

SWINDON LSCB MEETING

12 June 2007 – 1.30 – 4.30, CR1 Civic Offices, Euclid Street, Swindon

MINUTES

Present:

Mike Ash	Head of Service - Housing Strategy
Martin Coles	Director, Quality & Standards (SBC) - Guest
Mandy Coles	Early Years Representative (Little Scholars)
Steve Connolly	Junior Sports Development Manager, SBC (to present one item)
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 (Vice-chair)
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, CAFCASS
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC
Liz Mearns	GP Representative
Robin Mills	Dental Practitioners' Representative
Alison Minch	Assistant Chief Officer (Specialist Services), Probation
Trish O'Donnell	Area Children's Services Manager, NSPCC
Jean Pollard	Director C & F, Children's Services, SBC (Chair of Management Group)
Richard Rowland	Superintendent Operations, Wiltshire Constabulary
Sue Rowley	Director of Nursing, S&MNHST
Sue Tinker	Primary School Headteachers' Rep.(Eldene Primary School)
Chris Walton	Secondary School Headteachers' Rep. (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:

Kathie Bryan	Special Schools Representative (Headteacher, Chalet School)
Mandy Cox	NSF Lead, Strategic Health Authority
Hilary Pitts	Group Director, Children, SBC (Chair)
Peter Robinson	Services to Children & Young People, Child Protection Lead, SBC (part of meeting)
Duncan Webster	Colleges Representative (e-mail received after meeting)
Lin Williams	DV Co-ordinator
Merfyn Williams	Connexions

Action

1. Apologies and Absences

Apologies were given as above.

Adina Grace (Designated Nurse - PCT) chaired the meeting in the absence of Hilary Pitts (Group Director, Children – SBC).

Adina welcomed Mandy Coles to the Board as Early Years Representative.

LSCB Event Proposal (paper circulated with agenda)

As Steve Connolly (Junior Sports Development Manager, SBC) had come to the meeting solely to present the LSCB Event Proposal on behalf of Peter Robinson, this item was taken at the start of the meeting.

Concerns raised by the Board included capacity, level of entry fee (lack of access for low income families) and schools concerns over administration.

Support was given to the proposal but with reservations. A Working Group is to be set up co-ordinated by Peter Robinson to explore further. Janet King volunteered her involvement, Adina Grace will ask Jessie Morrison to participate and representatives are to be put forward from NSPCC, Teachers and Active Swindon. Names should be confirmed to Gina Dennis urgently (by Thursday 14 June).

Action

PR
JK, AG

TO'D,
CW
PR

2. Minutes of last meeting and Matters Arising

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

GD

P3 – it was requested that details of the budget from which funding had been identified be added.

P6 – the NEET Strategy Launch is on 3rd and not 30th October.

It was requested that abbreviations be given in full the first time they are used or a glossary provided.

Child Death Reviews – Jean Pollard (Director, Children & Families, SBC) provided an update. Janet King (Designated Doctor) agreed to go to the meeting with Wiltshire and Bath, currently scheduled for 6 July. However Jean Pollard is on Annual Leave and Julie Downey (Head of Safeguarding) may not be able to attend. Jean will confirm the arrangements, if necessary requesting the meeting is rescheduled. Richard Rowland (Superintendent Operations, Wiltshire Constabulary) will check with Paul Williams (Wiltshire LSCB Police Rep) that there will be a representative from the police at the meeting. To date, Wiltshire and Swindon have agreed in principle to work together whilst Bath is still considering the best way forward.

JK

JD
JP
RR

Parenting Handbook – The working group have confirmed the content and will be taking this forward with the company who produce the handbook. The aim is to have the handbook available for distribution at the start of the academic year.

GD &
working
group

Lynda Wearn (Deputy Director of Public Health, Swindon PCT) stressed that any possibility of a handbook focusing on teens needs to be considered as part of a wider strategy and volunteered to be part of any group considering new developments.

LW

DV Protocol – It was agreed to issue the protocol but with a statement to indicate that it is not yet fully implemented. Health still has capacity problems but aim to have the necessary support in place for full implementation by April 2008 at the latest. Trish O'Donnell (Area Children's Services Manager, NSPCC) will send Gina Dennis (LSCB Business Manager) a copy of the final version of the document.

