



Nottinghamshire
SAFEGUARDING
CHILDREN Board

Working in Partnership to Safeguard
Children & Young People

Minutes of the NSCB Meeting

Held on 22nd July 2009

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



NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Chris Few (Chair)	Independent Chair, NSCB	✓		
Eleri De Gilbert (Vice Chair)	Managing Director, Nottinghamshire Community Health, Ransom Hall, Ransom Wood Business Park, Southwell Road West, Rainworth, Mansfield, NG21 0ER	✓		
Anthony May	Corporate Director, Children and Young People's Services, NCC, County Hall, NG2 7QP		✓	
Helen Ryan	Service Director, Social Care and Health, Children and Young People's Services, NCC, NG2 7QP	✓		
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	Consultant/Designated Nurse Safeguarding Children, Nottingham City PCT, Clifton Cornerstone, Southchurch Drive, Clifton, Nottingham, NG11 8EW	✓		
Judy Bizley	Consultant Nurse, Vulnerable Children, NHS Nottinghamshire County, Nursing and Integrated Governance, Birch House, Ransom Wood Business Park, Southwell Road, Mansfield NG21 0HJ		✓	
Julie Meldrum	Health Improvement Principal, NHS Nottinghamshire County, Birch House, Ransom Wood Business Park, Southwell Road, Mansfield, Nottinghamshire, NG21 0HJ		✓	
Julie Gardner	Associate Director of Social Care, Nottinghamshire Healthcare NHS Trust, Rampton Hospital, Retford, Nottinghamshire, DN22 0PD	✓		
Det Supt Adrian Pearson	Nottinghamshire Police, Sherwood Lodge, Arnold, NG5	✓		
Laurence Jones	Service Head, Youth Offending Service, NCC, Thoresby House, Fountain Court, Darwin Drive, Sherwood Energy Village, Ollerton, Nottinghamshire, NG22 9GF	✓		
Julie Leigh	Deputy Director (Offender Management), Notts. Probation Service, 9 Castle Quay, Castle Boulevard, Nottingham NG7 1FW		✓	
Jon Wilson	Service Director, Adult Social Care & Health NCC, County Hall, West Bridgford, Nottingham, NG2 7QP			✓
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, NCC	✓		
Paul England	Principal Solicitor for NCC, 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			✓
Claire Baker	Young peoples Commissioning & Planning Manager, Nottinghamshire County DAAT, Beech House, Ransom Wood Business Park, Southwell Road West, Mansfield, NG21 0HJ	✓		
Julie Cotton	Deputy Director of Community Services, Bassetlaw PCT, Retford Hospital, North Road, Retford, Nottinghamshire DN22 7XF		✓	
Stephen Fowlie	Director of Medicine, Nottingham University Hospital NHS Trust, Queen's Medical Centre Campus, Derby Road, Nottingham, NG7 2UH	✓		
Carolyn White	Director of Nursing, Sherwood Forest Hospitals NHS Foundation Trust, Mansfield Road, Sutton in Ashfield,	✓		

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
	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 Services, Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU	✓		
Ajman Ali	Director of Housing Property and Operational Services, Mansfield District Council, Chesterfield Rd South NG19 7BH	✓		
Jane Appleby	Lead for Children, CAMHS & Safeguarding, 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, Mental Health & Learning Disability, 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	✓		
Amanda Sullivan	Director of Nursing and Integrated Governance, Nottinghamshire County tPCT, Ransom Hall, Ransom Wood, Southwell Road, Mansfield, NG21 0ER	✓		
Anne 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.		✓	
Jenny Myers	Safeguarding Advisor, Government Office East Midlands		✓	
Chris Jones	Temporary Head of Service, Integrated Services, C&YPS	✓		
Advisors to the Board				
Joe Foley	NSCB Manager, CYPS, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	✓		
Jane O'Daly	NSCB Development Manager, CYPS, NCC, County Hall	✓		
Sarah Wells	NSCB Training Coordinator, Learning & Development Unit, Ludlow Hill Road, West Bridgford, NG2	✓		
Julie Haycox	Child Death Administrator, NSCB, Meadow House, Mansfield, Nottinghamshire, NG18 2TB	✓		

Minutes of the NSCB Meeting – 22nd July 2009

Agenda Item	Discussion	Action
Welcome and Apologies	Chris Few welcomed those present to the meeting. And introduced new member Paul England, Principle Solicitor for Safeguarding, NCC, to the Board. Apologies were read through and noted.	

