



DEVON LOCAL SAFEGUARDING CHILDREN BOARD

MINUTES OF MEETING

HELD ON: Friday 6th June 2008

AT: East Devon District Offices, Knowle, Sidmouth.

CONFIDENTIALITY STATEMENT

IT IS THE RESPONSIBILITY OF AGENCY REPRESENTATIVES TO ALERT THE NOTETAKER OF ANY INFORMATION DISCLOSED DURING THE CONFERENCE THAT THEY DO NOT WISH TO BE DOCUMENTED.

DIVERSITY STATEMENT

THESE MINUTES WILL AIM TO REFLECT THAT ALL INDIVIDUALS WHO ARE DISCUSSED AT THESE MEETINGS SHOULD BE TREATED FAIRLY, WITH RESPECT AND WITHOUT IMPROPER DISCRIMINATION. ALL WORK UNDERTAKEN AT THE MEETINGS WILL BE INFORMED BY A COMMITMENT TO EQUAL OPPORTUNITIES AND EFFECTIVE PRACTICE ISSUES IN RELATION TO RACE, GENDER, SEXUALITY AND DISABILITY.

FREEDOM OF INFORMATION ACT 2004 STATEMENT

SECTIONS OF THESE MINUTES MAY BE CLOSED UNDER THE FREEDOM OF INFORMATION ACT 2000 UNDER ONE OR MORE OF THE FOLLOWING EXEMPTIONS:
INVESTIGATIONS AND PROCEEDINGS CONDUCTED BY PUBLIC AUTHORITIES (S.30 (1)(B))
HEALTH AND SAFETY (S.38)
PERSONAL INFORMATION (S.40)
INFORMATION PROVIDED IN CONFIDENCE (S.41)

PRESENT

| NAME | POSITION | REPRESENTING |
|--------------------|--|-----------------------------------|
| Kevin Peers | Interim Assistant Director | Devon Council Council |
| Alison Allen | Named Nurse Safeguarding | Devon PCT |
| Janet Phipps | GM Women's, Children's SH | North Devon Healthcare Trust |
| Helen Hyland | Designated Nurse CP | DPCT |
| Lorna Potter | NSF Manager SW Regional SHA | SHA NHS South West |
| Heather Parker | Associate Director Nursing and Midwifery | SDHCFT (Torbay) |
| Jane Richards | Portfolio Holder Devon Local Medical Committee | GPs |
| Claire Mitchell | Nurse Consultant Safeguarding Children | RD&E |
| Richard Tomlinson | Named Doctor | RD&E |
| Ian Fraser-Roe | DI HQ Public Protection | Devon and Cornwall Constabulary |
| Paul Northcott | DCI HQ Public Protection | Devon and Cornwall Constabulary |
| Laura Spittles | Named Nurse | DPT |
| Amir Qureshy | Directorate Manager | DPT |
| Mary Mitchell | Assistant Chief Officer | Devon and Cornwall Probation Area |
| Roy Tomlinson | Community Strategy | DCC and ADVA |
| Peter Hancock | Director | Mid Devon District Council |
| Karen Brown | Senior Workforce Development Adviser | DCC LSCB |
| Beverley Dubash | Principal EWO | DCC |
| Michele Thornberry | CP Lead, Eastern | DPCT |
| John Davey | Director | Connexions Cornwall and Devon Ltd |
| Martin Spragg | Youth Offending Service | YOT |
| Georgie Mackintosh | Safeguarding Adviser | GOSW/DCSF |
| Deborah Booth | Strategic Project Manager | DCC CYPS |
| Emma Webber | Police Commander Exeter | Devon and Cornwall Police |
| Alison Kearnes | Assistant Director | NSPCC |
| Anne Whiteley | Director | DCC CYPS |
| Chris Dimmelow | Head of Safeguarding | DCC CYPS |
| Virginia Pearson | Director of Public Health | DPCT |
| Helen Vogel | Secretary | DCC CYPS LSCB |

| GUESTS | | |
|------------------|--|-----------------------------|
| NAME | POSITION | REPRESENTING |
| - | - | - |
| APOLOGIES | | |
| Derek Moore | Assistant Director | NCH |
| Maria Kasprzyk | Policy and Performance Improvement Manager | DCC CYPS |
| Charles Holme | Designated Doctor CP | |
| Peter Jeffs | Director of Communities | East Devon District Council |
| Mandy Cox | | SHA NHS SW |
| Graeme Barnell | Director of Care | NHS DPT |

