

DEVON LOCAL SAFEGUARDING CHILDREN'S BOARD

**Minutes of the Meeting held on Thursday 7th December 2006 in the Old Dining Room,
Foxhole Building, Dartington Hall**

Present

Anne Whiteley, Director of Children & Young People's Services
Chris Dimmelow, Children's Safeguarding Manager, Devon Children & Young People's Services
Mary Mitchell, Assistant Chief Officer, Devon & Cornwall Probation Service
Laura Spittles, Named Nurse – Child Protection, Devon NHS Partnership Trust
Cathy Ellingford, Devon PCT
Derek Moore, Assistant Director of NCH
John Davey, Director of Service Delivery, Connexions
Claire Mitchell, Nurse Consultant (Safeguarding Children) RD&E NHS Trust
Jane Richards, Portfolio Holder, Devon Local Medical Committee
Alison Kearnes, ACSM, NSPCC Devon, Dorset & Cornwall
Bob Brown, Head of Community Support Unit, Devon & Cornwall Police
Kath Crompton, Director of Mid-Devon Primary Care Trust
Helen Hyland, Designated Nurse, North & East/South & West Devon Health Community
Martin Gladwin, CAFCASS
Peter Hancock, Director, Mid-Devon District Council
Wayne Davies, Devon County Council (CYPS) for agenda item – LSCB Budget
Maria Kasprzyk,
Lucy Beckwith, South Devon Healthcare NHS Trust
Phil Drew, Devon Fire & Rescue Service
Liam McGrath, Devon CYPS Children's Trust
Julie Phillips, Administrator/Minute Taker

Others invited / apologies / copy of minutes to

Beverley Dubash, Senior Education Welfare Officer
Martin Spragg, Youth Offending Service Manager
Madeleine Jackson, Senior Crown Prosecutor, Crown Prosecution Service
Janet Phipps, North Devon NHS Trust
Adrian Childs, Devon Partnership Trust
Peter Adey, Directorate Manager, RD&E
John Rom, South/West Devon Strategic Health Authority
Charles Holme, Designated Doctor, South & West Devon Health Community
John Clements, Crime Manager, Devon & Cornwall Police
Piers Tetley, Devon County Council
Ann Morecraft, Designated Manager – Child Protection
Graeme Barnell, Adult & Community Services
Deborah Booth, Strategic Project Manager for Educational Achievement
Corinne Hayes, Consultant Paediatrician, RD&E NHS Trust
Colin Terry, BCU Commander for North and East Devon, Devon & Cornwall Constabulary
Peter Jeffs, Director of Communities, East Devon District Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Anne Morecraft, Charles Holme, Graeme Barnell, Janet Phipps, Deborah Booth, Piers Tetley and Adrian Childs.

2. MINUTES OF THE LAST MEETING

Accuracy

Page 4 – paragraph 2, second sentence to be reworded to state “Chris Dimmelow responded that it was one of the requirements of the LSCB was monitoring what training was undertaken by individual agencies with respect to safe recruitment processes.”

Matters Arising

Page 3 – Wayne Davies was asked to circulate a position statement. Some agencies had not yet received their invoices.

Page 3 – Safe Recruitment Standards for Local Safeguarding Children Boards – It was reported that Chris Dimmelow had been given the name of the Health Workstream Lead.

Page 11 – Hidden Harm Co-ordinator Post – Helen Hyland asked if anyone had been appointed to this post. She was aware Alison Allen had offered to sit in on interviews on behalf of the LSCB.

ACTION:

CHRIS DIMMELOW TO CHECK WITH MAUREEN MUCKERSIE WHETHER A HIDDEN HARM CO-ORDINATOR HAD BEEN APPOINTED.

Page 14 – Child Witness Support Project - Alison Kearnes wished to make clear that the funding being sought was for video links.