<p>Approval of Minutes and matters arising from the last meeting</p>	<p>The minutes were agreed as an accurate record of the previous meeting</p> <p><u>Re; ContactPoint.</u> Joe Foley reported that ContactPoint shielding arrangements have now been signed off by NCC. Pilot areas are now 'live' and it is anticipated that it will be available to use within Nottinghamshire with effect from April 2010. There will be an update to the Board at the October 2009 meeting.</p>	<p>Agenda October Board</p>
<p>Items for Discussion and Decision Making</p>		
<p>Integrated Services – Embedding the Common Assessment Framework (CAF)</p>	<p>Chris Jones (Temporary Head of Service, Integrated Services, C&YPS) attended for this item and introduced a paper (Appendix A) to the Board regarding the progress to date of the CAF in Nottinghamshire and to outline a draft strategy aimed at ensuring that the CAF becomes embedded in early intervention and prevention work.</p> <p>The comparative data within the report, compiled by Durham University, highlights the low numbers of CAFs being completed within Nottinghamshire as compared to statistical neighbours. Local analysis reveals a concern with regard to the ratio of staff that have been trained in the CAF against the number of CAFs completed.</p> <p>The roll out of the CAF was planned against the development of joint access teams (JATs). This is well on the way to completion with 31 JATs in place and the remaining 10 due to be established by 2010. Work is now underway to look at how the CAF can be embedded into existing practice and processes. This will be explored within the CAF test-bed areas of Ashfield and Newark & Sherwood.</p> <p>Board members expressed concerns that there is no firm requirement to use the CAF and that until that was in place the position was unlikely to change. Agreed that targets should be set for the completion of CAFs so we are in a better position to measure progress.</p> <p>Chris Jones informed the Board that these issues are to be discussed at the next meeting of the Pathway to Integrated Services Board (P2ISB) who responsibility in this area. This will include targets being agreed within children and young people's services. Anthony May, (Chair of P2ISB) is to request more co-operation from agencies and firmer guidance will be developed. NSCB Procedures also need to be clearer with regard to CAF. This will be considered as part of the revisions inter-agency procedures currently underway.</p> <p>Agreed that an update will be submitted to the Board at the April 2010 meeting</p>	<p>C Jones</p>
<p>NHCT Report</p>	<p>Julie Gardner referred to her report (Appendix B) which follows a report on the same subject discussed at the Board in April 2009. At that time the Board had requested further clarity on various issues regarding the admission of children to adult wards within NHCT and</p>	

