BATH AND NORTH EAST SOMERSET COUNCIL
LOCAL SAFEGUARDING CHILDREN BOARD

Tuesday 4th December 2012

Present:-

Jim Gould (Independent Chair)
Ashley Ayre (Strategic Director, People and Communities)
Nicola Bennett (Integrated Safeguarding Officer)
Mike Bowden (Divisional Director, Service Development)
Beverley Boyd (Matron, Paediatrics & Gynaecology - RUH)
Paula Bromley (Principal Youth Officer) (for Tony Parker)
Clive Diaz (B&NES Children’s services – Quality Assurance Manager)
Erica Draisey (BASCUL)
Sue East (B&NES Primary heads)
Rachel Grant (Children and Young People’s network)
Hugh Jupp (AWP) (for Mark Dean)
Simon Lenton (B&NES PCT) – Designated Doctor
Maurice Lindsay (B&NES Children’s Services, Safeguarding, Social Care and Family),
Michelle Maguire (Children and Family Services – Oxford Health Foundation Trust &
CAMHS) (for Donna Clarke)
Jo Peden (Public Health Consultant – for Paul Scott)
Liz Price (B&NES Children’s Services – Acting Divisional Director, Health,
Commissioning & Strategic Planning)
Duncan Stanway (Assistant Director - Barnardos)
Sophia Swatton (NHS B&NES and Wilts - Deputy designated nurse, safeguarding
children)
Jenny Theed (Director of Operations – Sirona Care and Health)
Ian Tucker (SHA)
Geoff Wessell (Avon & Somerset Police)

Apologies:- Sally Churchyard (Youth Offending Service Manager), Donna Clarke
(Divisional Director, Children & Family Services – Oxford Health Foundation Trust &
CAMHS) , Mark Dean (Assistant Director for Public Protection and Safeguarding -
AWP), Kevin Gibbs (CAFCASS), Karen Littlewood (Designated Nurse Safeguarding
Children, NHS B&NES and NHS Wiltshire ) Sarah McCluskey (Partnership Development
Officer), Tony Parker ( B&NES Children’s Services – Learning and Inclusion), Paul Scott
( Public Health)

36 WELCOME, INTRODUCTIONS AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting and members made introductions.

The Chair declared a non-prejudicial interest in his capacity as Chair of the
Plymouth LSCB and LSAB. He is also a non-executive director of the Cornwall and
Isles of Scilly PCT, a governor of the Cornwall Partnership Foundation Trust and
vice patron of Tomorrow’s People (a voluntary organisation.) The Chair further
declared that he would be withdrawing from the meeting for Item 4(i) regarding
recommendation 5.

There were no other declarations of interest.
37 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer drew attention to the emergency evacuation procedure.

38 MINUTES OF THE 4\textsuperscript{th} SEPTEMBER 2012 (REPORT 3)

It was \textbf{RESOLVED} that the minutes of the meeting on Tuesday 4\textsuperscript{th} September 2012 be confirmed as a correct record.

39 ACTION LOG AND MATTERS ARISING

The Chair went through the Minutes and Action Log for any matters arising.

<table>
<thead>
<tr>
<th>Action log</th>
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<tbody>
<tr>
<td>Note: This action log will be reviewed and updated at each LSCB business meeting</td>
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<thead>
<tr>
<th>Actions</th>
<th>Responsible officers</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>190. Final combined progress reports on implementation of Ofsted and CQC inspection improvement plans to be presented to LSCB for review and discussion</td>
<td>Maurice Lindsay Sophia Swatton</td>
<td>March 2013</td>
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<tr>
<td>191. All agencies to seek and provide feedback re impact of Celebrating Fatherhood initiative upon work with fathers.</td>
<td>All agencies</td>
<td>March 2013</td>
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<tr>
<td>195. Nominate front-line staff and members of the LSCB for the Immersive Training Event - postponed till June 2013</td>
<td>Nicola Bennett to co-ordinate</td>
<td>June 2013</td>
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<tr>
<td>200. Seek replacement representative from Clinical Commissioning Group</td>
<td>Sophia Swatton</td>
<td>March 2013</td>
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<tr>
<td>203. Progress LSCB communication strategy - has now been lodged with the press office.</td>
<td>Jim Gould/ Sarah McCluskey</td>
<td>ongoing</td>
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<tr>
<td>205. Present updated Suicide Prevention Strategy</td>
<td>Paul Scott</td>
<td>March 2013</td>
</tr>
<tr>
<td>206. Circulate second draft of LSCB Annual Report 2012/13 for contributions from lead officers and comments from all LSCB members</td>
<td>Maurice Lindsay</td>
<td>December 2012</td>
</tr>
<tr>
<td>207. Progress plans to recruit an Independent Chair for both LSCB and LSAB</td>
<td>Ashley Ayre &amp; Maurice Lindsay</td>
<td>June 2013</td>
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<tr>
<td>208.</td>
<td>Complete Section 11 audits and ensure signed off and sent to Chair by 23rd January 2013.</td>
<td>All LSCB members</td>
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<tr>
<td>209.</td>
<td>Undertake evaluation of all Section 11 audits and present to LSCB meeting</td>
<td>Nicola Bennett, Jim Gould</td>
</tr>
<tr>
<td>210.</td>
<td>Present progress reports in respect of agency action plans following management review of case study.</td>
<td>Mary Knowles, Kearney Knowles, Liz Jones</td>
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<tr>
<td>211.</td>
<td>Chair to wrote to Chief Executive RUH re representation on LSCB.</td>
<td>Jim Gould</td>
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<tr>
<td>212.</td>
<td>All LSCB members to seek to attend additional session to detail the LSCB work programme for 2013/14.</td>
<td>ML to arrange date. All LSCB Members.</td>
</tr>
<tr>
<td>213.</td>
<td>Confirm TOR and membership of LSCB sub-groups and introduce from 01/04/2013</td>
<td>Jim Gould</td>
</tr>
<tr>
<td>214.</td>
<td>Distribute programme for Development Day to all LSCB Members</td>
<td>Maurice Lindsay</td>
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**Matters Arising**