Chris Dimmelow reported that at a meeting he had attended on Monday 4th December the latest version of the service specification was received. There had been some delay with the drawing up of the contract, but this was now back on track. Contract Officers from Devon and Cornwall had re-engaged and it was hoped to bring together a formal contract with service specifications as soon as possible. Representatives from other LSCBs were very committed to the funding of this project. The project had won a national Criminal Justice Board award. Chris Dimmelow noted that in terms of this year’s contribution from the Devon LSCB, only the Children’s Services division had paid their contribution.

Page 15 – Missing Persons Project – Chris Dimmelow reported that Ian Fraser-Rowe had added the abovementioned meeting on 4th December and would be taking on responsibility for this project across the south west peninsula. There would be an over-arching steering group. It was hoped that the Torbay scheme could be revitalised as part of a general drive towards establishing a peninsula wide scheme. The point was made that the Plymouth scheme had significant additional funding and so their abilities were consequently greater. Alison Kearnes was aware that the Chair of the Cornwall LSCB was very keen on the scheme.

3. DEVON LSCB BUDGET

The Board considered the draft Funding Agreement. Chris Dimmelow added that he and Anne Whiteley had had a separate meeting with Miles Hapgood, at which he had confirmed the new PCT would pick up the bill for the individual PCTs previously identified in the documentation. Chris Dimmelow understood invoices for this year’s contributions were to be going out within the last couple of weeks. Given the delay in getting out this year’s invoices, it would not be possible to use all monies within what remained of this financial year, which would leave a surplus of funds. It would be prudent to maintain this surplus on a year by year basis to help cover the costs of additional requirements on the LSCB such as putting on conferences on specific issues. Wayne Davies confirmed that any credit or debit balances would be rolled forward to the next financial year, and this was possible because of the different financial arrangements of the organisations represented on the Board.

Anne Whiteley felt that financial reports and accounts would need to be presented regularly to the LSCB. She suggested quarterly reporting. In addition, the Board would need to give Chris Dimmelow, as County Children’s Safeguarding Manager, some delegated authority to act on behalf of the Board.

The Board then considered Appendix 2, Rationale for the provision of additional Business Resources support. Wayne Davies understood this document to have been originally prepared by Paul Cousins over a year ago. Chris Dimmelow stated that the figures had been adjusted to take account of increasing demands such as the increased workload arising from the Licensing Act and the introduction of the Gambling Act, although the bottom line figure(s) remained the same.

Jane Richards commented that she did not think a whole day's support was called for per Case Review Sub-Committee Meeting – a half day per meeting would be more accurate. Chris Dimmelow thought Paul Cousins might have included in his calculations the amount of time taken to produce minutes, travel time to and from venue etc.

ACTION:

CHRIS DIMMELOW TO RE-CHECK THE FIGURES WITHIN THIS DOCUMENT.

Wayne Davies pointed out that the quoted costs were based on existing salaries, but of course the recent Job Evaluation exercise meant some costs would change, and so the budget needed to reflect this. The budget also needed to have an allowance built in for inflation if that had not already been covered.

Anne Whiteley suggested that LSCB budget preparation each year should take place at the same time as representative bodies' budgets were set.

Mary Mitchell advised that the Probation Service budget for next year was not yet known, but it was known that the service would have to make cuts of around 6%.

Martin Gladwin advised that he had raised the matter of the CAFCASS contribution to the LSCB both regionally and nationally, but unfortunately they were unable to increase their current contribution. The CAFCASS budget had remained unchanged for three years.

Chris Dimmelow was aware that LSCBs across the country were having had difficulty establishing their budget for the same reasons. The DfES through regional government offices was undertaking a survey of all LSCB in the country. Many other organisations were finding it very hard to find additional funding.

ACTION:

ANNE WHITELEY ON BEHALF OF DEVON LCSB TO WRITE TO CAFCASS REGIONALLY AND NATIONALLY TO EXPRESS CONCERN AROUND CONTRIBUTIONS BY MEMBER AGENCIES TO LSCB BUDGETS.

