

**SWINDON LSCB MEETING**  
**9 September 2008 – 1330 to 1630**  
**Committee Room 6, Civic Offices**  
**MINUTES**

**Present:**

John Gilbert	Group Director, Children, SBC (Chair)
Adina Grace	Designated Nurse, Assistant Director, Commissioning Team, PCT
Alison Minch	Assistant Chief Officer (Specialist Services), Probation
Chris Walton	Secondary School Headteacher (Swindon 14-19 Development Team)
Claire McConnel	Service Manager Wiltshire, CAFCASS
Erica Whitfield	Government Office for the South West
Geoff Wood	LSCB Training Officer
Huw Ford	Chair, E-safety Sub-group
Janet King	Designated Doctor, Consultant Paediatrician, S&MNHST
Jean Pollard	Director C & F, Children's Services, SBC (Chair of Management Group)
Julie Downey	Head of Safeguarding, Children Services SBC
Kevin Leaning	Head of Youth Offending Team
Kier Pritchard	Superintendent, Partnerships, Swindon Police
Lin Williams	DV Co-ordinator
Liz Mearns	GP Representative
Lynda Wearn	Deputy Director of Public Health, Swindon PCT
Mandy Coles	Early Years Representative
Mandy Cox	NSF Lead, Strategic Health Authority
Mark Dean	Head of Safeguarding, AWP Mental Health NHS Trust (AWP)
Mike Ash	Head of Service - Housing Strategy
Pam Jackson	Schools and Related Services
Paul Kohn	Primary School Headteacher (Liden Primary School)
Philippa Lucas	Public Protection and Safeguarding Manager, Swindon, AWP
Robin Mills	Dental Practitioners' Representative
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager
Stephanie Hathaway	Voluntary Sector Representative (Koalas)
Sue Rowley	Director of Nursing, S&MNHST
Trish O'Donnell	Area Children's Services Manager, NSPCC
<i>Christine Mister</i>	<i>LSCB Administrator</i>

**Apologies:**

Toni Lloyd	Pharmacy Representative
David Wilmot	Clinical Effectiveness Manager, Great Western Ambulance Service
Gina Dennis	LSCB Business Manager
Mal Munday	Wiltshire Probation
Duncan Webster	Colleges Representative (Student Services Manager, Swindon New College)
Kathie Bryan	Special Schools Representative
Margaret Roberts	Connexions
Marion Deegan	Chief Inspector Partnerships 'D'

### 1. Apologies and Absences

Apologies were given as above.

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

The **Minutes of the meeting** held on 10 June 2008 were agreed as accurate.

The **Allegations & Safer Recruitment Sub group** has now been set up and the first meeting was held on the 09.07.08.

It was acknowledged at the last meeting that **Safer Recruitment** should now be a priority for all managers involved in interview panels. Since then the number of people undertaking this training is slowly growing. It was acknowledged that the take-up from schools has been really good.

**Strategy Meetings/Allegations against Staff** – the cost implications around this have now been costed at £15,363.

Copies of the **LSCB Annual Report** for 2007/08 have now been received and copies were distributed at the meeting.

The first meeting of the **E-Safety Sub group** took place on the 8 September and will provide regular update reports to the Board.

The **Media Strategy** has now been signed off.

Work is ongoing around the **Alcohol Strategy** and an Action Plan is being developed.

### 3. Presentation to the Board

**The role of the Safeguarding Advisor** - Erica Whitfield, from the Government Office for the South West, was welcomed to the meeting. GOSW are based in Bristol and Ms Whitfield gave a brief resume of the work of GOSW and her role in particular.

She explained that her work includes helping LSCBs with new policy development, supporting them with the CDR process implementation as well as support with the SCR process. Support around Allegations and Safer Recruitment will be ongoing.

Other areas which Ms Whitfield covered included: the Third Chief Inspectors' report, Forced Marriage, Sexual Exploitation, the independent Safeguarding Authority and ANCSL training. There is event planned for November which will focus on Immigration, Asylum Seekers and Trafficking with opportunity for discussion in the afternoon.

More information on the Chief Inspectors' report will be made available to the Management Group at the next meeting with planned work around the Self-Assessment Tool Kit.

It was agreed that there is still some confusion in terms of Ofsted's role in relation to SCRs. Ms Whitfield hoped that there would be some clarification in a LAC circular coming out soon. She advised that none of the LSCBs in the region had been classified as 'outstanding' with 40% classified as 'adequate'. GOSW will be looking at possible training around this and one of the areas they are considering is around Independent Management Review writing.

#### 4. Communications to the Board

**London LSCB Restrictive Information Guidance** – the aim of the guidance is to help with information sharing. The question was asked if Swindon need something similar? This question was raised because of the number of FOI requests now being received. This will be an agenda item for the next Management Group meeting.

**National Action Plan for the elimination of Female Genital Mutilation (FGM)** – this is something which is moving up the agenda and gaining a higher profile and the feeling is that the LSCB should become more pro-active in this area. It is practice which professionals are aware of in Swindon. It is illegal in this country, but a lot of families send their children abroad for surgery. It was agreed that there was a need for raising awareness of FGM and there will be some guidance available shortly via the SWCPP.

#### 5. LSCB Business

**Review of Swindon LSCB structures** – A report was circulated prior to the meeting. Membership of the main Board seems to be getting bigger and bigger and still getting requests from people to join. Comparisons were made with other LSCBs and other executive boards. The overall view was that Swindon LSCB does have an inclusive approach to agencies and this should continue.

It was felt that the business of the main Board does sometimes get bogged down in the business process. It was therefore suggested that rather than consider reducing the size of the board, the board should aim to work smarter. Papers presented to Board should be concise, carrying a simple recommendation for ratification. Questions can be raised, but the purpose is to ratify and not discuss/debate.

Discussion points raised: representation on the Board by agencies such as Police who have role on both Swindon and Wiltshire Boards; the level of persons representing their agency on the board; should the Board consider stakeholder events for certain agencies, rather than representation on the Board; what links should there be between Board representatives and the business of the Board. It was acknowledged that it is hoped to have representation from the Coroner's office in the future. Should there be representation from the Multi-Agency Teams?

Following the discussion, the Board was asked if members agreed with the recommendations from the Management Group. Everyone agreed and endorsed the recommendations. Gina Dennis will be asked to update the Constitution accordingly.

**LSCB Business Plan 2009/10** – Projects have been agreed and most now have identified leads and outlined activities. However there are still some gaps in the plan. Once all the information is in, together with costs, where relevant, this will be brought back to the Board for approval.

**Dates for 2010 Board meetings** – these were circulated to Board and accepted.

## 6. Strategic Overview

**Section 11 Review** – The summary of Agencies' progress was circulated along with a report from Julie Downey. Key points were: It was felt that the process was very positive; all agencies had named leads; there is a very clear statement of agencies' responsibilities towards safeguarding children and clear evidence of the need to promote the safety and welfare of children; real evidence of inter-agency working.

There were a few areas identified for further development and there was an issue with a number of agencies around the recruitment of staff who work with children.

Two agencies did have low scores (Connexions and GWA). It was felt that the low score for Connexions was linked to their current re-structuring and will be closely monitored. With regard to the scoring for GWA, it was felt the problem was more to do with the way the assessment had been completed and they had not done themselves justice. Once this was looked into more thoroughly, everyone was re-assured that GWA had all the right processes in place. It was agreed that perhaps the forms could have been clearer about the type of evidence required.

There is a provisional date of April 2009 to undertake a review of progress and to put the process in place for the following year.

The question was raised as to whether schools/colleges/ and the voluntary sector could be part of the of the Audit process. Although the legislation does not extend to these agencies, perhaps they would welcome help from the LSCB around monitoring their safeguarding.

Erica Whitfield advised the Board that in the South West, Wiltshire and Swindon are held up as examples of good practice.

## 7. Performance & QA

**LSCB Workplan Monitoring** – Information around Good News Headlines and Items that have fallen behind had been circulated prior to the meeting.

The Forum are looking at forming a new working group to look at Missing Children, developing out of the work of the Forum. A lot of work has been going on already in this area and the approach in Swindon will be different to that in Wiltshire because of the number of children's homes in the region. The focus will be on sharing data, looking at preventative measures, analysing the different reasons why children go missing and creating strategies for young people to prevent them from becoming vulnerable.

Kevin Leaning is due to attend a meeting in Derby later in the year which will be looking at best practice. He will feedback to the Board on this.

KL

Erica Whitfield advised that GOSW are looking at Asylum Seekers and Trafficking and suggested this might be an area for LSCBs to consider for the future.

**Safeguarding Statistics** – The Board's attention was drawn to the statistics in the 2007/08 Annual Report on pages 21-24. Registration statistics for 07/08 are now round the national average; however local ethnicity is slightly higher than in the past.

It was agreed that it would be good to have some comparison of our statistics with other LSCBs for benchmarking. Gina Dennis to be asked if she can obtain his information in time for the next Board meeting.

GD

It was also agreed that it would be useful to know how many children were registered where domestic violence was an issue. Jean Pollard will look into this and see if this information can be obtained in time for the next Board meeting.

JP

## 8. Finance & Resourcing

**Budget update 2008/09** – update report was circulated prior to the meeting. Current projections indicate that Swindon LSCB spending in 2008/09 will be as anticipated in the budget.

**Indicative Budget 2009/10** – report was circulated prior to the meeting. It was agreed that another column to show comparison with the budget for 2009/10 would have been useful. It was noted that there are no massive changes for next year's budget apart from slight inflation uplifts and even one or two slight reductions.

Steph McQuade advised that £15,363 would be necessary to fund an extra 20 hours to support the extra work around the number of allegations against staff. They would be looking for £8,800 from the LSCB to make up the shortfall from within the Children Services, QA budget.

