to be recorded.

**Representation:** The Board has received an enquiry as to whether Special Schools should be represented on LSCB. This should be addressed.

Gina Dennis (LSCB Business Manager) was asked to liaise with Carmel Burton (Sure Start Partnership Manager) regarding a representative for Early Years.

**Media Sub-group:** The group met for a second time today and will bring its TOR to the next meeting for approval. It sees its roles as acting as agent for the LSCB on media issues. Internal communication will continue to use existing routes.

Mgmt Grp

GD

## 3. Communications to the Board

- Revisiting the letter received from Dr John Eastgate re under age drinking and child protection: Adina Grace (Designated Nurse, Assistant Director, Commissioning Team, PCT) will lead on ensuring that a briefing paper or presentation is brought to the next LSCB about young people and alcohol (agenda item). This emerged as a high priority in the Business Planning session, with the aim of moving to a needs assessment in year 1 and delivering according to the resulting action plan in years 2 and 3.

AG

## 4. LSCB Business

### New procedures regarding allegations against staff

Letters have been sent out to those agencies who employ staff directly and responses have been received from most.

Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) will shortly be developing a protocol based on Appendix 5 of *Working Together 2006* as part of the work on the SW Child Protection Procedures (SWCPP).

It was formally agreed that all agencies representing employed staff will adopt Appendix 5 until this work is complete.

Steph McQuade, Geoff Wood (Safeguarding Trainer) and Ian Mosley (HR Business Partner, Children) are to attend initial 'Train the Trainer' courses offered by the DfES on 'Allegations Against Staff', with Jessie Morison (Named Nurse, PCT) and Sandie Arrell (Training Officer, Police) attending a second set of courses. The aim is that these people can then roll out training to other agencies, including the voluntary sector, on behalf of the LSCB.

All Agencies

### Private Fostering (supporting document circulated)

The feedback from the recent inspection was 'more good than fair'.

As part of the inspection, Lesley Harwood, Adoption Development Officer sent out a questionnaire from CSCI about Private Fostering to all who attended the LSCB Launch. Although there was a good return, about half

didn't know anything about it despite the inclusion of information with the Launch certificates.

Action

LH

The LSCB agreed that Lesley will sent out an amended questionnaire, which captures who is responding, on behalf of the LSCB together with a covering letter from the Board and information about Private Fostering.

LH

Lesley will send out hard copies of *Every Privately Fostered Child and Young Person Matters* to all LSCB members, together with some exercises for foster parents once some small amendments have been made. This a simple, concise document written with parents and carers in mind.

## 5. Performance & QA

### Business Plan Monitoring (2006/7) – Headlines (report circulated)

Jean Pollard (Director C & F, Children's Services, SBC, Chair of Management Group) thanked the Training Sub-group and Geoff Wood for their achievement in getting the Training Programme back on track, as well as all those involved in the Launch and Web Site.

The E-zine is being e-mailed to an increasingly wide list. However, it was requested that agencies print and distribute copies to those without access to e-mail. LSCB Business Manager requested that agencies let her know of any useful contacts who hold relevant mailing lists. (The contact for voluntary sector mailing was noted as Michelle Pretorius).

All Agencies

In discussing funding for projects such as the **Safe Parenting Handbook** it was suggested that the LSCB might wish to develop a **Fun Day for Safeguarding and Children's Charities**. Peter Robinson (Services to Children & Young People, Child Protection Lead, SBC) was asked to consider a way forward and make a proposal to the Board.

PR

The LSCB needs to continue to attempt to agree reciprocal arrangements for the charring of SCRs. The problems with capacity issues in reaching any such agreement were noted.

JD/SM

### Child Protection Statistics to September 2006 (report circulated)

Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) drew some highlights from the report provided as follows:

- The number of children on the register has continued to increase to a current level of 87, probably more representative of real local need.
- Re-registrations are slightly low.
- Steph will be exploring the rather high level of registrations under 'multiple' categories.
- It is extremely hard to maintain 100% compliance with review timescales. Problems include cancelled conferences, quoracy, inconsistent and non-attendance, invitation lists not being provided soon enough. Initial conferences are always at short notice – schools in particular find the tight timing hard to deal with. The LSCB stressed that conferences should happen as agreed and should only be cancelled in exceptional circumstances as this creates huge issues for both family and attendees.

Non-attendance should be fed back to the child protection lead in agencies for follow up.

Steph also fed back information on advocacy provided to children in the child protection service currently provided by Barnardo's as follows:

- 45 families have been referred to the service
- 56 children over the age of 10 have been offered an advocate.
- Of these, 2 families (3 children) declined
- All those who requested an advocate have had one allocated to them.

Issues raised by Barnardo's have included problems in getting social work reports on time and concerns that in some cases (particularly those involving sibling abuse), conferences should be split to look at the needs of individual children.

## 6. Presentation

Tim Mobey provided a very informative presentation on MAPPA (Multi-Agency Public Protection Arrangements).

