



Nottinghamshire  
SAFEGUARDING  
CHILDREN Board

Working in Partnership to Safeguard  
Children & Young People

# Minutes of the NSCB Meeting

Held on 22<sup>nd</sup> April  
2009

*Nottinghamshire Safeguarding Children Board  
Children and Young People Department  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP  
Tel No: 0115 977 3935*

## Attendance List for Nottinghamshire Safeguarding Children Board Meeting on 22<sup>nd</sup> April 2009

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Anthony May (Chair)	Corporate Director, Children and Young People's Services, Nottinghamshire County Council	√		
Helen Ryan	Service Director, Social Care and Health, Children and Young People's Services, Nottinghamshire County Council	√		
Dr Yin Ng	Consultant Comm. Paediatrician (Designated Doctor – CP), Child Protection Department, The Children's Centre, City Hospital Campus, Hucknall Road, Nottingham, NG5 1PB	√		
Cathy Burke	Children's Services Manager (Designated Nurse), Bassetlaw PCT, Bassetlaw PCT, Retford Hospital, North Road, RETFORD, DN22 7XF		√	
June Dickens	Nurse Consultant – Child Protection, Nottm. Health Community, Children's Services, Clifton Cornerstone, Clifton, Nottingham	√		
Judy Bizley	Designated Nurse, tPCT, Kings Mill Hospital Mansfield Road, Sutton-In-Ashfield NG17 4JL	√		
Julie Gardner	Associate Director, Nottinghamshire Healthcare, Forest House, The Forest Southwell Road Mansfield, Notts, NG18 4HH	√		
Det Supt Adrian Pearson	Nottinghamshire Police, Sherwood Lodge, Arnold, NG5	√		
Laurence Jones	Service Head, Youth Offending Service, Nottinghamshire County Council	√		
Julie Leigh	Deputy Director (Offender Management), Notts. Probation Service, 9 Castle Quay, Castle Boulevard, Nottingham NG7 1FW	√		
John Endersby	Operations Director, Connexions Nottinghamshire, 159a Front Street, Arnold, Notts NG5 7EE	√		
Steve Palframan	Strategic Director (Operations), NSDC, Kelham Hall, Kelham, Newark, Notts, NG23 5QX		√	
Pam Rosseter	Head of Service, Safeguarding and Independent Review, Children & Young Peoples Services, Nottinghamshire County Council	√		
David Spicer	Assistant Head of Legal Services (Litigation), Centenary House, C/o County Hall, Nottingham NG2 7QP	√		
Gay Wood	Service Manager, CAF/CASS, 2a Castlebridge Office Village, Castle Marina Road, Nottingham. NG7 1TP	√		
Kate Davies	Strategic Director, Notts County DAAT, Beech House, Ransom Wood Business Park, Southwell Road, Rainworth, Mansfield NG21 0HJ	√		
Julie Cotton	Deputy Director of Community Services, Bassetlaw PCT, Retford Hospital, North Road, Retford, Nottinghamshire DN22 7XF		√	
Stephen Fowlie	Medical Director – Nottingham University Hospital NHS Trust.	√		
Carolyn White	Director of Nursing, Sherwood Forest Hospitals NHS Trust, Mansfield Road, Sutton in Ashfield, Nottinghamshire NG17 4JL		√	
Hilary Bond	Director of Nursing, Doncaster & Bassetlaw Hospitals NHS Foundation Trust, Doncaster Royal Infirmary, Armthorpe Road, Doncaster, DN2 5LT	√		