	<p>the matter of children visiting Rampton Hospital.</p> <p>Children admitted to adult wards: Julie confirmed that there had been four cases where young people aged 16/17 had been admitted to Adult Mental Health wards. Three of the admissions had been based on clinical need. In the other case the young person had been admitted for three days due to a capacity issue. In all cases specialist support for the young person and staff was accessed from CAMHS. In all of these situations the admissions were felt appropriate and the arrangements put in place followed national guidance.</p> <p>Children visiting Rampton Hospital: Data provided in the report is being further developed and the Board recommended that future work should include a review of the impact and outcomes for children and young people of visiting patients in Rampton. The Board also requested that data include benchmarking information and analysis against other high secure hospitals and exception reporting e.g. visits stopped, serious incidents recorded.</p> <p>Current data reports an unacceptable number of outstanding visiting applications which can have a detrimental effect on both patients and young people awaiting visiting. NHCT are taking steps to address this issue. The Board requested an update in April 2010 with regard to admissions and visits and a further update on outstanding applications.</p>	<p>J Gardner</p>
<p>Laming Review: Nottinghamshire position</p>	<p>Joe Foley referred to his report (Appendix C) which identified Nottinghamshire's position in relation to the relevant recommendations of the second Laming review. The report was considered and overall the contents were noted and agreed. Joe noted that further review will be necessary following the publication of the revised Working Together, chapter 8 due at the end of July 2009 and the remainder of the document due in December 2009. The following specific points were noted:</p> <p>Laming recommendation 6 (robustness of referral points):</p> <p>Board members raised concerns in connection with the recommendation of a further self-assessment given the number that agencies are required to complete, both internally and externally, and the limited number of resources available to them. Agreed this matter is to be discussed at the Board meeting in October 2009.</p> <p>Helen Ryan informed the Board that she is in the process of issuing guidance to CSC personnel re unannounced inspections. Board members requested that this guidance be shared amongst agencies. This will be discussed at the Board meeting in October 2009.</p> <p>Concerns were raised re professionals' understanding of thresholds for referral and what constitutes a referral. It was noted that this issue has also been raised at the City Board. Agreed that there should be clarity for partners regarding this and work is currently underway on a revised pathway/thresholds document. The agreed position should be reflected within the revised inter-agency procedures.</p>	<p>J Foley</p> <p>H Ryan</p> <p>J Foley</p>

	<p>Recommendation 12: (Access for A&E to information systems). Noted that this has been under discussion for some time. It was felt that the advent of ContactPoint may negate the need for new developments in this area. The Board agreed to await revised WT guidance before considering further developments.</p> <p>Pam Rosseter reminded colleagues that information continued to be available via the safeguarding children information management team (SCIMT) and EDT. It was noted that there appears to have been a decline in enquiries to the Safeguarding Children Information Management Team and it was agreed that a reminder of the service would be included in the next NSCB newsletter.</p> <p>Recommendation 22 (representation issues): It was noted that the matter of school representation on the Board was still unresolved, though links with schools have been strengthened. Agreed that representation from a representative body would appear to be the way forward. This is receiving attention and progress will be reported to the January 2010 meeting.</p> <p>Recommendation 53 (relationship with the Children's Trust): Work identified at the joint meeting between the NSCB and the C&YP (held in March) is still to be completed. Agreed a report regarding this will be brought to the Board meeting in October 2009.</p> <p>Chris Few advised the Board that he has been in dialogue with the DCSF in relation to the new expectation that the Lead Member should be a member of the NSCB. No clarity is available at present though further guidance is expected. It appears likely that the Lead Member will be a non voting member of the Board. It was agreed that plans should be put in place with a view to the Lead Member becoming a member of the board from October 2009. The Chair will discuss further with Anthony May.</p> <p>It was agreed that the recommended appointment of Lay Members to the Board should be delayed pending revised WT guidance due in December 2009.</p>	<p>J O'Daly</p> <p>Jan 2010 agenda</p> <p>J Foley</p> <p>C.Few.</p>
<p>Performance Information</p>	<p>Pam Rosseter introduced the performance Information Report (Appendix D) for the quarter ending 30th June 2009. Good performance across a range of indicators was noted.</p> <p>Concerns however remain in relation to the timescale for the completion of Initial and Core assessments by children's social care. It was noted that although this was the responsibility of children's social care, the assessments should reflect multi agency work with children and families.</p> <p>Helen Ryan advised the Board that this continued to receive close management attention within children's social care. A range of issues have been identified that have impacted on this including; a large increase in referrals post Haringey, continuing issues with the introduction of ICS, assessments being completed but not entered onto the system and an inconsistent approach across duty points. Helen noted that a recent</p>	