**LSCB/LSAB task and Finish Group report re joint working arrangements (paper 4(i))**

Maurice Lindsay introduced the report and commented that it had been a good opportunity to share learning and good practice. He asked the Board whether the recommendations reflect what they wanted.

The Board approved:

1. Recommendation 1 (Training and development)
2. Recommendation 2 (Shared learning and actions from management reviews/SCRs)
3. Recommendation 3 (Prioritising intelligence gathering and information sharing)

Ashley Ayre commented that this model was already working in some areas of the south-west and Geoff Wessell added that Bristol was co-locating children’s services with other agencies.

4. Recommendation 4 (develop a joint communication plan)

*The Chair left the meeting at this point.*
5. Recommendation 5 (Recruitment of an Independent Chair to chair both boards)

*The Chair re-joined the meeting*

6. Recommendation 6 (Transitional arrangements)

7. Recommendation 7 (Safe recruitment re the appointment of PAs)

**MACiE training event**

This had already been discussed when going through the Action Log. It was decided to postpone the event until June 2013. Nikki Bennett to co-ordinate.

**Section 11 audits**

Further to his earlier communication to all LSCB Members, Maurice Lindsay requested that Section 11 audits be completed and signed off by all agencies and returned to Jim Gould by 23rd January 2013. The audits will be used to inform the work within the LSCB Development Day. The Chair remarked that it was a key quality assurance tool for the LSCB which enabled it to assess the quality of front-line practice. Evaluation of all Section 11 audits to be reported to next meeting.

**LSCB Communications Strategy**

This had already been covered in the Action Log. Looking at opportunity to develop joint strategy with the LSAB.

**Feedback from Stakeholders Event.**

Maurice Lindsay reported that the event (which considered thresholds for children), had been successful with over 90 attendees. Some of the proposed actions which came out of the day would be included in the work programme for the coming year. The Chair remarked that it was a positive development to see schools using the CAF forms. Jenny Theed added that thresholds regarding neglect in adult was coming to the LSAB and that there were many links to LSCB issues. Maurice Lindsay to circulate copy of records of all discussions and actions from the event to all LSCB Members for information.

**40 CASE STUDY – LSCB DISCUSSION AND ACTIONS (REPORT 5)**

In the absence of Liz Jones (report author), Maurice Lindsay introduced the report and pointed out that there were significant learning points and recommendations identified in the report. Sophia Swatton added that the individual action plans from the agencies need to be circulated (as detailed in Item 6). The Chair commented that other agencies could learn from this case. There was general agreement among Board members that the case highlighted practical errors including gaps in information sharing, a lack of proper assessment and evidence of operating in a vacuum. However, members recognised the potential for omissions in a very busy hospital environment and that capacity (or lack if it) was a key issue.

**41 CHILD M – MANAGEMENT REVIEW –PROGRESS REPORT (REPORT 6)**

It was agreed that more specification was needed about the management action plan together with an additional recommendation for more integration of the plans. A
discussion followed about the ethics and use of covert video surveillance in this kind of case. Clive Diaz pointed out that supervised contact could be organised if people had suspicions and also if there had been a proper assessment in this case, it would not have got to this stage. The Chair agreed that applied in an individual case basis, but added that the general principles of how surveillance worked should be agreed so that the professionals could be ready to act when necessary. Ashley Ayre said there was a need for the relevant agencies to meet and agree the principles – he proposed that the management plans from the agencies come back to the March 2013 meeting. The Chair agreed with this proposal and asked for a volunteer to look at video surveillance.