Welcome and Introduction
Outcomes from the day

Anne Whiteley welcomed everyone to the meeting and in setting context stressed the importance of the day. This is culmination of the work over the last 12 months on the modernisation of the LSCB and the need for support to take on the new responsibilities reviewing governance, the business plan and chairing arrangement for the sub groups. Thanks were given to Deborah Booth, Alison Kearnes, Chris Dimmelow and Mary Mitchell for their work. The new broader safeguarding responsibilities of the LSCB and the need to sign off the Business Plan were stressed. Also the new accountabilities that must be fulfilled right across all agencies and the Board's relationship with the Devon Children's Trust, aligning the work programme with the National Children Plan, Building Better Futures were emphasised.

In future the main work (LSCB Business Plan) will need to be progressed outside of the Board and our collective endeavours will be judged on our ability to deliver the stay safe outcomes in National Children's Plan and Devon CYPP

Anne Whiteley introduced Georgie Mackintosh from the Government Office South West (GOSW) and welcomed her to the meeting. Georgie explained her new role in relation to the work the LSCB will be doing in taking forward and reinforcing the importance of safeguarding in the Every Child Matters agenda. Georgie is also an Allegation Management Adviser and she went on to explain the role of the DCSF in relation to supporting LSCBs, and outlined the focus of work in particular with the Child Death Review process and Serious Case Reviews. Advice and help will be available and the GOSW will be taking the lead in supporting and monitoring Serious Case Reviews. Support will be offered where there are failings and poor outcomes and the importance of this for CYPS was stressed. There will also be opportunities for sharing good practice with others. Where there is new guidance around areas such as child trafficking the GOSW will help to ensure that this statutory work is implemented.

Sign off Business Plan for 2008 – 2011

Anne Whiteley introduced this item and reminded the Board that the papers had been sent out in advance and Members had been asked to read it, make comments and come prepared to complete the signing off process and endorse the Plan.

Alison Kearnes was invited to comment on the Plan and she gave headlines to set the context of the Plan. She stressed that there will need to be effective relationships across all agencies involved with the need for scrutiny and challenge; it must be open to challenge and the Board needs to be able to challenge itself. There will be a need for an accountability statement to clarify who does what and how this should be achieved and reported back to partner agencies. The participation of all agencies was stressed and the need for clear communication between all these partners is important with Board members accountable for taking back key issues to their agencies and also bringing matters to the Board.

Nationally LSCBs are to look at the relevant Public Service Agreements. The toolkit to be issued to LSCBs to ensure government framework in place, this guidance should be available at the end of the summer, with the key message from the Children's Commissioners. This should be SMART and incorporated into the Business Plan. Anne Whiteley stated that there must be no potential for duplication and that the next task would be to consider how the LSCB is going to inter-relate with the Children's Trust and other partnerships to maximise the work across the system and to be clear about reporting arrangements.

The discussion on the Business Plan was then opened to the Board for comment and clarification.

Michele Thornberry commented on Priority 2 – Working Together page 14 refers to capturing the national picture and how do we make these strategies and policies real for children and what are the areas for improvement? Page 8 Items 2 and 3 are very much the same. There is a need to show differentiation between 2 and 3. Government publications Regional 2 pages condensed down this needs clarification.

ACTION Alison Kearnes to look at this and the need to make it Devon specific.

Peter Hancock stressed the need to ensure there is no duplication of principles.

Mary Mitchell commented on page 35 – need to be very specific about who the agencies are – vulnerable adults needs to be highlighted. Priority 3 should go first.