Richard Wilding	Head of Executive Office, Inward Focus Division, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Notts, NG17 8DA	√		
Dr Doug Black	PCT Medical Director (GP Link), Nottinghamshire County tPCT			√
Steve Brown	Central Services and Corporate Project Manager, Bassetlaw District Council, The Town Hall, Potter Street, Worksop, Notts, S80 2AH	√		
Joh Bryant	Assistant Director of Housing, Broxtowe Borough Council, The Town hall, Foster Avenue, Beeston, Nottingham, NG9 6LU	√		
Keith Tansley	Head of Leisure Resources, Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU		√	
Ajman Ali (Chris Fisher in attendance)	Director of Housing Property and Operational Services, Mansfield District Council, Chesterfield Rd South NG19 7BH		√	
Jane Appleby	Lead Vulnerable Children, East Midlands SHA, Octavia House, Interchange Business Park, Bostock's Lane, Sandiacre, Nottingham NG10 5QG		√	
Charlotte McGraw	Head of Community Shaping, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE	√		
Jon Wilson	Service Director, Adult Social Care and Health NCC, County Hall, West Bridgford, Nottingham NG2 7QP	√		
Sue Fenton	Family and Children's Forum, Group Support Officer, Networking Action with Voluntary Organisations – NAVO, 20 St John Street, Mansfield, NG18 1QJ	√		
Eleri De Gilbert (Vice Chair)	Managing Director, Nottinghamshire Community Health, Ransom Hall, Ransom Wood Business Park, Southwell Road West, Rainworth, Mansfield, NG21 0ER	√		
Amanda Sullivan	Director of Nursing and Integrated Governance, Nottinghamshire County tPCT, Ransom Hall, Ransom Wood Business Park, Southwell Road West, Rainworth, Mansfield, NG21 0ER	√		
Annie Spaight	General Manager, Clinical Governance, Audit & Research – East Mids Ambulance Service NHS Trust, Bishops Training Centre, 4 Proctors Road, Lincoln, LN2 4HU		√	
Paul Farrell	Clinical Manager, CAMHS, Harper Villa, Thorneywood Unit, Porchester Road, Mapperley, Notts, NG3 6LF.	√		
Chris Few	Forthcoming NSCB Independent Chair, Nottinghamshire Safeguarding Children Board.	√		
Jenny Myers	Safeguarding advisor, Government Office East Midlands	√		
Joe Foley	NSCB Manager, CYPS, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	√		
Jane O'Daly	NSCB Development Officer, CYPS, NCC, County Hall	√		
Sarah Wells		√		
Jonathan Severn	NSCB Administrator, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	√		

## Minutes of the NSCB Meeting – 22<sup>nd</sup> April 2009

Agenda Item	Discussion	Action
<p><b>Welcome and Apologies</b></p>	<p>Anthony May welcomed those present to the meeting including new members Detective Superintendent Adrian Pearson, Nottinghamshire Police and Julie Gardner, Associate Director Nottinghamshire Healthcare Trust.</p> <p>Chris Few, newly appointed to the role of NSCB Independent Chair was also introduced to the meeting. Chris will undergo an induction and chair his first meeting in July.</p> <p>Anthony May also noted that Jonathan Severn, Board Administrator, was soon to leave to become a trainee social worker and all present offered their thanks and good wishes for his future</p> <p>Apologies were read through and noted.</p>	
<p><b>Approval of Minutes and matters arising from the last meeting</b></p>	<p>The minutes were agreed as an accurate record of the previous meeting</p> <p><u>Re: Public engagement</u> Following on from the Big Screen Event in Mansfield in January 2009, and as agreed at the Board meeting on 28<sup>th</sup> January 2009, there has been another event held at the Victoria shopping centre in Nottingham City. Leaflets relating to Break the Silence, private fostering, co-sleeping and anti-bullying were also distributed. The event was favourably received by members of the public.</p> <p><u>Re: Engagement with children and young people</u> - Jane O'Daly attended the Children and Young People's Board to discuss how a regular feedback could be obtained; The CYPB has requested that an NSCB representative attends the meeting twice a year to outline progress with the work plan and to discuss the annual report. They are also interested in being involved with an event addressing the work of the Child Death Overview Panel. Anthony May requested that Chris Few should attend the meeting of the CYPB with Jane in July 2009 and she agreed to facilitate that.</p> <p><u>Re: S11 Self assessment</u> It was noted that Jane has met with Lesley Styring and the NHCT S11 assessment for has now been resubmitted. A date still has to be confirmed for meeting with the District Council representatives</p> <p><u>Re: Engagement</u> It was reported that on the 14<sup>th</sup> May, the NSCB and NAVO (Nottinghamshire Association of Voluntary Organisations) are holding an event at which voluntary sector organisations will undertake facilitated completion of a self assessment tool created for their use.</p> <p><u>Re: Safer working practice</u> At the last meeting there was a paper introduced by</p>	<p><b>JOD</b></p> <p><b>JOD/JF</b></p>