GD

TO'D

3. Communications to the Board

- Multi Agency Risk Assessment Conferences (MARACs) – a briefing paper was circulated prior to the meeting. MARACs are multi-agency meetings to consider the needs of people subject to Domestic Violence. The LSCB concerns regarding the convening of meetings, consent issues, membership and information sharing. The terms of reference need to come to both the LSCB and the CSP (Richard Rowland and Lynda Wearn will take responsibility for linking things up). Jean Pollard is to attend the training mentioned in the paper. Lin Williams (DV Co-ordinator) will be at the September LSCB.
- The LSC responded to our funding request by asking for more information, which has been sent. Gina Dennis will follow up.

LW, RR
JP

GD

4. Performance & QA

Business Plan Monitoring 2006/7 - Highlights

Gina Dennis presented highlights of the LSCBs achievements during its first year of operation. (A copy of the presentation will be made available on the LSCB web site). Jean Pollard noted that LSCB members should congratulate themselves on the amount of work done and what has been achieved.

Child Protection Statistics (details included in Annual Report) and Feedback From Child Protection Conferences (attached)

Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) highlighted the following:

- The increase in children on the register is positive, bringing us more in line with national figures, but it is increasing the pressure on conference administration, with conferences now spreading across most days of the week and less flexibility due to this volume.
- Swindon has a high level of parental participation in conferences, due in part to the LSCB's support for advocacy.
- The new advocacy for children has increased the number of children contributing and this is making a real difference to the quality of conferences.
- 100% of reviews have been held on time, another real achievement.

Key issues arising out of the feedback from child protection conferences include:

- A significant number of conferences not starting on time
- Patchy representation from some agencies
- Lack of reports from some agencies
- The need to ensure that there are no surprises to the family

Schools and GPs have great difficulty attending conferences and it was suggested that more imaginative approaches are needed. Steph McQuade agreed to organise a meeting to discuss input from schools.

Any questions on the feedback should be addressed to Steph.

5. LSCB Business

Review of Constitution (changes circulated with agenda)

It was agreed that there should be representation from the Youth Service at LSCB and this should be added to the Constitution. Representation is to be pursued via Geoff Hogg.

GD

The structure diagram still needs update, including the change to Great Western Ambulance Service.

GD

All other changes to the constitution were agreed as presented. The revised constitution will be made available on the LSCB website.

Sub-group Chairing (information circulated with agenda)

There has been minimal response to the request for nominations and expressions of interest.

It was agreed to continue with current arrangements for now but to develop a better process from September with the aim of appointing new Chairs next March. It was stressed that members should feel free to express and interest.

Annual Report 2006/7 and Business Plan 2007/8 (circulated with agenda)

The Swindon LSCB Annual Report and Business Plan was adopted. Gina Dennis is trying to finalise the financial information (this includes next year's budget) but hopes to get the report to print shortly for distribution in July. A typo was noted on page 20 (date).

GD

The Workplan has been separated from the main report this year. It will be available on the LSCB website and, as it is a working document, it was agreed that this should include our updates to the plan.

GD

Business Planning 2008 and beyond

It was agreed to hold a half-day LSCB Business Planning Workshop similar to last year's in September/October. Geoff Wood and Gina Dennis were asked to offer dates and plan this. There was much positive feedback about how useful last year's session was.

GW, GD

Funding proposals for 2008/9 should be based on the 3 year overview and an indicative budget needs to be available by September.

6. Strategic Overview

South West Child Protection Procedures (SWCPP) Update

- A number of new protocols were made available on the SWCPP website in April, including Allegations Against Staff and Serious Case Reviews. The steering group is continuing to work with member LSCBs to develop additional guidance (Swindon is working on the Unborn Baby Protocol). This new guidance is being included within our Safeguarding Training as it is rolled out.
- **Allegations Training** – 12 people have booked onto this training (2 July, 1-4pm) but there are still 8 places available for Nominated and Designated Senior Officers and relevant HR staff from agencies. Geoff Wood

All

(Safeguarding Trainer) requested that members put names forward. In the Voluntary Sector, trustees will need to take on this role.

- **What to do if you're worried a child is being abused** – the new version is now available and has been sent out by the DfES. We have a stock of these and are printing labels for the inside cover with details of the SWCPP and local contacts. As soon as we have these, we will distribute the booklets and/or labels to partners as needed.
- Distribution to the Voluntary Sector could be via Voluntary Action Swindon, the Children's Information Service and using the Voluntary Sector contact list we already use for the distribution of our E-zine.

7. Presentation – Young People and Alcohol

This was postponed as Hilary Pitts was to have presented this on behalf of Sue Wald.

Sue Wald had provided a brief update. A needs assessment has been carried out by Chris Mills on young people, substance misuse and alcohol. The report will be going to the Young People's Substance Misuse Joint Commissioning Group on 20 June, when details and an action plan will be discussed.

Lynda Wearn informed the group that the Alcohol Strategy has been drafted this week and should take into account this needs analysis as well as previous work.

Sue Wald has offered to make a presentation to the September LSCB, possibly with Cath Johnstone. It is important that the LSCB sees the whole picture and links with the Community Safety Partnership (CSP). Therefore the meeting also requested input from the CSP and a presentation by Rob George on the Alcohol Strategy so that the LSCB can identify its role.

LW/RR
GD

8. Finance & Resourcing (papers circulated with agenda)

Funding for the LSCB for 2007/8 is still uncertain. Not all agencies have yet been able to confirm their funding and the indications are that there will be a shortfall.

The PCT, S&MNHST and AWP all hope to confirm their position in the next two weeks. Probation and CAF/CASS will also write confirming their contributions.

There was strong feeling from the LSCB that LSCB funding needs to be addressed at Chief Executive level via the Children's Trust Board. There needs to be a clear agreement of process and an agreed protocol. Adina Grace and Jean Pollard will take this forward.

AG, SR,
MD, AM,
CMcC

AG, JP

All board members were urged to report back on the issues around LSCB funding to their organisations. Without adequate funding, the LSCB will be unable to deliver against its business plan, much of which is based on statutory requirements.

All

9. Key Project Reports

Serious Case Review Update (paper circulated with agenda)

CP – Mike Ash (Head of Service - Housing Strategy) thanked colleagues for their support at the recent multi-agency debrief, a very useful session. The Panel is to meet shortly to review the last few action plans. No date has been given for the inquest, though it is understood to be imminent.

Mike reported on recent issues with the coroner and the distress this has caused to the family and to staff. He asked that a line be added to the LSCB Workplan about establishing a clearer working relationship with the coroner.

KB – Julie Downey (Head of Safeguarding) also thanked colleagues for their support at the KB debrief, another valuable session. The Executive Summary was published to coincide with the press conference. There was quite a lot of media coverage and there have been a lot of requests for the Executive Summary. Action plans will be reviewed in July – some are complete and ready for sign off.

10.AOB

- **Young Carers** – following a recent report, Jean Pollard asked whether the LSCB should be looking at work with young carers in Swindon. The Board agreed that there should be a presentation at their September meeting. Jean Pollard will pick this up with Sue Wald and Joy Kennard. JP
- **Safer Recruitment Training** – Following the failure of online training on safer recruitment, LSCB's are expected to deliver this work. Geoff Wood (Safeguarding Trainer) has had to cancel 4 sessions targeted at schools due to lack of take up (though he now does have bookings for a session coming up). This is a requirement for schools but currently only 6.8% of schools have received training. This is a good program that we want to extend to other agencies. Chris Walton (Secondary Schools Headteachers Representative) and Sue Tinker (Primary Schools Headteachers Representative) will pick this up. Geoff Wood was asked to send them lists of who has signed up so far. Issues with the programming of training for schools were noted. CE, ST
GW
- **Summary of Cross Government Action Plan on Sexual Violence and Abuse (PDF attached)** – The Management Group were requested to look at the implications of this document for the LSCB, including links with the Community Safety Partnership and Teen Pregnancy. Lynda Wearn (Deputy Director of Public Health, Swindon PCT) agreed to prepare a briefing paper for the Management Group. LW
- **Work Experience Guidelines** – Swindon is adopting Work Experience Guidelines. A significant proportion of these focus on child protection. Chris Walton has checked these but will send them to Steph McQuade (Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC) to quality assure. CW, SM
- **BACSPAN Courses** – a number of Safeguarding related courses are coming up. There is currently no funding available from LSCB for attendance but agencies may want to consider attendance. Gina Dennis will circulate details. GD
- **Change in representative** – Sue Tinker informed the Board that this will be her last meeting and that Paul Kohn, Headteacher at Liden, will replace her at LSCB. The Board would like to extend their thanks to Sue for her contribution over the last year.
- **Tea & Coffee** – It was requested that tea and coffee be scheduled for the middle rather than the start of LSCB meetings.

Accompanying Documents:

- Feedback From Child Protection Conferences
- Summary of Cross Government Action Plan on Sexual Violence and Abuse

**The next LSCB meeting will be held on:
Tuesday 11 September 2006, Committee Room 1, Civic Offices, 1.30 – 4.30pm**

*LSCB Management Group meetings will be held on:
Tuesday 10 July 2007, Committee Room 5, Civic Offices, 1.30 – 4.30pm
& Tuesday 14 August 2006, Committee Room 5, Civic Offices, 1.30 – 4.30pm*