Tim is to send a handout to LSCB Business Manager Gina Dennis for circulation to LSCB members.

## 7. Finance & Resourcing

### Finance & Funding Report 2006/7 (reports circulated)

Gina Dennis clarified the basis of the projected figures in the report.

It was agreed that the production of the *Safe Parenting Handbook* would be funded from currently uncommitted funds (approx £16,500). It was noted that further funding might be needed to support the launch of the Handbook.

Decisions as to the allocation of any remaining funds were delegated to the Management Group, though it was suggested that the items of equipment requested (electronic diaries and display boards) should be funded if possible.

GD/ Mgmt  
Grp

Mgmt Grp

### Budget Proposals 2007/8 (report circulated)

Training costs were discussed and it was agreed that venue costs should be reduced as much as possible by using free partner venues (PCT, Police, and Colleges during holidays) and possibly seeking a corporate partner, though there are capacity issues for all agencies. It might be possible to access drug company sponsorship for GP training. It was agreed that no link should be made between the allocation of places on courses and agency funding contributions.

GW/  
Training Sub

It was agreed that requests should be made to Avon and Wiltshire Mental Health NHS Partnership Trust, Great Western Ambulance, the Strategic Health Authority and the Learning & Skills Council for funding contributions to LSCB.

GD / HP

The proposed budget of £175,000 was agreed. This is based on the following funding formula and agency contributions:

All

Local Authority Children Services	53%	£92,750
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Health (PCT & S&MNHST)	23%	£40,250
Police	11%	£19,250
Other	13%	£22,750

'Other' currently includes Connexions, Probation and CAF/CASS, who were unable to fund to the 13% level last year.

## 8. Key Project Reports

### Feedback on Launch (report circulated)

Thanks were recorded to all involved for a very successful event. We now need to start planning next year's event, which may or may not be a joint conference with Wiltshire as in previous years.

### Update on SCRs (report circulated)

**CP** - The Overview Report and Executive Summary were formally approved by the LSCB. Requests for action plans will be sent out shortly (this has been held up slightly by the completion of the DfES LSCB Survey). A meeting with the family is planned for the New Year. The Media Sub-group are preparing an LSCB Media statement in case this is needed.

The Management Group were asked to look at the SCR process and to consider how the potential for learning from SCRs (in particular the overview report) may be optimised. This might include anonymised presentations for training, case studies, etc. However, it was noted that Overview Reports have significant dramatic impact and add weight to training.

**KB** - The criminal proceedings are due to start on 16 January. Once these are complete, the Executive Summary will be completed and a multi-agency debriefing arranged.

## 9. Strategic Overview

### 3-5 year Business Plan (report circulated)

Jean Pollard (Director C & F, Children's Services, SBC, Chair of Management Group) reported back briefly on the Business Planning Workshop, which was felt to have been a really useful session.

### South West Child Protection Procedures (report brought to meeting)

Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) brought a report on plans to launch the new South West Child Protection Procedures (SWCPP) to the meeting (attached).

A further consultation period is now underway, running till 15 January 2007.

**Please encourage staff to visit the web site [www.reconstruct.co.uk](http://www.reconstruct.co.uk) (user name: swp, password: lefty) and to feedback any issues.** You can see the web interface at [www.swcpp.org.uk/devsw/index.htm](http://www.swcpp.org.uk/devsw/index.htm).

A series of road-shows is planned and volunteers were requested to help staff these (Janet King and Claire McConnel volunteered for the afternoon of 6 February).

All agencies need to indicate to staff that they are expected to attend a road-show and will receive a certificate of attendance. This should include child

## Action

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Mgmt Grp

All  
All Agencies  
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protection co-ordinators in schools.

LSCB Business Manager Gina Dennis will circulate members with detailed plans as these are finalised.

Steph will liaise with Graham Titheradge in Wiltshire to ensure that Swindon and Wiltshire are following the same time-line and that staff in agencies that work across both are given consistent guidance.

Agencies are requested to provide feedback to the LSCB on how they plan to publicise the new procedures and how they will get staff to attend the road-shows.

The Media Sub-group are to think about local publicity, particularly for the public stand in the Brunel Centre on Saturday 10 February, which will also highlight safeguarding issues.

## 10.AOB

No items were brought to the meeting.

### ***Accompanying Documents:***

- MAPPA Handout
- Report on South West Procedures Launch
- SWCPP Poster

**The next LSCB meeting will be held on:**

**Tuesday 13 March 2007, Function Room, Civic Offices, 1.30 – 4.30pm**

*LSCB Management Group meetings will be held on:*

*Tuesday 9 January 2007, Committee Room 5, Civic Offices, 1.30 – 4.30pm  
& Tuesday 13 February 2007, Committee Room 5, Civic Offices, 1.30 – 4.30pm*

**Action**

All Agencies

Media Sub