	<p>Clive Chambers around Safer Working Practice and the vetting scheme. It was reported that this scheme has now been put back to November 2010.</p> <p><u>Re: ContactPoint</u> Following the discussions at the last Board meeting, the arrangements within Nottinghamshire were not signed off by Anthony May due to concerns regarding shielding arrangements. These reflect national concerns. Anthony May reported that CYPS have had discussions with the DCSF who have accepted the reasons for the delay. Sean Kelly will attend the July meeting to provide further information, by which time it is hoped arrangements will have been signed off.</p> <p><u>Re: Notts Connect</u> Previous concerns regarding the operation of Notts Connect appear to have dissipated. Visits had been arranged for Board members to attend Notts Connect but there was a low take up of that opportunity. Eleri de Gilbert reported that she had not received reports of concern recently from frontline staff. Helen Ryan commented that in light of the Laming Report we will be reviewing referral processes regularly. Anthony May offered the opportunity for members to visit Notts Connect at any point in the future. If a visit is requested it was agreed that members would do so via the Board administrator.</p> <p><u>Re: Secure Communication</u> Work has been ongoing to provide a secure email system within NCC using the GSI system. Joe Foley agreed to bring an update on progress re this to the next meeting.</p> <p><u>Re: CAF</u> It was noted that Steve Edwards was unable to attend today's meeting but it was envisaged that the new acting Service Head for Integrated Services will attend the July meeting.</p>	<p>JF</p> <p>JF</p>
<p><b>Items for Discussion and Decision Making</b></p>		
<p><b>NHCT Report</b></p>	<p>Julie Gardner introduced a paper (appendix A) to the Board regarding children and young people admitted to adult wards and visiting in-patient facilities within NHCT. In both of these areas the NSCB needs to be assured that safeguarding arrangements are robust. In relation to the placement of children and young people as inpatients on adult wards, it was reported that under 18yr olds would not be placed within a high secure environment (Rampton Hospital). In relation to medium and low secure situations clear procedures exist reflecting national requirements. The placement of any under 16yr old would result in a serious untoward incident report being raised (SUI) detailing their management plan and how the child would be transferred within 48hrs. 16 to 18 yr olds may be</p>	

	<p>admitted in exceptional circumstances dependent on the needs of the case, with a plan detailing how safeguarding concerns resulting from this would be addressed. It was noted that where a SUI is raised within the NHCT they are also reported to the PCT and the SHA thus providing external scrutiny. Paul Farrell reported that in 08/9 there have been no young people under the age of 16 admitted to adult wards.</p> <p>Board members requested further details of the cases where 16 to 18 yr old were placed on adult wards including circumstances, length of stay, decision making processes e.g. how far multi agency and when/ if children's social care were involved.</p> <p>Also requesting more information on risk assessment process for under 16yr olds including contingencies if situation was to go beyond the 48 hr limit.</p> <p>Agreed Julie Gardner to bring a more detailed report covering these issues to the next Board meeting.</p> <p>Julie went on to discuss arrangements for children visiting Rampton high secure hospital. Julie talked to her report work and highlighted the highly regulated nature of the assessment and decision making process in regard to any request for child visits to patients. Julie acknowledged the need for further work to be undertaken looking at the outcomes for children visiting Rampton and providing a more detailed analysis of the bare statistics provided to include qualitative information regarding the outcome of visits. Agreed that this should also be the subject of a further detailed report to the July Board meeting</p>	<p><b>JG</b></p> <p><b>JG</b></p>
<p><b>Child Death Developments</b></p>	<p>Pam Rosseter spoke to the report at appendix B outlining progress and issues surrounding the first year of operation of the child death overview panel (CDOP) and rapid response arrangements to unexpected child deaths.</p> <p>It was reported that the CDOP has been successfully established with an appropriate membership and effective reporting arrangements (including with the coroner) ensuring that all child deaths are coming to the attention of the panel. In relation to membership, it was noted that Dr Clive Richards has retired and a replacement has been appointed but will not start in post until September. In the meantime Amanda Sullivan reported that an interim Public Health lead will be put in place and will become a member of the CDOP..Amanda will inform Pam Rosseter of the name when identified.</p> <p>Pam Rosseter informed the meeting that the membership of the CDOP was under review, for example bringing in a social care operational representative. There is also the facility to invite other attendance as necessary to the needs of the case under consideration. Links are also being made with other relevant partnerships such as the road safety</p>	<p><b>AS</b></p>