There was some discussions as to who should sign the Funding Agreement on behalf of the Board, and the following signatories was agreed:

- (1) Jill Smith – Interim Director of Commissioning for the PCT
- (2) Mary Mitchell – for Devon & Cornwall Probation Service
- (3) John Davey – for Connexions
- (4) Adrian Childs – for the Devon Partnership Trust
- (5) Colin Terry – for Devon & Cornwall Constabulary
- (6) John Rom – for South/West Devon Strategic Health Authority
- (7) Peter Adey – Directorate Manager, RD&E
- (8) South Devon Health Care Trust – **Lucy Beckwith to ascertain named person and pass this information onto Chris Dimmelow.**

ACTION:

MILES HAPGOOD TO BE ASKED TO CLARIFY THE APPORTIONMENT OF CONTRIBUTION FROM THE ACUTE TRUSTS, BEARING IN MIND THE NEED TO INCORPORATE THE SOUTH DEVON HEALTH CARE TRUST

ACTION:

THE LSCB BUDGET TO BE RE-ISSUED IN THE NEW YEAR, THEN SENT OUT TO THE ABOVEMENTIONED SIGNATORIES.

Cathy Ellingford suggested that minutes of Devon LSCB meetings and tabled reports should be placed on the CYPs website (password protected) so that Board members could with ease download and print off the documents they required. This could also save clerical time associated with e-mailing LSCB agendas and papers to Board members. A number of those present had experienced problems printing off papers for this meeting and so had come today without the necessary paperwork.

ACTION:

WAYNE DAVIES TO LIAISE WITH RICHARD STEVENS REGARDING PLACING LSCB AGENDAS AND REPORTS ONTO THE CYPs WEBSITE, ENABLING ACCESS BY PASSWORD ONLY.

4. DEVON JOINT AGENCY REVIEW – OUTCOME AND ACTION PLAN

Anne Whiteley thanked the Action Plan Group members for all their hard work, and explained the role of Christa Wiggin, the JAR Action Plan Facilitator. Ms Wiggin's input as someone outside of Devon County Council had been useful in terms of bringing in a fresh perspective.

Anne Whiteley explained that because Devon had been given an inadequate judgement, the County was very much under the scrutiny of Ministers and the DfES. As part of that process, the latter had provided £100,000, and DCC £50,000 for more consultancy time to work on issues around performance management and workforce development. On Monday 4th December, two potential providers were interviewed – PriceWaterhouseCoopers and Outcomes UK – and the work was awarded to the latter which is a relatively new consultancy organisation. Both organisations have a background of involvement and experience in social care, and Outcomes UK have worked with the children's trust in Portsmouth. Outcomes UK will be commencing their work in January 2007.

A Performance Assessment Team Intervention Board, chaired by Government Office South West, is to be established – comprising representation from the DfES, Devon County Council and the consultants. A request had been made for Cathy Ellingford and John Shaw to also join. The Intervention Board would be responsible for the delivery of the consultancy against the JAR Action Plan. Christa Wiggin was involved in the selection of the provider and would attend the first Intervention Board meeting and hand over to Outcomes UK.

Anne Whiteley suggested that Chris Dimmelow join the meeting on Wednesday 13th December at 2.00 p.m. between Liam McGrath and Debbie Pritchard to discuss a bridging arrangement between the JAR Group and the Children's Trust Programme Office and to ensure there is a clear transition process. Anne Whiteley had tabled a paper at the PCT Board and Devon County Council's Executive which set out the proposal to establish the Programme Office at a projected cost of around £300,000. No monies were forthcoming as yet.

The LSCB considered the final version of the JAR Action Plan. Anne Whiteley asked Board members to consider the recommendations and come to the next meeting with a view on how to amend the LSCB's Business Plan. Chris Dimmelow added that Board members needed to give particular consideration to recommendations 1-8 which were the ones identified for immediate action.

Chris Dimmelow suggested that there should be a LSCB development day around thresholds in child protection. Mary Mitchell made the point that Probation staff not trained in child protection issues needed some guidance as to what to look out for. In response to Anne Whiteley, Mary Mitchell confirmed that she would like to be a signatory to the JAR Action Plan.

ACTION:

AN AMENDMENT TO BE MADE TO THE JAR ACTION PLAN TO INCLUDE MARY MITCHELL AS A SIGNATORY.

ACTION:

PETER HANCOCK TO LET ANNE WHITELEY HAVE HIS THOUGHTS ON RECOMMENDATION 18 OF THE JAR ACTION PLAN REGARDING HOUSING, COPYING IN CHRIS DIMMELOW TO THIS.

ACTION:

CHRIS DIMMELOW AND MARTIN GLADWIN TO MEET PRIOR TO THE NEXT LSCB MEETING TO HIGHLIGHT ANY GAPS AND TO DRAW ACROSS PERTINENT POINTS FROM THE JAR ACTION PLAN INTO THE LSCB BUSINESS PLAN.

5. DEVON CHILDREN'S TRUST – MEMBERSHIP AND GOVERNANCE ARRANGEMENTS

Liam McGrath presented his paper.

The Children's Trust Board is to be chaired by an independent person in the New Year, and advertisements were currently being prepared. Membership of the Board would include parents, local councillors and representatives from voluntary agencies.

The final draft document would be tabled at the Children's Trust Executive on Friday 15th December, and would go out to public consultation in January 2007.

Anne Whitely stated that the LSCB had a role in scrutiny commissioning and ensuring that safeguarding standards were met within commissioning. This needed to be added to section 2, Page 19, Appendix 4 – Relationships to Other Bodies.

Cathy Ellingford was aware of a number of PCT staff who would be interested in secondment opportunities to the Children's Trust Office. Liam McGrath responded to confirm the current staff in post plus other staffing required.

In post, based in Room 132 at County Hall:

Tim Leishman – Programme Manager
Sarah Aggett – Programme Manager – IOP
Rob Weekes – Project Manager for ISI
Ruth Dale – Communications Officer (two days a week)
Sylvia Oliver – Office Administrator

Other staff required:

Business Analyst
Programme Officer
Project Officers x 3 including one for the peninsula wide MISPER Project

LSCB members were asked to provide Liam McGrath with their comments and feedback either to his e-mail address liam.mcgrath@devon.gov.uk or by telephone to either of the numbers on the front page of the report.

6. DEVON LSCB MEETING DATES FOR 2007

The following meeting date had been previously agreed and a venue booked:

19th January 2007, 9.30 a.m., The Knowle Sidmouth.

Other dates were agreed, venues to be confirmed:

30th March 2007, 9.30 a.m.

22nd June 2007, 9.30 a.m.

28th September 2007, 9.30 a.m.

7th December 2007, 9.30 a.m.

ACTION:

CHRIS DIMMELOW TO ARRANGE FOR VENUES, REFRESHMENTS AND LUNCH TO BE BOOKED ON THE DATES ABOVE.

7. LSCB DEVELOPMENT

Chris Dimmelow reported that Georgie MacIntosh was organising the DfES review for this region. There was a need for this LSCB to develop its own performance management development process and set itself some standards. Anne Whiteley suggested the involvement of Christa Wiggin (JAR Action Plan Facilitator).

ACTION:

ANNE WHITELEY TO TALK TO CHRISTA WIGGIN ABOUT HOW DEVON LSCB IS JUDGED AGAINST OTHER LSCBs AND HOW DEVON LSCB MIGHT SET ITSELF TARGETS FOR THE FUTURE WITH REGARD TO ITS BUSINESS PLAN, HOW ITS BUSINESS WAS CONDUCTED AND PUBLICISED AND HOW THE LSCB COMMUNICATED TO EXTERNAL AGENCIES AND PEOPLE.

CHRIS DIMMELOW TO TALK TO GEORGIE MACINTOSH REGARDING BENCH MARKING INFORMATION, SET UP A DEVELOPMENT COMMITTEE FOLLOWING THIS AND COME BACK TO LSCB WITH SOME PROPOSALS.

John Davey felt there was a development need/training gap for those District Council staff who had child protection responsibilities.

8. REPORT OF THE CASE REVIEW SUB-COMMITTEE

Cathy Ellingford stated that she and Maria Kasprzyk wanted to propose promoting good practice by way of calling in all professionals involved in Part 8 Reviews to check out if there were any learning deficits.

ACTION:

CATHY ELLINGFORD AND MARIA KASPRZYK TO PROVIDE A BRIEF AND A WRITTEN PROPOSAL FOR CONSIDERATION AT THE JANUARY 2007 LSCB.

Case DH

Chris Dimmelow reported that a paper review of this case was requested. From that, Bob Brown and Dr Charles Holme did an Executive Summary of that case which was to have been used to give feedback to the parents to try and gave them some closure. At the July meeting, some concerns

were expressed, especially by the RD&E Trust, about the way in which the report was compiled and some of its comments regarding the actions of Health professionals in this case. It was therefore agreed to postpone sharing the Executive Summary with the parents whilst the Trust shared the full report with staff members. Since then, Anne Whiteley and Chris Dimmelow had received a letter from Angela Pedder, Chief Executive of the Trust, expressing concerns around the nature of the report. A response was sent to say that in fact the decision making around that report and its outcome had been fully reported and shared at a number of previously meetings of the LSCB and its predecessor the ACPC. Chris Dimmelow had not received any response back.

The Serious Cases Review Committee was still anxious to be able to share the Executive Summary with the parents. One set of parents was pressing particularly hard, via the Police, for more information on how the enquiry was handled.

There had been a meeting with OFSTED at which the report was shared, and they had suggested some minor changes to the Executive Summary which seemed to Chris Dimmelow to be reasonable and acceptable. Having now read the full report, OFSTED had provided a copy of their very lengthy (27 page) letter to the childminder informing her that they would be deregistering her and that she had a right of appeal. If she chooses to appeal, OFSTED may call on key professionals to give evidence to that appeal. Chris Dimmelow had asked Alison Bailey to give him the earliest possible indication that DH would be appealing and who the witnesses to be called might be. In the meantime, Chris Dimmelow would chase up with Dr Corinne Hayes any amendments to the Executive Summary which the Trust wished to make.

ACTION:

PENDING FORMAL FEEDBACK FROM THE RDE TRUST, THE EXECUTIVE SUMMARY TO BE FED BACK TO THE PARENTS.

Claire Mitchell reported, having contacted Corinne Hayes in the meantime, that the RDE Trust would put together their report from the information given. They were to produce this within the week but Corinne Hayes had agreed a time extension with Chris Dimmelow. The Trust would be significantly challenging the Executive Summary. Chris Dimmelow responded that he had wanted the Trust's feedback in time for the Serious Cases Review Sub-Committee. Corinne Hayes had made contact to say she could not meet that deadline, and she was asked to provide the information prior to today's LSCB Meeting.

Case AC

ACTION:

ANY COMMENTS ON THE CHAPTER 8 REPORT TO BE FED BACK TO CHRIS DIMMELOW AS SOON AS POSSIBLE.

9. ANY OTHER BUSINESS

Derek Moore reported that he had attended a demonstration regarding the Child Witness Support Project. (Chris, I'm sorry but it was not clear what this was about)

Chris Dimmelow advised that the final version had been produced and the creators wanted to test run it on a multi-agency group. Alison Allen had agreed to put such a group together, and he had not had any feedback from her as to how this exercise had gone.

Alison Kearnes advised that Cornwall LSCB would not be signing up to the Project.

Helen Hyland advised that she had been sent a paper from Plymouth LSCB regarding putting the child protection handbook online for ease of access, and a facility to enable individual LSCBs to add information pertaining to their own area. Alison Kearnes added that there was a need for work to be done in Devon regarding links to the South Gloucestershire scheme and there was a need to give some thought as to how to launch and promote this within Devon.

10. **DATE AND TIME OF NEXT MEETING**

The next meeting to take place on Friday 19th January 2007 at 9.30 a.m. at The Knowle, Sidmouth.

Signed Dated
Anne Whiteley
Director of Children and Young People's Services

M:JULIEDEVONLSCB071206