



Nottinghamshire
SAFEGUARDING
CHILDREN Board

Working in Partnership to Safeguard
Children & Young People

Minutes of the NSCB Meeting

Held on 28th January 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 28th January 2009

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Anthony May (Chair)	Acting Strategic 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	√		
Michelle Persaud	Associate Nurse Director, Nottinghamshire Healthcare Forest House, The Forest Southwell Road Mansfield, Notts, NG18 4HH	√		
Dr Clive Richards	Consultant in Public Health, Nottinghamshire County tPCT, Ransom Hall, Ransom Wood Business Park, Southwell Road West, Rainworth, Mansfield, NG21 0ER		√	
Det Supt Jackie Alexander	Nottinghamshire Police, Holmes House, Radcliffe Gate, Mansfield, Nottinghamshire NG18 2JW	√		
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	Service Head, 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, CAFCASS, 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	√		

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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	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	√		
Craig Taylor	Cultural Services Manager, 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, Thornywood Unit, Porchester Road, Mapperley, Notts, NG3 6LF.	√		
Joe Foley	NSCB Manager, CYPS, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	√		
Jane O'Daly	NSCB Development Officer, NCC, County Hall	√		
Sarah Wells	NSCB Training Coordinator, NCC, Ludlow House	√		
Jonathan Severn	NSCB Administrator, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	√		

Minutes of the NSCB Meeting – 28th January 2009

Agenda Item	Discussion	Action
<p>Welcome and Apologies</p>	<p>Anthony May welcomed new members Laurence Jones (YOS) and Paul Farrel (CAMHS) to the Board. The Chair welcomed Sarah Wells (NSCB Training Coordinator) to the meeting. Apologies were noted</p>	
<p>Approval of Minutes and matters arising from the last meeting</p>	<p>The minutes of the previous meeting were agreed. Matters arising were addressed as follows;</p> <p><u>Hidden Harm</u> It was agreed that Hidden Harm issues should be maintained within the wider substance misuse agenda but that links between the work being undertaken across the Children and Young People's Partnership (CYPP) could be improved via the Executive Group of the CYPP.</p> <p><u>Appointment of an Independent Chair</u> The Board were appraised with the progress so far in relation to the appointment of an Independent Chair for the NSCB. A date has been set for short-listing and interviews. Board members who wish to participate in the process were invited to register their interest with the Board Manager and the Chair thanked those who had already done so.</p> <p><u>Domestic Violence Action Plan</u> It was agreed to re-circulate the revised action plan once work on it has been completed within the DV Subgroup.</p> <p><u>Engagement Strategy.</u> The Board were updated with progress on a public awareness raising campaign in relation to the dangers of co-sleeping, private fostering, anti-bullying messages and the need to share concerns if concerned about children. Four short films about the above issues had been commissioned and played throughout the week commencing 19th January 2009 at a community roadshow event in the Four Seasons shopping mall in Mansfield, with staff on hand to give information to the public. (The films were later screened for Board members throughout the lunchtime break). It was generally agreed that this was a good initiative and that it should be repeated in March at the Victoria Centre in Nottingham.</p> <p><u>Bed and Breakfast Accommodation</u> The Supporting People Team have recently reviewed the level of need and current provision in relation to vulnerable young people and care leavers. The report will be available shortly. It was noted that the accent in JAR had been upon the needs of care leavers, however it was agreed that it was important to consider the needs of all vulnerable children. It was noted that Joh Bryant,</p>	<p>HR</p> <p>JF</p> <p>JF</p> <p>JOD/JF</p>

	<p>Jenny Spencer, Helen Ryan and Laurence Jones will link together to explore this further and it was agreed that Helen Ryan will report exceptions to the Board should they arise.</p> <p><u>Children in Secure Hospitals</u> It was noted that the Nottinghamshire Healthcare Trust is reviewing processes in relation to children admitted to secure hospitals and staying at the site whilst visiting in-patients. It was agreed that a report will be submitted to the April meeting. It was also acknowledged that Julie Gardner will be attending Board meetings in the future in place of Michelle Persaud. Ms Persaud was thanked by the Chair for her contribution to the work of the Board</p>	<p>HR</p> <p>MP / JG</p>
<u>Items for Discussion and Decision Making</u>		
BME Subgroup Report	<p>Before Kate Davies outlined her report, the Chair congratulated her on behalf of the Board, regarding her recent award of an OBE. Ms Davies thanked the Chair for his congratulations, clarified that the OBE had been awarded for her work with disadvantaged people and declared that her award reflected the achievements of the DAAT and everyone's hard work in the organisation.</p> <p>She then proceeded to outline the substance of her report regarding future work and priorities in relation to the needs of black and minority ethnic (BME) children and families and the role of the BME subgroup. All priorities identified in the report were agreed by the Board.</p> <p>It was agreed that the functioning of the subgroup would benefit from an increased representation of Board members and members were asked to register their interest in joining the subgroup with the Board Manager.</p> <p>It was further agreed that the subgroup will develop work regarding violent extremism and make links with the work being undertaken by Simon Alexander in Notts police in this regard.</p> <p>The Chair also identified the importance of developing data sets and comparators in all subgroups including the BME subgroup. .</p> <p>Lastly, to facilitate more formal accountability processes it was agreed to submit 6 monthly reports to the Board.</p>	<p>All</p> <p>KD</p> <p>KD / JF</p>
Serious Case Reviews - Executive Summaries and Ofsted Feedback Meeting	<p>Both Serious Case Reviews (SCRs) had previously been considered by the Board. Whilst both SCRs recently submitted to Ofsted had been graded as adequate, the Executive Summary of both had been graded inadequate. The Inspector had commented particularly on the short summary of Re ALJ when it was such a complex case. The need for their revision was agreed.</p> <p>It was additionally agreed that similar methods of anonymisation should be implemented and that it was</p>	JF

	<p>important to use a name, not initials, as it better acknowledged the personhood of the child. It was noted that we should avoid using the names used previously by the NCSCB</p> <p>It was accepted that there will be a high level of interest in these cases following their publication and it was agreed that there should be a joint strategy in relation to responding to the media interest. It was agreed that the relevant Board members and their organisation's PR professionals should meet regularly to agree a joint approach. It was also agreed that Jenny Myers should be involved with this process.</p> <p>It was agreed that the Board Manager will attempt to contact, consult with and obtain feedback from the parents of both children prior to publication of the report and it was further agreed that the family involvement section in the report Re C was a good model which could be replicated.</p> <p>It was noted that there were some service specific and accuracy issues, including inaccurate dates, which required amendment and it was agreed that individual members would contact Joe Foley directly with regard to these matters. Detective Superintendent Jackie Alexander asked Joe Foley to discuss specific issues regarding the police investigation with DI Bob Ross</p> <p>It was agreed that publication of the Reports would be effected through publication on the NSCB website. It was agreed that any delay in the publication of one SCR due to the need for amendments and clarification should not delay the publication of the other.</p>	<p>JF</p> <p>JF, AS, HR, JB, MP/JG , JM</p> <p>JF</p> <p>AII/JF</p> <p>JF/ BR</p> <p>JF</p>
<p>Priorities for action from the S11 Self Assessment</p>	<p>Jane O'Daly introduced her report which was based on information which had been provided by member agencies in April 2008.</p> <p>There were some general areas for improvement for a number of agencies and it was agreed that JF and JOD would meet with agencies to facilitate discussion and exploration of current practice or service issues prior to reassessment.</p> <p>It was noted that the voluntary sector had not been included in previous s11 self assessment processes. The proposal to hold an event to facilitate self assessment within the voluntary sector, using a tool specifically designed for that purpose, was agreed.</p> <p>It was further agreed that the self assessment process should be repeated annually with the next one being issued in August 2009 for submission to the Board in October 2009.</p>	<p>JOD / JF / AA / RW / JG</p> <p>JOD/SF</p> <p>JOD / AII</p>
<p>Safer Working Practice</p>	<p>Clive Chambers outlined his report. Developments in relation to the vetting scheme will be</p>	<p>CC/JOD/JF</p>

	<p>included in the next NSCB newsletter.</p> <p>It was noted that HR services within the different agencies should be able to complete the Safer Working Self Assessments.</p> <p>The requirement to complete CRB checks on NSCB members was raised. It was generally agreed that the NSCB should show exemplary practice in this regard. However it was felt that, on reflection, the process previously agreed was not practical.</p> <p>A workable alternative was to implement an approach thought to be currently used by the Safeguarding Adults Board (SAB). It was suggested that this involved the Chief Executive of the Board members organisation writing to the Board to confirm that a CRB check had been performed and was satisfactory. It was agreed that there should be liaison with the SAB to clarify their processes.</p> <p>Anne Spaight sought to clarify the legality of requesting CRB checks for someone who does not have direct involvement with children. Det. Supt Jackie Alexander reported that she has taken this issue up at a national level.</p> <p>It was suggested that agencies could attend briefing sessions on the Safeguarding Vulnerable Children Act as places were still available.</p> <p>When the process has been clarified, it was agreed that the process should be included in the Code of Practice currently being developed for the Board</p>	<p>JF/JOD</p> <p>JF</p>
Items for Discussion		
Engagement with Schools and Colleges	<p>Clive Chambers read through his paper. It was agreed that there had been a key weakness in the connectivity between the Board and the School community but that two key developments would ameliorate the situation, particularly the development of the training strategy and the Safeguarding Children in Education post which was also in development. The recent feedback about these developments had been very positive</p> <p>The content was noted by the Board.</p>	
ContactPoint	<p>Sean Kelly was welcomed to the meeting and he outlined the issues in his paper concerning the need to ensure that children are not endangered by having their records accessible on the new ContactPoint system. Examples of when children's details should be shielded included adopted children; children fleeing domestic violence perpetrators and children in the witness protection scheme. Discussion ensued around shielding of records. It was agreed that other categories of exclusion included children at risk of "Honour violence"</p>	

	<p>or forced marriage.</p> <p>The Board were informed by Mr Kelly that workers who may be considered to be at risk, by virtue of their involvement with the family or child, could also have their details shielded.</p> <p>It was clarified that records will provide basic information and then further detail will be shielded from those that do not require access to it and also that there can be more than one shield applied to a record, but there cannot be a partial shield. The date for the system “going live” is May 2009. This will be rolled out with a programme of training for Managers, followed by training for users beginning in October.</p> <p>The Board were informed that the arrangements with regard to ContactPoint have to be shortly signed off by the Corporate Director of Children and Young People's Services and the Board. Mr Kelly expressed his confidence that the DCSF requirements have been met in relation to the process. However, the Chair was expressed concern that not everyone present understood the issues relating to ContactPoint or that they had been given time to adequately consider them. It was agreed to circulate the DCSF guidance to Board Members who could give their comments directly to Mr Kelly, and then in conjunction with the report presented today, Board members should be in a position to agree to the sign off of the report.</p> <p>Mr Kelly was invited to the April Board meeting to deliver a further presentation.</p>	<p>JF/SK</p>
<p>Notts Connect - Progress and Issues</p>	<p>Helen Ryan introduced the paper provided by Kerrie Scraton and outlined the background to the issues. It was noted that Board members have been invited to visit the Contact Centre and that if they have not already received their invitations they would do so shortly.</p> <p>To address some of the concerns raised by partners regarding the service the following actions have been taken;</p> <ul style="list-style-type: none"> • A manager has been placed at the Contact Centre to oversee processes and quality assure them. • Training has been improved for operators. • An expectation has been built in that if a referrer wishes to speak to a manager rather than an advisor this should be possible • A full evaluation of the service will be undertaken and reported to the multi-agency group overseeing the pilot project. <p>Helen Ryan reported the observation that the system had a very positive benefit to the work of the Reception</p>	

	<p>and Assessment Teams</p> <p>It was agreed that Connect had responded well to the concerns of partner agencies and there was general agreement that feedback from users, particularly Health Visitors, had been more positive of late</p>	
<p>Feedback from NSCB Development Day</p>	<p>Jane O'Daly introduced the report of the Board Development Day, outlined the structure and approach of the sessions and reported that it had been a focussed and thought provoking session which had been well received by those who attended. It had also given rise to a number of action points which had been drawn together in an action plan which was referred to by Joe Foley. He reported that several of the actions agreed had already been effected, particularly those relating to the Boards input into the development of the Children and Young People's plan.</p> <p>It was noted that a date has been agreed in late March for the CYPPB, the NSCB and the Executive group to meet to explore how stronger links between these bodies could be developed.</p> <p>Several members voiced their appreciation of the development day.</p> <p>It was noted that Ajman Ali has volunteered to work in a Risk Assessment Partnership and further volunteers were invited to participate in that.</p>	
<p>Management Information</p>	<p>Pam Rosseter introduced the management information report and members were requested to identify additional issues that they thought might be useful additions to the suite of information.</p> <p>Laurence Jones outlined the Youth Offending Service results and identified how they could be linked with certain areas in the report. He reported that rates of reoffending were reducing and that there are good results from preventative work being done by the police.</p> <p>Helen Ryan outlined the issues in relation to the fall of numbers of children subject to a protection plan, the rise of numbers of children in care and identified that placement stability had increased. She hypothesised that, given the current climate within which agencies were having to work post-Baby P, the increase of numbers of children being removed into care may be sustained.</p> <p>Issues regarding Framework and ICS were outlined and it was noted that, across the country, the system was proving to be problematic. Helen Ryan suggested that a recent fall in performance in relation to timescales may be influenced by this factor. The Chair requested that this be examined more closely and a report submitted to the Board in April</p> <p>In relation to this. Eleri de Gilbert and Helen Ryan will meet to discuss threshold issues and their impact upon processes.</p>	<p>HR</p> <p>EdeG/HR</p>

	<p>Members expressed an interest in developing the potential of the information to provide locality specific measures of performance and indicators of trends with accompanying narrative.</p> <p>It was agreed to include thresholds information in the April report and to include an appendix with future Management Reports.</p>	PR
Lunch	The short films were played for members to watch through the lunch break	
Secure communication	<p>Joe Foley introduced this item and highlighted the need for a secure method of communication. He gave a number of examples where secure transfer of information is extremely important.</p> <p>It was noted that the County Council is looking to upgrade its systems to the Government's Q system and work is underway to implement this. However, the project timescales have slipped and it will not be completed by April. Ongoing work continues to ensure that the County Council's systems are compliant with stringent Government guidelines.</p> <p>It was agreed that we will continue to use password protection for emails containing identifiable and sensitive information and fax only where strictly necessary.</p> <p>Laurence Jones offered to provide information on the CJSM system which may provide a short term solution to the issue of secure communications.</p>	All LJ
Response to Haringey Issues	<p>Helen Ryan introduced this subject, focussing on the opportunities it created for the Board strengthen approaches to identified priorities. The continued importance of a joint and collective approach was agreed by all present.</p> <p>Priorities for the Board were identified and discussed as follows; <u>Implementation of the Common Assessment Framework (CAF)</u></p> <p>It was agreed that whilst the CAF has been implemented in the county, the Board should continue it's commitment to the process. It was noted that the level of uptake was disappointing across the county. It was agreed to revisit CAF at the next Board meeting, and to invite Steve Edwards, (Service Director) and Maggie Pape (Project Lead) to provide a structured session for the Board to include information about the Joint Access Teams (JATs). Details about the CAF, who to contact and availability of training, will be circulated with the minutes. It was agreed that a more user friendly partnership leaflet should be produced detailing thresholds / CAFs and JATs information. This work could be taken forward via the PPD subgroup</p> <p><u>Quality Assessing Core Group and Child Protection Plans</u></p> <p>It was observed that involvement of agencies and professionals could be facilitated both by ensuring that invitations are sent out in a timely manner and by</p>	JF JF/Administrator JF/JOD

	<p>reinforcing the message within agencies that there is a duty to attend such meetings or provide reports. This will be taken up in the PPD subgroup.</p> <p>It was agreed that there were some issues with capacity in terms of some agency representatives being able to attend meetings. It was suggested that the benefits of new technology such as video conferencing could be explored.</p> <p><u>Staffing Issues</u> There are concerns about staffing levels and vacancies in some agencies including Nottinghamshire tPCT and Children’s Social Care. The Chair requested that these concerns be identified for the Board and reported at the next meeting. He additionally reminded representatives that these issues needed to be discussed in the appropriate forum within individual agencies as it was a matter of operational risk that the organisation needed to take cognizance of. It was suggested that relevant agency workforce audits should be commissioned. This issue should also be added to each NSCB meeting agenda to create an opportunity for exception reporting and should also be raised with Jenny Myers and Jane Appleby to ensure that this can be taken forward on a regional basis.</p> <p><u>Expectations and Attitude Towards Issues of Non-attendance and Breach of Orders</u> This had been a factor in a recent SCR and non-attendance (or “DNA”s) is a recognised block towards progressing plans in complex cases. It was suggested that there should be a “zero tolerance” of this and that this should be emphasised within agencies and with those involved in various processes. This is to be considered in the PPD subgroup and issues of contingency planning, non-attendance and non-engagement were all being taken up in the revised NSCB procedures due for completion June 2009.</p> <p><u>Health Service Appointments and Medicals</u> General health appointments could be subject to the usual waiting lists. With regard to obtaining suspected non-accidental injury (NAI) medicals however, it was made clear that there was no delay with this - the child or infant could be seen within hours. It was agreed that the medical protocols and NSCB procedures would be amended with regard to the timescales for the doctor completing the NAI examination to communicate his/her findings to the Social Care team. It was agreed that a summary written report should be given immediately following the medical and a full written report within 48 hours.</p> <p><u>Recording Rationale for Decisions:</u> It was agreed that colleagues should be reminded about recording rationale for decisions and having a consistent</p>	<p>JB/JF</p> <p>EdeG / HR</p> <p>JF</p> <p>JF/JB</p> <p>JF</p> <p>Yin Ng / JF</p>
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	<p>* Children subject bullying * Preventing unsuitable people from working with children.</p> <p>The Chair invited comment. It was confirmed that underneath these headings there will be more specific details added outlining how work will be taken forward and outcomes measured.</p> <p>It was noted that there are a high number of sub-priorities within this overall priority area, however it was felt that all of these areas remained appropriate for inclusion.</p> <p>Laurence Jones introduced the YOS Improvement Priority “Reduce Crime and the Fear of Crime” and outlined its content. It was noted that the bullying that was to be included in this priority is now included in the Protecting the Most Vulnerable Children and Young People priority as above. Some specific comments were provided to Laurence with regard to the need to provide more focus on specific areas of work and he will consider these comments prior to submission to the CYP planning team.</p>	<p>LJ</p>
<p>Date of Next Meeting</p>	<p>The next Board meeting will be held on 22nd April 2009 at Mansfield Civic Centre. The next Executive will be on 18th March 2009 at County Hall.</p>	