	<p>partnership, ensuring that action is being taken as a result of issues identified by the panel.</p> <p>The meeting noted the detail in the report in relation to cases considered and issues highlighted to date (see report). It was also noted that submission is required to the DCSF giving the number of cases reviewed over the year and the number of those assessed as preventable (only one case has been so assessed).</p> <p>Chris Few advised that registrars were now beginning to share information in relation to deaths as required by new legislation. Agreed this should be followed up locally.</p> <p>Jenny Myers congratulated the NSCB on the progress reported to date. She highlighted the regional CDOP event to be held on 1<sup>st</sup> July which will be an opportunity to share experiences across the region following the first year of operation. Jenny noted that the determination of preventability has been an area of debate for all CDOPs and this will be an area for debate at the event. Jenny advised that were a death was identified as preventable this should be reported to government office.</p> <p>There followed a further discussion regarding the determination of preventability. Pam advised that to determine a case as preventable the panel needs to be able to identify modifiable factors that could have prevented the death (or potentially modifiable for potentially preventable deaths).</p> <p>Discussion of a particular case led to a discussion regarding the reporting arrangements of cases subject to serious incident reviews by the YOS. Jenny Myers raised the issue of whether such cases should be reported to Ofsted. Agreed Laurence Jones will consider this further. Also agreed a report regarding YOS SIRs should be brought to a future NSCB meeting.</p> <p>Anthony May noted that a further thematic report would be useful to the Board to highlight work against the themes or issues identified. Agreed this should be brought back to the Board as time permitted.</p> <p>Other issues particularly noted: A high proportion of unexpected deaths were caused by infection and whilst there are national campaigns around this, work to address this with local providers will be further considered; Co sleeping continues to be a factor in a number of deaths, local work has been carried out in relation to this but will be revisited later in the year and to include targeting men and extended families; RTC's receive attention via the road safety partnership. Anthony May will raise the issue of RTC's directly with the new communities service director Chris Mallyn who has responsibility for the highway safety team..</p>	<p><b>JF/JOD</b></p> <p><b>LJ</b></p> <p><b>JOD</b></p> <p><b>AM</b></p>
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	<p>The specific issue of non-attendance and non-compliance of adults who have parenting responsibilities was discussed, including relating to engagement with criminal justice agencies. This issue will be taken to the policy and practice development subgroup for further exploration.</p> <p>Some concerns were expressed regarding the overall availability of high quality independent authors for SCR overview reports. Jenny Myers noted that this was very much on the agenda for the DCSF and locally GOEM was looking to advertise and recruit to a pool of such authors. From there the plan will be to provide ongoing training and support. Jenny will advise when the timescale for completion of this work is clear.</p>	
<p><b>NSCB Business Plan 2009/10</b></p>	<p>Joe Foley introduced the NSCB Business Plan 2009/10 which incorporates the 'protect the most vulnerable children and young people' priority within the CYPP (see appendix D&amp;E). Joe outlined the process undertaken in the development of the Children and Young People's Plan (CYPP) and the NSCB plan overall. It was noted that the CYPP priority has been the subject of previous discussion and agreement by the NSCB at a previous meeting.</p> <p>Overall the plan was accepted with some specific comments made to clarify particular areas. Joe Foley agreed to incorporate these within the final plan.</p> <p>It was acknowledged that this high level plan did not reflect all of the work being taken forward by the Board and as such it could appear that some of the national policy developments were not being addressed, for example in relation to forced marriage. However it was recognised that this work was being addressed within the Board sub groups and discussion followed as to the best way to reflect this. Following this discussion agreed that rather than trying to incorporate within this plan, that the sub group plans should be available and placed on the Board's web pages adjacent to the overall plan, with the link made very clear to the reader.</p> <p>A further discussion followed regarding how far the plan had been assessed with regard to equality and diversity issues. Although not reflected in the NSCB plan it is believed that the CYPP plan overall has been the subject of such an assessment but that the remainder of the NSCB plan had not been so. Agreed that the BME sub group would undertake this assessment on behalf of the Board and report progress back to the next meeting.</p>	<p><b>JF.</b></p> <p><b>JF/JOD</b></p> <p><b>JF</b></p>

<b>Items for Discussion</b>		
<b>Laming Review</b>	<p>Helen Ryan introduced a report (see appendix F) written by Clive Chambers and gave an overview of background to the report which has been written in light of the second Laming Review conducted in response to issues arising from Baby P. Helen highlighted key themes as laid out in the report and subject to discussion at the last NSCB meeting. It was noted that work had and continues across key agencies, notably health, children's social care and the police. Noted the impact on workload and morale of staff and the knock on for the training, recruitment and retention of future staff.</p> <p>It was noted that the Governments response to the Laming recommendations was expected by the end of this month. Agreed that a further report outlining Nottinghamshire's position in relation to the recommendations and Government response, should be brought to the July Board meeting.</p> <p><b>NSCB/ CYPBB development session.</b> Anthony May noted that the NSCB/CYPP Development session was a successful event. It was noted that there will be a letter sent to Board members in the next few days from Anthony outlining the action points raised at the session. In summary noted work will be required in the following areas: clarity of roles and responsibilities; model of governance developed; robust admin and policy arrangements for both groups; clear links with all relevant partnerships (e.g. CDPs, LSPs). An action plan will be developed in relation to these areas, led by the service director, strategic services, C&amp;YPS. It is hoped this will be available to the July NSCB meeting. Anthony May will follow up.</p>	<p>JF</p> <p>AM</p>
<b>Interagency Safeguarding Training Review</b>	<p>Sarah Wells introduced the training review report (see appendix G) and led colleagues through the issues raised. Overall the review of last years programme was positive with an increase in the overall level of access to training.</p> <p>The proposed training programme for 2009/10 was noted and agreed. On a general point it was acknowledged that there is a need to ensure connectivity with other training partnerships and workforce development initiatives particularly those connected with integrated working. Sarah wells advised that she was making these connections and anticipated that this connectivity would improve over the coming year.</p> <p>Joh Bryant noted that the uptake of e-learning has been slow and colleagues were urged to look at e-learning in terms of their internal training provision. Joh reported that she had found it an excellent resource within Broxtowe Borough Council, and plans were in place to role out widely to relevant staff groups.</p>	<p>SW</p>

	<p>It was agreed that awareness raising of e-learning more broadly should be undertaken, with a link put on the CYPP website and the NSCB Website.</p> <p>There remain issues relating to the capacity of the training pool. This will be addressed within the training sub group.</p> <p>There followed a discussion regarding the fit between agency training needs analysis and the training provided by the NSCB. This has long been recognised but agencies have struggled to provide such an analysis. Agreed that this should be addressed further within the training sub group.</p> <p>The overall role and fit of NSCB training will be subject to further review in relation to the 2010/11 programme and brought back to the NSCB when appropriate.</p>	<p><b>SW/JB</b></p> <p><b>SW</b></p>
<b>E-Safety</b>	<p>Joe Foley briefly spoke to the report at appendix H, outlining a draft cross authority E safety strategy for the NSCB and NCSCB. This was noted. It was noted that in line with BECTA Guidance, each member agency is asked to identify an e-safety lead. This was agreed in principle. Joe Foley will write out to Board members and ask them to provide a name.</p>	<p><b>JF</b></p>
<b>Performance Information</b>	<p>Pam Rosseter introduced the quarterly performance information report which includes end of year information in relation to the fields reported quarterly. It was noted that the full end of year information is not yet available. It is hoped this will be available for the July Board meeting. The contents of the report including commentary were noted. Pam noted that the number of children subject to repeat plans has decreased and now judged 'good' nationally, but that this is above the local target of 12%. This is an area subject to ongoing management attention. Children subject to plans has now moved to an 'acceptable' judgement having been subject to a bulge in the middle quarters.</p> <p>Helen Ryan advised that there remained concerns regarding the completion of Initial and core assessments on timescale. Helen advised that were as there was an impact from the implementation of ICS this could not account for the current performance and that further action including analysis is being undertaken within CSC to address this. It was acknowledged that although led by CSC, this was an important multi agency area of activity.</p> <p>Anthony May felt this was a concerning area and confirmed that this would receive appropriate management attention. Helen Ryan will provide a progress report to the next Board meeting.</p> <p>Laurence Jones provided a brief analysis of the Youth Offending Service figures within the report. Noted that the first time entrants figure was reduced by 28.3% and a 3.5% reduction in the rate of re offending. This was</p>	<p><b>HR</b></p>

	<p>positive but will be subject to on going evaluation.</p> <p>It was agreed that in future, performance information should appear further up the agenda to allow further time for discussion. It was also observed that performance information in its current form was agreed roughly a year ago. It was agreed to revisit performance information requirements at the July meeting.</p>	
<b>Capacity Issues</b>	<p>Gay Wood noted that capacity issues were affecting the ability of CAFCASS to complete assessments in a timely way leading to delay in some proceedings. This has largely been confined to private law cases at present. The situation is receiving management attention but is likely to remain as an issue for some time.</p>	
<b>Any other business</b>	<p>It was noted that Kate Davies is leaving the Board at the same time as taking up a new post as Assistant Director for Equalities and Diversity at NHS Nottinghamshire County. She was thanked for her commitment to the NSCB and those present wished her all the best for the future.</p> <p>It was also noted that David Spicer will be retiring in June. David was thanked for his unstinting work over the last thirty years.</p> <p>The Chairing of the NSCB will hand over to Chris Few for the next meeting. Anthony May was formally thanked for the positive change that his chairing of the NSCB has brought about.</p>	
<b>Date of Next Meeting</b>	<p><b>The next Board meeting will be held on 22<sup>nd</sup> July 2009 at Mansfield Civic Centre. The next Executive will be on 17<sup>th</sup> June 2009 at County Hall.</b></p>	