Allegations against Staff – it was noted that a large number of the allegations were against educational staff and special schools in particular. The Training Sub group have put on additional courses around managing allegations to try and raise awareness. There is now the added issue around staff accessing the internet and although numbers are low, it is still worrying for a small authority. It was acknowledged that by raising awareness, Swindon LSCB are becoming a victim of their own success in that as more and more people are made aware, the number of allegations increases. This was another area where it was agreed that a comparison/benchmark with other LSCBs would be useful.

CDR – it was agreed that Swindon LSCB might not need any budget provision for this as there is provision in the PCT budget around this work.

AIM – it was agreed that this project would be taken forward and that therefore funding would be needed for more training and co-ordination of this project. The figure was agreed as £9.5k

Missing Children – a lot of work was still needed to identify if there are likely to be any budget implications. With regard to the actual work the project will be undertaken, it was felt to be a case that “we don’t know what we don’t know” and until a clearer picture emerges, it will be difficult to know who to involve in the project and how it may need to be funded.

Because the business planning process is not yet complete, it had not been possible to provide a final budget proposal for 2009/10 and Project Leaders were reminded to look at their projects and identify any associated costs. They need to ensure they get any figures to Gina Dennis as soon as possible.

All

Budget process for 2009/10 – the process is that the LSCB Business Manager, in consultation with the Chair, will prepare a draft budget document for members to consider as part of their budgeting process for the next financial year. Member agencies will allocate funds to Swindon LSCB in line with any existing agreements/funding formula. There is such a formula in place and previously it has been incumbent upon all members to ensure that they put this budget before their organisation with a view to agreeing funding in line with the funding formula.

Unfortunately the process has proven to be rather lengthy in the past and John Gilbert asked members to agree that they will work with the process.

Unfortunately until a final budget is available, this will be difficult, but after discussion it was hoped that the figure for 2009/10 would be much the same as for 2008/09 and asked members to take this figure back to their agencies as a starting point.

## 9. Key Project Reports

**CDR Process** – the process comprises two parts – the Rapid Response teams and the Overview Panel. Three training sessions are already in place for lead professionals in Devizes, Salisbury and Swindon for the 8 October and 4 November. A training event, facilitated by Professor Peter Fleming had been arranged for the Overview Panel on the 18 September. The event will include an overview of the CDR process and a summary of child deaths in Swindon and Wiltshire. Part of the event will include running a live panel and a detailed discussion of two child deaths.

The training event will be followed by a business meeting to look at managing the process and an update/review of the arrangements.

The Board was advised that a recent child death as a result of an RTA, occurred in Swindon prior to the implementation of the CDR process and the outcome highlighted many areas.

	Action
<p>Erica Whitfield asked the Board to let her know who is the main point of contact for Swindon so that this information can be entered on the national database. It was explained that discussions are ongoing with Wiltshire as to whether there should be just one main point of contact for both authorities. This will be clarified and report back to the next Management Group meeting</p>	JP
<p><b>SCR update</b> – update report was circulated prior to the meeting. It was noted that the ‘See the Adult, See the Child’ and the ‘DNA’ and ‘No Access’ protocols were still to be finalised.</p>	
<p><b>Dissemination event</b> – it was agreed that a future partnership event should be held to launch ‘See the Adult, See the Child’ when the protocol has been finalised.</p>	Training Sub group
<p><b>10.AOB</b></p>	
<p><b>PCT Safeguarding Review</b> – the results have now been collated and an Action Plan is being developed and it is hoped to present this information at the December Board meeting.</p>	AG
<p><b>YOT update on Preventing Violent Extremism (PVE)</b> – a copy of the document was available for distribution at the meeting in hard copy or Kevin Leaning offered to distribute via the email.</p>	KL
<p><b>Domestic Violence Protocol</b> – the protocol is in place but not fully implemented because of the problems with the NHS email system. Unfortunately, there is no quick way to resolve this. Currently, notifications are getting to Social Care in paper format, but the matter needs to be resolved. It was agreed that Keir Pritchard will look into this and report back to Jessie Morrison and Steph McQuade</p> <p>It was acknowledged that there are a lot of concerns about the principle of sharing information electronically. It was suggested that perhaps a working party could be set up to look at the whole question of secure emails.</p>	KP
<p><b>Suitable accommodation for offenders</b> who are a risk to children – Board was advised that there are limited options available to house offenders who are deemed to be a risk to children – there are no approved premises in Swindon. This places a huge responsibility on the housing department and implications for sharing of information/awareness raising with organisations, schools, childcare facilities, who are local to where an offender may be living. It was suggested that this could be a discussion item at the December Board meeting.</p>	
<p><b>Chris Walton</b> advised the Board that he was resigning from his position as Secondary School representative and this would be his last meeting. Chris was thanked for his contribution to the Board.</p>	

**The next LSCB meeting will be held on:  
Tuesday 9 December in Committee Room 6, Civic Offices, 1330 – 1630**

*LSCB Management Group meetings will be held on:  
Tuesday 14 October 2008, Function Room, Civic Offices, 1330 - 1630  
& Tuesday 11 November 2008, Function Room, Civic Offices, 1330 – 1630*