ACTION: Alison Kearnes

There were no other comments and so Anne Whiteley asked the full Board if they would accept the Business Plan as being what they wanted. This was unanimously agreed and the Business Plan was formally endorsed and agreed. Anne Whiteley thanked all concerned and stressed that the work would be on-going.

Devon LSCB Governance/Structure

Executive Group

Chris Dimmelow introduced the new Structure of the LSCB and stressed that it will only work if good intention is translated into actual work. The Executive group and the Chairs of all the Sub Groups will bring everyone together and monitor and progress chase. The Executive Group will be chaired by the Director of Early Years and Families.

There was discussion about who would be best to represent the various agencies on the Executive as there were differences between operational and commissioning capabilities. It was agreed that membership of the Executive Group would be a 'lean and mean' group with direct communication from the sub groups.

It was proposed by Martin Spragg and agreed by Anne Whiteley that there would need to be a named link with the LAA from the sub group.

The Business Plan is a "live" document to be shaped over time; it aligns with the Devon Children and Young People's Plan. It was agreed that an annual report should be prepared as part of the LSCB reporting arrangements to the Duty to Cooperate Partners and interested others, i.e. Children's Trust

There will be an open forum, the Plan will be a document to be shaped and will tally with Trust Plan with annual reporting.

ACTION: Organisations (duty to cooperate partners) to clarify reps to Chris Dimmelow

Alison Kearnes stressed that the model to use Deputies would only be useful if someone was on leave as there would be no consistency and that the first meeting will be the key.

Chairs of Sub Groups

Chris Dimmelow introduced proposals on who had been nominated as Chairs of the sub groups, comments invited.

Helen Hyland pointed out that as regards the health service sub group, there is already a peninsular wide forum.

Virginia Pearson stated that the PCT does not include the RD and E and that there is still a gap even with internal meetings, this sub group would bring it altogether.

Anne Whiteley stated that the Board can commission independent audit to do specific things.

Mary Mitchell stated that depending on what the terms of reference are this will determine who should be there. What is the remit of each sub group? When they know they can say what they can do.

There was then discussion on the lack of a Substance Misuse group and trying to put back the Hidden Harm group into the structure or as a focus group such as the 'e' Safety Group. The question was asked if these will be reviewed early to ensure that these are correct sub groups. This was agreed and will be carried out when they are reviewed.

Anne Whiteley stressed that the focus was on delivering the Business Plan and that the sub group arrangement could be reviewed in conjunction with the Business Plan, within the next 12 months. The various other issues brought up were anti bullying, linking between the groups, domestic violence links, missing children, criminal justice, Child Death Reviews across the Peninsular and Serious Case Reviews. The terms of reference will be critical. Business support will be put into the sub groups to enable them to carry out these tasks. There will need to be a data set for each sub group to be clear what the business is about and to ensure performance is measured.

ACTION: Chris Dimmelow to incorporate in proposals

Group Work Session – Terms of Reference for sub groups

Deborah Booth introduced this session and explained the 3 tasks that were required. The Board would sub-divide into 3 groups to look at the Draft Terms of Reference for the

Executive Group and the three groups, 'Communication and Communities', 'Policy and Service Development and Quality Assurance', 'Audit and Complaints'.

The questions to be considered were: Have we got the right areas of responsibility? These need to be logged. Ask how some of these elements of the Business Plan might actually be delivered.

ACTION Feedback to be collated and incorporated into design of Governance (Chris Dimmelow, Deborah Booth and Alison Kearnes)

Virginia Pearson, Michele Thornberry and Kevin Peers left at lunch time.

Anne Whiteley thanked the Board Members for their work this morning and introduced the afternoon session.

Serious Case Reviews (SCR)

Chris Dimmelow presented this item (Powerpoint presentation attached). Board Members have already received the OfSTED Descriptors. Following the presentation there was a discussion on the new arrangements and SCR regime. The main difference now will be the assessment of the SCR once it is completed, this will include a scrutiny of the content and the timescales must be strictly adhered to. All agencies who have input to a SCR will have to keep closely to the timescales to prevent failure.