**ACTION:** Geoff Wessell offered to bring a paper on the subject back to the Board.

The Chair added that there were obvious gaps in front-line supervision and that the LSCB should raise this at the highest level with these agencies. Ashley Ayre pointed out that some of the problems stemmed from the issues of capacity and ability to carry out safeguarding duties given a recent 150% increase in referrals. There followed a discussion about the representation of the RUH at the LSCB. Sophia Swatton said that the Executive Officer should attend the LSCB meetings and informed the meeting that they were hoping to appoint a new named nurse for safeguarding imminently, which would take the pressure off Bev Boyd. The Board Member responsible for safeguarding should attend – which for the RUH is the Director of Nursing.

**ACTION:** 1) Agreed that the Chair would write to the Chief Executive of the RUH.

2) Agreed that the case study had been a very useful exercise and it was suggested that a case come to every board meeting in future.

42 **PROGRESS REPORT RE: CHILDREN’S SERVICE IMPROVEMENT PLAN AFTER OFSTED/CQC INSPECTION (REPORT 7(i))**

Maurice Lindsay introduced the report and highlighted the summary in Section 5 which detailed the actions which have effected improvements and the ways by which the Service is seeking to evidence that the improvements are being sustained and resulting in better practice, management and outcomes for children and young people. He proposed that the LSCB should complete a further review of progress one year on from the Inspection. The Chair said it would be useful to have some recommendations about communications with other agencies and also feedback from referrals. Jenny Theed suggested that she and Sophia Swatton produce a single report next year which would pull everything together. This was agreed.

**CQC Improvement Plan of Health Safeguarding Children Arrangements (Report 7(ii))**

Sophia Swatton introduced the report that at the last CQC improvement plan monitoring meeting (14th November 2012), the SHA had been satisfied that any outstanding actions from the CQC improvement plan could now be monitored by the Commissioners via the contract monitoring process. Sophia highlighted concerns about the fact that NHS B&NES has not received assurance in relation to the actions undertaken by AWP in line with the CQC improvement plan. She also referred Board members to the Emergency Department safeguarding activity report for Q4/Q1 that was supplied for the meeting.
It was further agreed that these reports needed to go to the Early Years Children and Youth Policy, Development and Scrutiny Panel. A scrutiny session could possibly be organised between the Panel and agencies in April or May. A combined report on inspection would come back to the Board in March 2013.

**ACTION:** The Chair to write to the Chair and Chief Executive of the AWP and also to the Health and Wellbeing Board (Shadow).

The Chair thanked all members for their input to the report.

43 SUMMARY REPORT OF PROGRESS WITH LSCB WORK PROGRAMME 2012/13 (REPORT 8)

Maurice Lindsay introduced the report which summarised progress with the 2012/13 work programme; the Board reviews the individual reports submitted.

**Improve Practice and Service Delivery – Adult Mental Health Services and Children’s Social Care (Report 8(i))**

Liz Price reported that there had been good progress with the Adult Mental Health and social care interface. The Task and Finish group have met and established a working protocol (attached to the report) which will assist children’s social care staff. It was noted therefore that the task and finish group had fulfilled their brief. Trina Shane would bring an update report to the March LSCB meeting.

**Improve SCSC processes to ensure lessons learnt by frontline staff (Report 8 (ii))**

Duncan Stanway introduced the report and explained that they had been working with agencies across the board regarding the quality of submissions to Child Protection conferences. Lessons had also been disseminated in the audit of cases where a CP had been in place for over 2 years. Clive Diaz commented that the deputy safeguarding lead of the CP conference chairs might be better placed to introduce the new processes.

**Confirmation of multi-agency audit process for front-line managers (Report 8 (iii))**

Duncan Stanway introduced this report which the Board noted.

44 DRAFT LSCB ANNUAL REPORT 2012/13 (REPORT 9)

Maurice Lindsay introduced the report and said there were still a few gaps in the information provided by agencies and that further contributions are required from identified lead officers and comments from all LSCB members. He will circulate the draft report again. The report would be going to the Children’s Trust Board in 13th December and to the PDS Panel on January 28th 2013. It was also noted that works needed to be completed to confirm the priorities for 213/14 and compile the work programme. The Development Day will contribute to this but an additional LSCB session will be needed.

