

## SWINDON LSCB MEETING

12 March 2007 – 2.00 pm to 5.00 p.m. – Gablecross Police Station

### MINUTES

#### Present:

Hilary Pitts	Group Director, Children, SBC (Chair)
Mandy Cox	NSF Lead, Strategic Health Authority
Mark Dean	Head of Safeguarding, Integrated Governance & Nursing Directorate, Avon & Wiltshire Partnership Mental Health NHS Trust
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)
Kevin Leaning	Head of Youth Offending Team
Claire McConnel	Service Manager Wiltshire, CAF/CASS
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC
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)
Helen Price	Named Doctor, S&MNHST (deputising for Janet King)
Sue Rowley	Director of Nursing, S&MNHST
Chris Walton	Secondary School Headteacher (Swindon 14-19 Development Team)
Lynda Wearn	Deputy Director of Public Health, Swindon PCT
David Wilmot	Clinical Effectiveness Manager, Great Western Ambulance Service
Geoff Wood	LSCB Training Officer

#### Apologies:

Mike Ash	Head of Service - Housing Strategy
Janet King	Designated Doctor, Consultant Paediatrician, S&MNHST
Toni Lloyd	Pharmacy Representative
Liz Mearns	GP Representative
Alison Minch	Assistant Chief Officer (Specialist Services), Probation
Richard Rowland	Superintendent Operations, Wiltshire Constabulary
Peter Robinson	Services to Children & Young People, Child Protection Lead, SBC
Sue Tinker	Primary School Headteacher (Eldene Primary School)
Duncan Webster	Colleges Representative (Student Services Manager, Swindon New College)
Lin Williams	DV Co-ordinator
Merfyn Williams	Connexions

#### Action

### 1. Apologies and Absences

Apologies were given as above.

LSCB Chair Hilary Pitts welcomed new members to the meeting.

### 2. Minutes of last meeting and Matters Arising

The minutes of the meeting held on 12 December 2006 were agreed as accurate subject to the following amendments:

- The removal of Jessie Morrison from the list of attendees (Adina Grace attended).

**Representation** – it was agreed that any changes in the person representing an existing LSCB member organisation would be passed through the Management Group to ensure that the representative is the appropriate person for the role.

From June 2007, when we will carry out our first annual review of our Constitution, any additions to the agency or professional representation will be considered during the annual review of the Constitution.

**Appendix 5 – Allegations Against Staff** – all agencies re-confirmed their adoption of Appendix 5 pending the completion of the new SW protocol.

### 3. Communications to the Board

- Trish O'Donnell (Area Children's Services Manager, NSPCC) spoke to a letter from the NSPCC about their incorporation of Childline. The NSPCC are exploring with the DfES how they can maintain the confidential role of Childline and act within their responsibilities as laid down by *Working Together 2006*.
- A letter had also been received about contributing feedback on local work on Sudden Infant Deaths (SID) to a study on infant deaths (covered later in the agenda).

### 4. LSCB Business

#### Review of Membership

New representatives as per the list circulated prior to the meeting were confirmed as LSCB members.

**'Better Safe Than Sorry' - Unintentional injury as a leading cause of death and illness among children** (a paper prepared by Adina Grace, Designated Nurse, was circulated at the meeting & attached)

'*Better Safe Than Sorry*' can be found at: <http://www.audit-commission.gov.uk/reports/NATIONAL-REPORT.asp?CategoryID=&ProdID=B0354AA7-E411-45f0-8227-B5FDA6EB35A1>

This national report shows that the number of children killed or maimed by unintentional injury is very high – this is the biggest cause of death and illness for 0-14 year olds.

There are significant correlations with social class, gender, employment, locality etc.

It was suggested that Swindon LSCB has a responsibility to press for a strategy on injury prevention, which should include identification of local 'hotspots'. Our responsibility should also extend to promotion and evaluation.

Concerns were raised about how this (and other 'new' work) fits and is absorbed into our work plan.

To some extent, the work on the Child Death Review process will feed into awareness of local issues. A proposal is being developed for shared working on this with Wiltshire and Bath to create an area that encompasses the suggested minimum population of 0.5 million. This proposal is to be an agenda item in June.

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**Safe Parenting Handbook Proposals** (a presentation was made during the meeting and is attached)

The Management Group were asked to take forward the development of the Handbook.

Some additional funding has been identified from within Sue Wald's budget – Adina Grace, Designated Nurse, is following this up. This should enable us to print more copies and possibly to include more pages.

The following concerns were raised:

- Costs involved in providing versions in other languages and for people with learning difficulties – Gina Dennis, LSCB Business Manager, is to explore these.
- Some issues were flagged regarding the language used in the handbook.
- It was also noted that the font size for some of the text does not conform to accessibility standards.
- Some additional content areas were queried, but it was noted that these are covered in the PCT's 'Birth to Five' booklets.
- We need to clarify how we are going to manage the distribution of the Handbook effectively.

Jean Pollard, Director Children & Families –SBC, suggested that we should go ahead with the Handbook in its current form but should also work with the company that produces it to update it to new standards for future versions.

## 5. Performance & QA

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

The Board particularly noted positive achievements in:

- Project on Children and Young People Who Exhibit Sexually Harmful Behaviour - Julie Henniker, who set up the AIM project, is delivering Swindon's initial training in April.

AIM Framework for the Assessment of Adolescents who Display Sexually Harmful Behaviour: A report for the Youth Justice Board (Full Report) (D68) - available at <http://www.yjb.gov.uk/Publications/Scripts/prodView.asp?idProduct=254&eP=>

- The launch of the SWCPP – no other area was as pro-active as Swindon in launching the procedures.
- Safeguarding Training is moving forward really positively.

The specification has been written for the new participation service and is going through the procurement process but there may be a slight delay in getting the service up and running (September 07 rather than the original target of March 07).

The major area of concern, LSCB Funding, is addressed later in the agenda.

## 6. Strategic Overview and 7. Presentation – SW Child Protection Procedures

(Paper circulated and handouts given at meeting)

Geoff Wood, Safeguarding Trainer, reported some disappointment at the lack of media coverage of the Launch event, though there was some publicity at the beginning of February in the Evening Advertiser and on local radio.

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On a more positive note, the road show bus proved a resounding success, with 370 attendees at 6 sites over two days. It was also a good example of agencies working together, with involvement from Board & Sub-group members and others.

Among the benefits of the new procedures are that they are:

- Up to date
- Easy to use
- Searchable
- Uniform throughout most of the South West
- A direct link can be placed on the desktop to the SWCPP website (and also to the LSCB website)

Only the Core Procedures are currently live, but appendices and guidance are being developed and added, with new sections due to go live at the end of March (Chapter 6 of *Working Together 2006*, including *Allegations Against Staff*). At present, additional protocols are still available on the LSCB site.

Reconstruct, who have developed the procedures with the SW Steering Group, expect to work with the group for a minimum of 3 years.

Geoff Wood ran part of the training video available on the SWCPP web site and encouraged all LSCB members to look at the new procedures – [www.swcpp.org.uk](http://www.swcpp.org.uk).

There are still concerns that some people do not have easy access to the web. 'What to Do' flowcharts were distributed at the launch. These will be replaced in the coming months with a credit card sized three fold card giving the key information and aimed at all who work with children. This will also direct people to the relevant 'named person' for more detailed advice.

Gina Dennis, LSCB Business Manager, was asked to check that relevant forms are readily available on the LSCB website.

**The LSCB endorsed the position set out in the paper *SW Regional CP procedures – stage 2 for the ongoing development of the procedures*.**

The local Procedures Sub-group expects to meet quarterly and will continue to contribute to the process via Steph McQuade as our Steering Group member. The Sub-group may also need to develop some additional local signposting/ guidance.

### **Continuing Promotion and Ensuring Implementation**

- The new procedures are reflected in all LSCB training.
- Representatives from the LSCB and the Procedures Sub-group need to ensure that no 'Purple Books' are still in use.
- The circulation of key information (mentioned above) will be particularly important for smaller/voluntary sector organisations.
- Agencies need to continue to consider how they are promoting the new procedures.
- If possible, we need to try to capture information on who is using the website and accessing the new Procedures.

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Procedures  
SubGW  
Procedures  
Sub /LSCB

All Agencies

Procedures  
Sub

## 8. Finance & Resourcing (report circulated at meeting & attached)

We currently expect to carry forward a small sum from the current year. Funding for 2007/8 remains a concern. Letters have been sent out from Hilary Pitts, LSCB Chair, to all existing funding organisations to ask for confirmation of their contribution. Letters have also been sent to potential new funders as agreed at the last meeting.

### Wider Resourcing Issues

A recent issue over the LSCBs ability to deliver against the revised Domestic Violence Protocol highlights a more general issue for the LSCB.

The Management Group were asked to take forward the specific concerns around the DV protocol.

## 9. Key Project Reports

### Update on SCRs (report circulated)

#### KB

- The Executive Summary for KB will be circulated this week. **Responses are required by the end of March** and members were requested to keep to this timescale so that it can be shared with the family as soon as possible and then made public.
- Sentencing is taking place in Bristol on Thursday 15 March.
- Jean Pollard, Director Children & Families – SBC, shared the prepared multi-agency press statement to be used if asked and this was agreed.
- The multi-agency debrief is scheduled for 10am on Thursday 26 April – invitations will be sent out this week.

#### CP

- The Overview Panel are meeting at the end of March to review the action plans – not all have yet been received.
- The multi-agency debrief is scheduled for 2pm on Wednesday 18 April – invitations will be sent out this week.

### SCRs – Optimising the Learning

- The Management Group have made some recommendations for future SCRs that take into account the impact of recent issues around giving the Coroner access to the Overview Report and other disclosure issues.
- It was suggested that the LSCB still needs to consider each case individually as to disclosure of the report on an 'as and when' basis.
- We may wish to select parts of Reports to be made available to facilitate learning.
- There is a need to balance the requirement to protect staff and the duty to share learning to protect children in future.
- SCRs are collated nationally, but in a very anonymised way.

## Action

All agencies

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GD/ SCR panels

**10.AOB**

- **Domestic Homicide Reviews** will shortly become a statutory requirement. The LSCB needs to open links with the Community Safety Partnership on this.
- **AOG** – the new link for the Police with the AOG will be the new Child Protection Unit Sergeant.
- **The NEET strategy** (for young people 16+ not in education, employment or training) will be launched on 30 October. This may be of interest to those who work with vulnerable youngsters.
- **The 2007/8 LSCB Training Plan** will be out in the next two weeks and available on the LSCB website as soon as possible. Currently Geoff Wood, Safeguarding Trainer, has secured around 50% of the accommodation needs for courses for no charge and is continuing to work on the remainder.
- The paper on a **'Fun Day'** circulated by Peter Robinson, Services to Children & Young People, Child Protection Lead – SBC, was deferred until the next meeting as Peter's earlier meeting over-ran and he was unable to attend the LSCB meeting.

**Accompanying Documents:**

- 'Better Safe Than Sorry' - Unintentional injury as a leading cause of death and illness among children
- Safe Parenting Handbook Presentation & Handout
- SWCPP Handout
- Finance and Funding Report

**The next LSCB meeting will be held on:  
Tuesday 12 June 2007, Committee Room 1, Civic Offices, 1.30 – 4.30pm**

*LSCB Management Group meetings will be held on:  
Tuesday 17 April 2007 (revised date), Committee Room 5 Civic Offices, 1.30 – 4.30pm  
& Tuesday 8 May 2007, Committee Room 5, Civic Offices, 1.30 – 4.30pm*