The questions included issues on interviewing members of staff. Some local authorities now just do a paper review without face-to-face interviewing. There are critical issues about how you interview, although there is guidance in Working Together. There is a national template for completion of Management Reviews but this does not necessarily help. Georgie Mackintosh commented that Swindon have a 'pack' to help with individual Management Reviews. The main problem is keeping to timescales and the lack of independent report authors, the lack of standards and descriptors and how we have an opportunity to influence this with the report that goes to OfSTED. The involvement of the family at the end of the process was discussed and the need to look at this on a case-by-case basis. There is a need for more guidance on Child Death procedures, particularly when there are overarching legal issues or police issues in relation to the family.

A flow chart was presented to the Board to show how the timescales can be tightened up. GOSW will monitor the implementation of the Action Plans and there must be a clear audit trail. The Quality Assurance Sub Group will need to look at this in terms of their Terms of Reference in order to inform the Business Plan.

A pack will be sent out with all the new arrangements and requirements concerning timescales etc.,

ACTION: Chris Dimmelow to follow up with Swindon.

Minutes of the Last Meeting Matters Arising and Accuracy:

Page 2 – Report of the Case Review Sub-Committee: Case should read RB not RM.

Page 3 – Action: Anne Whiteley reported on Virginia Pearson's Hidden Harm Action Plan. Virginia has had conversations with Maureen Muckersie and a report has been done.

ACTION: To be circulated by Chris Dimmelow.

Page 3 – An Action Log needs to be kept from the Minutes (see below)

Page 3 – Item 3 - DPCT Child Protection Committee: This issue now dealt with (bringing together all health within the sub group).

Page 3 – Item 4: DCPT Child Protection Policy and Procedures: Debate about guidance on writing a Court Report not published yet so existing document stands.

Page 4 – 1st line 'if' should read 'of'. 2nd line down, 3rd word in should be 'their' not 'they'.
Item 6. 2nd paragraph SAACS should be SARCS.

Page 5 – Update on Item 8 - an advertisement has been put into the Bristol Evening Post and the Western Morning News. There have been 5 expressions of interest to date. The recruitment date and selection process has been set for July 3rd and will consist of a panel, Cllr John Smith, Anne Whiteley, Mary Mitchell, Helen Hyland and also a panel of young people. This is a facilitated panel of young people who are trained in interviewing. Board members were again asked if they knew of any possible candidates by word of mouth. Georgie Mackintosh stated that there are already independent chairs in the region and offered her help. It was also stated that Kevin Peers will be leaving in the autumn and that recruiting for a Director of Early Years and Families is in final stages of the selection process with 18th and 19th of June set for interviews.

Page 7 - Roy Tomlinson confirmed that substance misuse included all substances. Anne Whiteley to clarify with Virginia Pearson about wording of the Indicator concerning Admissions or Attendance to hospital's A & E Departments.

Page 8 – 3rd paragraph, last line 'audit' instead of 'audio of'.

Page 8 – 4th paragraph. Deaths from suicides under 18's does not need to be part of our indicator set. It will be picked up by Child Death Screening, under Child Death Review Dataset under each sub group.

Page 8 – Put Virginia Pearson's presentation on Better Safe than Sorry on the next Agenda.

Page 8 Action: Anne Whiteley – Straight into an Action Plan and reported under the new arrangements to Health or Policy and Service Sub Group.

Page 9 – Item 13 – LSCB Training Programme – Revised Budget Proposals. Those agencies who have yet to send in their contribution for the Training will be sent a further reminder letter.

ACTION Karen Brown to let Anne Whiteley know of non-payers.

Page 11 – 2nd Paragraph last line 'of' should read 'or'.

Page 11 – Young People who are victims of domestic violence - About to publish a new CYPS – DV – MARAC Policy and Procedures – this should be sent as soon as possible.

Page 11 – Domestic Violence Group meeting early July. 16 – 17 year old not being able to access as there is no forum addressing this, not fully addressing MARAC issues. LSCB to sign it off? Domestic Violence victims support systems not open to 16-17 year olds.