**ACTION:** To organise a half-day session to work on the report early in 2013 after the development day.

45 QUARTERLY OUTCOMES REPORT (REPORT 10)
Liz Price introduced the report. Jenny Theed asked about the numbers of social workers and was informed that recruitment and retention was very difficult which also held true across the country. It was a very competitive market. Clive Diaz added that B&NES paid more than Bristol and Gloucestershire and staff had a lower case load. With regard to the identification of suitable accommodation for care leavers, Geoff Wessell commented that the police were working on this and collating data about certain premises which would provide useful data for the Board outcomes report.

The Chair thanked all the contributors for their input.

46 DRAFT TERMS OF REFERENCE FOR LSCB SUB-GROUPS (REPORT 11)

The Chair introduced this report and asked the Board if they agreed with the proposed governance recommendations. This included the proposal for the Chair to meet with sub-group chairs, creating a business management group. He had asked Tony Parker to chair the Performance Management group, but the Board felt it was more appropriate that Mike Bowden chaired this group. It was hoped to get the groups up and running before April. Simon Lenton commented that there was an overlap between the Professional Practice and Policy, Procedures and Performance groups, but the Chair replied that although there was some overlap, the two aims still needed to be separated.

The Board agreed to approve the outline TORs and to nominate the chairs of the sub-groups –

a) Training and Development – Sophia Swatton
b) Policy, Procedures and Performance – Mike Bowden
c) Professional Practice – Duncan Stanway
d) Serious Case Review - Nikki Bennett

It was further agreed that the final membership and TORs would come back to the March meeting. The existing structure would continue until 31st March 2013 and the new sub-groups would shadow till then. Mike Bowden asked that agencies nominate members for the groups before Christmas. The Chair would email a reminder to everyone.

47 IMPROVING THE EFFECTIVENESS OF CHILD PROTECTION CONFERENCES (REPORT 12)

Clive Diaz introduced the report and asked the Board for comments. Simon Lenton asked about the effectiveness of the Strengthening Families model and whether it could be used as a comparator. Nikki Bennett replied that it was important to have the best fit for the local conditions and that there was a move to improve CPCs to engage better with families. Simon Lenton replied that if these systems work, the information should be disseminated

Maurice Lindsay and Clive Diaz were working on improving the CPC process which will be circulated to members once refined. Clive Diaz added that there were still problems with the multi-agency reports going out to parents just before the case conferences. The Chair proposed that this come back to the Board.
PROPOSAL FOR LSCB DEVELOPMENT DAY (REPORT 13)

The development day would be held on 25th January 2013. The theme would be ‘The effectiveness of the LSCB’ and the day would be facilitated by Jan Horwath.

CHILDREN’S SOCIAL CARE/ADULT MENTAL HEALTH SERVICES INTERFACE TASK AND FINISH GROUP (REPORT 14)

This topic had previously been covered with under Item 8(i).

PAPERS FOR INFORMATION (REPORT 15)

Briefing paper – sexual exploitation of children (Report 15(i))

The Board noted the report. An update would come to the March meeting.

Child Injury Prevention (Report 15(ii))

Sue East commented that it was a shame that the leaflet on water safety sent to schools could not be distributed to all pupils. Nikki Bennett said that it would be too expensive, although Liz Price added that if individual schools made a specific request, it might be possible to provide copies. It was agreed that the leaflet would be put on the LSCB website. Paula Bromley suggested that it could be made into a poster which Board members agreed was an excellent idea and which could be distributed at less cost.

ACTION: Maurice Lindsay to ensure that the leaflet is available on the LSCB website.

Ofsted safeguarding issues (Report 15(iii))

The Board noted the report.

ANY OTHER BUSINESS

i. Maurice Lindsay informed the Board of the recent apparent suicide of a 16–year old boy. The LSCB sub-group had been tasked to look at the history of the case and how the agencies worked together – they recommended that a Serious Case Review be held. A Chair and panel would be recruited and it would be completed and reported to the LSCB within 6 months i.e by mid-May

ii. Proposal for review of deaths of young people. Ashley Ayre informed the Board that this suicide had been the fourth death among young people in 18 months. There was no evidence of connectivity but there needed to be a process of learning from Wiltshire and Bridgend about their suicide prevention strategy. Simon Lenton suggested that it could be an item for discussion at the CDOP panel about meeting the needs of vulnerable young people who are not being supported. Ashley Ayre added that the budget cuts were threatening these services and so it was important to share intelligence in order to protect these front-line services. Simon Lenton agreed that services needed to be prioritised, but that suicides represented a very small proportion of the issues affecting young people.
The Chair thanked the members for their contributions. He gave special mention to Liz Price who is leaving the Council shortly and thanked her for all her hard work and contribution to the LSCB over the past years.

The meeting ended at 4.40pm.

Chair (person)........................................................................................................

Date Confirmed and Signed............................................................................

Prepared by Democratic Services