	<p>review of the reception and assessment services was due to report shortly and this will add to the picture.</p> <p>Measures are planned to address the identified issues including; reduction of the number of duty teams, additional admin support to assist imputing onto the electronic system, new 'advanced practitioner posts to be established and training for individual frontline staff.</p> <p>Eleri De Gilbert noted the issue of the quality of referrals into social care and the need for all partners to address this with relevant staff.</p> <p>Discussion followed regarding the information relating to young offenders. Laurence Jones highlighted the very positive reduction in first time entrants into the Youth Justice system (NI 111) over the last three years. An anomaly was identified within the commentary to this NI. Laurence to review and submit a correction for inclusion within the minutes.</p> <p>Joe Foley confirmed that work is continuing to produce data against the annual performance indicators agreed at a previous meeting of the Board. When available these will be included within the Annual report and distributed to the Board.</p>	<p>L Jones</p> <p>J Foley</p>
<p>Engagement, Participation and Communication.</p>	<p>Prior to the introduction of this paper, ChrisFew briefly referred to two recent incidents that had resulted in media coverage. He advised that, in his view, an important role for the Board was to reassure the public as to the effectiveness of interagency working, and that this included responses to situations where safeguarding concerns reached the media. This necessitated a co-ordinated approach and he requested that high profile incidents that could lead to media attention are reported to him via the NSCB office and agreements reached as to how the media response is best coordinated. This relies on individual judgements being made and recognised that the approach taken will be on a case by case basis.</p> <p>Jane O'Daly then referred to her report (Appendix E) which provided an update of the child protection (CP) participation pilot project, an update re the pursuit of the engagement strategy and a proposal for the development of a Board subgroup to address issues of engagement, participation and communication.</p> <p>The CP participation pilot project relates to the collection of feedback from young people as to their view of the effectiveness of their child protection plans. Returns since the writing of the report meant that the pilot had in fact achieved a return of 49%. With the large majority of responses reporting that their CP plan had made things better for them. No one had reported that they were unhappy with the plan. This work was strongly supported and the Board agreed with the proposal that the project be extended across the NCC children's social care teams.</p> <p>The Board's attention was drawn to a number of proposed awareness raising campaigns that coincide</p>	<p>All</p>

	<p>with wider health promotion calendars. All of the proposed campaigns were approved with the added suggestion that events around Child Safety Week should include information specifically aimed at children and young people and that the DAAT are involved in the Alcohol Awareness Week.</p> <p>The Board considered the proposal for and agreed to the establishment of an Engagement, Participation and Communication sub-group to pursue the engagement strategy of the board and other areas of work identified in the Board's work plan 2009/2010. John Endersby agreed to Chair this sub-group and expressions of interest in membership were welcomed. Jane will lead this area of work within the NSCB Business Office.</p>	<p>JO'Daly</p> <p>JO'Daly</p>
<p>Serious Incident Reports to the Youth Justice Board 2008-2009</p>	<p>Laurence Jones introduced a paper (Appendix F) which summarised cases resulting in serious incident reports to the Youth Justice Board since April 2008. The information relating to the individual cases was noted.</p> <p>It was agreed that the Board should consider additional governance arrangements required for recommendations arising from these reviews. Agreed that consideration by the QA sub group could be an appropriate route with an annual report to the Board. Laurence to meet with Pam Rosseter to discuss and to consider the interface between these reviews and cases which may meet the criteria for serious case review. Following these discussions a firm proposal will be brought to the Board meeting in October 2009.</p>	<p>L Jones, P Rosseter</p>
<p>Annual Report</p>	<p>Joe Foley introduced the Draft Annual report (Appendix G) noting that the majority of the content had been discussed at the April meeting. Any further comments to be submitted directly to him. It was noted that, as discussed earlier, the performance information relating to the annual only information is still to be produced but will be included prior to publication. Subject to this inclusion the Board agreed the contents of the report.</p> <p>The Board's attention was drawn to the Finance Report. Joe noted that the planned expenditure was well in excess of the income of the Board and relied on the use of the contingency fund. Notably the cost of the Independent chair and independent authors for serious case reviews would continue to result in an expenditure not covered by existing patterns of contribution. The current planned expenditure could not be met after 20010/11.</p> <p>The Board agreed that the resourcing of the Board from 2011/2012 onwards was in need of review. Pam Rosseter understood that the City Board faced similar issues and that liaison with them to develop a shared understanding may be beneficial for all agencies. The Chair agreed that a small group, led by him, should consider the issue with a view to a proposal being brought to the January 2010 Board meeting.</p>	<p>J Foley C Few</p>
<p>Joint Agency Audit – Substance Misuse</p>	<p>Joe Foley talked to the report (Appendix H) which details findings from a joint audit, commissioned via the QA sub group, looking at work by Children's Social Care and Nottinghamshire Healthcare Trust. The audit was commissioned following the two most recent Serious Case Reviews and focused on cases where substance</p>	

	<p>misuse had been identified as a feature. Whilst the audit highlighted some good examples of inter- agency work, a range of concerns were noted as summarised on page 9 of the report. Board members expressed concern that many of these concerns mirrored those found in recent case reviews locally despite previous action taken to improve practice.</p> <p>Discussion took place regarding the expected standards the audit was measuring practice against. Agreed it would be helpful to indicate this and where no specific standard existed, these should be developed.</p> <p>The Board accepted the recommendations proposed in the report and suggested that a further recommendation be added to share findings with other bodies (e.g. DAAT and the City LSCB be implemented). The report should also be considered by the NHCT trust safeguarding forum and the Children's Services Executive Group (CSEG).</p> <p>It was further agreed that a small group meet to consider what additional action may be necessary to effect change in this area. This will be led by Helen Ryan and Julie Gardner and also involve Eleri De Gilbert and Claire Baker.</p> <p>It was agreed that the report could be used within agencies as seen fit.</p>	<p>J Foley/J O'Daly</p> <p>H Ryan / J.Gardner</p>
NSCB Executive; Role and Function	<p>Helen Ryan referred to her report (Appendix I) regarding the role and function of this sub group. Noted and agreed that the primary aim of the group is to coordinate the work of the sub groups. Discussion followed re the most appropriate name of the group and its terms of reference. The board agreed that the name should be amendment to 'Co-ordination group' which better reflects its role. A further addition to its TOR was made; 'To support and advise the Chair and NSCB Office, with particular reference to the progress of the business plan'. Helen to remain Chair of this group.</p>	J. Foley
Sexual Assault Referral Centres	<p>Dr Yin Ng referred to her report (Appendix J) which updated the Board as to the position of the development of the SARC since the previous discussion at the Board in October 2008. Noted that there were issues to be resolved in relation to representation on the steering group and paediatric support to enable access by children from the north of the county. These issues are being taken forward and a further report will be made to the Board in October 09</p>	Y. NG
LSCB National Conference	<p>Chris Few reported to the Board that he and Joe Foley had attended the LSCB National Conference on 10th June 2009. Appendix K outlined a summary of the event and the workshops attended. The Board's attention was drawn to the web-site link where all details of the presentations are available.</p>	
AOB	<p>Joe Foley advised the Board that following the departure of Kate Davies a Chair for the BME sub group is required. Board members were asked to express their interest in this role and it was subsequently agreed that Laurence Jones will Chair this group.</p>	
	<p>Eleri De Gilbert spoke of concerns that have been raised</p>	

	<p>regarding the impact Swine Flu may have on safeguarding. There are now three antiviral collection points within Nottinghamshire County including one in Bassetlaw. Pressure on these collection points is anticipated. Currently staff sickness levels have not been impacted but plans need to be in place across all organisations to ensure safeguarding remains a priority. Advice to staff regarding contact with the public including home visiting needs to be consistent. Advice can be sought from the PCT public health lead.</p>	
Date of Next Meeting	The next Board meeting will be held on 21st October 2009 at Mansfield Civic Centre.	