ACTION: The Policy Group to debate this. Pick up issues outside meeting and inform Anne Whiteley.

Page 11 – Phasing out of the Child Protection Register. Jane Richards will reproduce the letter from Anne Whiteley for the Devon Voice to re-iterate the arrangements to GPs. It was reported that there is confusion about the phasing out and the fact that agencies are still continuing to receive updates. Pending the DCSF making a final decision and due to software and IT issues, updates are still being issued to agencies so that they can update their software. If the decision from the DCSF is 'yes' then they will be able to continue with their updating instead of redoing the whole. Chris Dimmelow explained the ongoing situation and was asked to ensure North Devon receive the updates in the interim. Legal advice will need to be sought if told to stop the list.

ACTION: Chris Dimmelow

Allegations against Professionals – Georgie Mackintosh

It was explained about how procedures have been updated. All partner agencies do have names within their agencies to make sure this is in place. A data collection exercise was carried out last year for the DCSF National Report about Allegations. LADO this was a useful exercise for them to see how they are doing in relation to others. Devon has a very low level of reporting in Education compared with other South West areas. The reporting system in Devon for recording Allegations will change as this low level is not correct. The Officer will also change in Devon as centralised recording and reporting did not work. Full documentation will have names of LADOs and will be sent to all agencies.

In connection with safe working with children, regional procedures are available on line and senior managers should ensure that it is carried out in agencies, although the message has not got through in all agencies. Karen Brown reported that there is accredited training in the voluntary sector and in education.

Georgie Mackintosh continued by reporting on Independent Safeguarding Authority training and the importance of Safe Recruitment. Vetting and barring process will be on line and places responsibility of checking on prospective employees with employers. Eventually only people who are 'registered' will be able to work children. By October 2009 this scheme will be in place. This will be part of the remit of the Policy Sub Group to bring this to the attention of the LSCB. Chris Dimmelow will be asked to implement this.

Any Other Business:

Section 11 Audits

Chris Dimmelow was asked about the response to the Section 11 audits and reported that the peninsula has agreed a single approach to Section 11 Audit for the 4 LSCBs this will be introduced as soon as possible.

Date, time and venue of Next Meeting: Friday 26th September 2008, 9.30 am at East Devon District Council Offices, Knowle, Sidmouth.

| Action Point (Item Ref) | To be Actioned by | Action Point | Target Date |
|-----------------------------------|--|---|-----------------------------|
| Business Plan | Alison Kearnes | Areas of the Business Plan need to be Devon Specific | |
| Serious Case Review Processes | Chris Dimmelow Helen Vogel | Send out pack of all new arrangements for Serious Case Review, timescales etc., | End of June 2008 |
| Group work session | Deborah Booth Alison Kearnes Helen Vogel | Send out amended Terms of Reference for the Executive Group and the 3 new sub groups. | End of June 2008 |
| Minutes of the last meeting | Helen Vogel | Various word processing and text errors. (see above) | Next LSCB Meeting 26.09.08 |
| Page 3 | Chris Dimmelow | To circulate Maureen Mukersey's report. | With notes |
| Page 7 | Anne Whiteley | To clarify with Virginia Pearson concerning Attendance or Admission to Hospitals A & E for the Indicators. | |
| Page 8 | Helen Vogel | Ensure Virginia Pearson's submission on Better Safe than Sorry on the next agenda. | Next LSCB Meeting 26.09.08 |
| Page 9 | Karen Brown | Let Anne Whiteley know of any agencies who have not paid into the training budget. | End of payment period. |
| Page 11 | Chris Dimmelow | Ensure North Devon Health Trust receive updates of Child Protection Plans. | As soon as possible. |
| Allegations against Professionals | Chris Dimmelow | Allegations against Professionals updated information to be provided for the Policy Sub Group and subsequently the whole LSCB | As soon as it is available. |
| Allegations against Professionals | Alison Kearnes | Policy and Procedures on website. | As soon as available. |
| Any other business | Chris Dimmelow | Section 11 Audit Information to be disseminated | As soon as it is available. |

Minutes checked by:

Date: