



Nottinghamshire
SAFEGUARDING
CHILDREN Board

Working in Partnership to Safeguard
Children & Young People

Minutes of the NSCB Meeting

Held on 28th October 2010

*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 October 2010

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		✓	
Cllr Philip Owen	Cabinet Member for CYPS		✓	
Anthony May	Corporate Director, CYPS, NCC, County Hall, NG2 7QP		✓	
Steve Edwards	Service Director, Social Care and Health, Children and Young People's Services, NCC, NG2 7QP		✓	
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	✓		
Val Simnett	Named Nurse, Safeguarding Children, NHS Nottinghamshire County	✓		
Laurence Jones	Service Head, Youth Offending Service, NCC, Thoresby House, Fountain Court, Darwin Drive, Sherwood Energy Village, Ollerton, Nottinghamshire, NG22 9GF	✓		
Tamsin Marley	Acting Deputy Director, County LDUs, Nottinghamshire Probation Service, Arrival Square, Mansfield	✓		
John Endersby	Operations Director, Futures Nottingham and Notts 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		✓	
Neville Hall	Head of Service, CAF/CASS, 2a Castlebridge Office Village, Castle Marina Road, Nottingham. NG7 1TP	✓		
Jane Appleby	Lead for Children, CAMHS & Safeguarding, East Mids SHA, Octavia House, Interchange Business Park, Bostock's Lane, Sandiacre, Nottingham NG10 5QG			✓
Julie Cotton	Chief Operating Officer/Executive Nurse, Bassetlaw PCT, Retford Hospital, North Road, Retford, Nottinghamshire DN22 7XF		✓	
Denise Weremczuk	Deputy Director of Nursing, Sherwood Forest Hospitals NHS Foundation 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		✓	
Theresa Hodgkinson	Leisure and Lifestyles Manager, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Notts, NG17 8DA	✓		
Steve Brown	Senior Manager Support Services, Bassetlaw District Council, Town Hall, Potter St, Worksop, Notts, S80 2AH		✓	
Joh Bryant	Assistant Director for Housing, Broxtowe BC, The Town Hall, Foster Ave, Beeston, Nottingham NG9 6LU		✓	
Keith Tansley	Head of Leisure Services, Gedling Borough Council, Civic Centre, Arnot Hill Park, Nottingham, NG5 6LU	✓		

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Ajman Ali	Director of Housing Property and Operational Services, Mansfield District Council NG19 7BH		✓	
Craig Taylor	Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE		✓	
Jon Wilson	Service Director, Adult Social Care & Health NCC, County Hall, West Bridgford, Nottingham, NG2 7QP	✓		
Jennifer Key	Young People's Commissioning & Planning Manager, Nottinghamshire County DAAT, Beech House, Ransom Wood Business Park, Southwell Road West, Mansfield, NG21 0HJ	✓		
Sue Fenton	Family and Children's Forum, Group Support Officer, Networking Action with Voluntary Organisations – NAVO, 20 St John Street, Mansfield, NG18 1QJ	✓		
Wendy Hazard	Clinical Quality Manager, Nottinghamshire Divisional HQ, Beechdale Road, Nottingham NG8 3LL	✓		
Stephen Fowlie	Director of Medicine, Nottingham University Hospital NHS Trust, Queen's Medical Centre Campus, Derby Road, Nottingham, NG7 2UH	✓		
Paul Farrell	Clinical Manager, CAMHS, Harper Villa, Thorneywood Unit, Porchester Road, Mapperley, Notts, NG3 6LF.		✓	
Amanda Sullivan	Director of Nursing and Integrated Governance, Nottinghamshire County tPCT, Ransom Hall, Ransom Wood, Southwell Road, Mansfield, NG21 0ER	✓		
Steve Brown	Senior Manager Support Services, Bassetlaw District Council, The Town Hall, Potter Street, Worksop, Notts, S80 2AH		✓	
Det Supt Adrian Pearson	Nottinghamshire Police, Sherwood Lodge, Arnold, NG5		✓	
Kate Allen	Consultant in Public Health, NHS, Nottinghamshire County			✓
Dr Emma Fillmore	Designated Doctor for Safeguarding (South), Nottingham University Hospitals NHS Trust		✓	
Dr Doug Black	PCT Medical Director (GP Link), Nottinghamshire County tPCT		✓	
Paul Betts	Interim Executive Head Teacher, Yeoman Park School, Park Hall Rd, Mansfield Woodhouse, Notts, NG19 8PS		✓	
Deputies	Covering for:			
Barbara Dempster	Eleri de Gilbert	✓		
Dawn Godfrey	Steve Edwards	✓		
Nussrat Bashir	Paul England	✓		
Gill Genders	Hilary Bond	✓		
Bob Ross	Adrian Pearson	✓		
Advisors to the Board				
Clive Chambers	Interim NSCB Manager, CYPS, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	✓		
Sarah Wells	NSCB Training Coordinator, Learning & Development Unit, Ludlow Hill Road, West Bridgford, NG2	✓		
Rosy Johnson (Minutes)	NSCB Administrator, CYPS, NCC, County Hall, West Bridgford, Nottingham NG2 7QP	✓		

Minutes of the NSCB Meeting – 28th October 2010

Agenda Item	Discussion	Action
Welcome and Apologies	Introductions were made around the table and apologies noted.	
Minutes of Meeting held 15th July 2010 Minutes of Extraordinary Meeting held on 26th August 2010 Matters Arising	<p>Attendance list – Remove Joe Foley Page 4-5 – Remove highlighted sentence P9 – CC & RJ to reword final sentence</p> <p>The action on page 10 for P Rosseter and P Maddocks needs deleting.</p> <p>The minutes were agreed as an accurate record of the meeting subject to the amendment detailed above.</p> <p><u>NSCB Annual Report</u></p> <p>The report had been presented to the Children’s Trust Board by Chris Few on 15th September 2010.</p> <p><u>Pathway to Provision</u></p> <p>Concerns were expressed regarding the Pathways to Provision document in relation to the CAF and JAT. It was suggested that District/Borough Councils were confused as to their role and what is expected from them. Pam Rosseter suggested that the NCC Head of Integrated Services, Chris Jones, or someone from his team attend the District/Borough council safeguarding meeting to discuss any issues.</p> <p><u>NSCB Lay Member Recruitment Process</u></p> <p>Interviews for NSCB lay members were due to take place on 4th November 2010. 4 candidates had been short-listed. The interview panel would be made up of Janet Castillo, NCSCB Manager, Ian Williams, MAPPA and Clive Chambers, NSCB Business Manager.</p> <p><u>Other issues</u></p> <p>Chris Few informed the members present that Helen Ryan had recently resigned her post as Service Director – Children’s Social Care. On behalf of the NSCB, Mr Few wished to extend his thanks to Ms Ryan for her valued contribution to the Board over many years and informed the meeting that he would be communicating this to her.</p>	RJ (Done) RJ (Done) RJ/CC (Done) RJ (Done)
Future Development of the NSCB	<p><u>NSCB Constitution/The Role and Remit of the Co-ordination Group</u></p> <p>Clive Chambers introduced this agenda item which was informed by two linked reports, Appendix A, which proposed that the NSCB should develop a constitution to replace the current Terms of Reference (TOR) and Appendix B, which proposed a revised remit for the coordination group and NSCB substructure.</p> <p>Mr Chambers reminded those present about the context in which the proposals were made. Critical to this were the findings of the Safeguarding and Looked After inspection and the subsequent Improvement Notice, both of which identified issues with regard to the NSCB.</p>	

	<p>Chris Few suggested that it was important that the Board ensures that it has the most effective operating structure in order that it can deliver its functions robustly. Mr Few noted that research showed that Board meetings with a membership of approximately 25 were most consistent with optimal operational efficiency. The NSCB has over 40 members. Mr Few went on to highlight the key elements of the proposals set out in Appendix A and Appendix B. It was proposed that some agencies may not need to attend Board meetings as alternative forums for promoting their engagement could be identified. They key sectors that would be impacted by this proposal would be Health and District/Borough Councils. It was also proposed that the Coordination Group should become an Executive with delegated decision making powers. A further proposal was to reduce the number of standing sub-groups in order to move towards a model that would see greater use of Task & Finish groups.</p> <p>A robust discussion followed on the proposal to reduce the membership of the Board.</p> <p>Keith Tansley expressed concerns that a reduction in the number of council representatives would create a significant amount of additional work for the remaining council representative. Clive Chambers suggested that this could be resolved and agreed to meet with the 7 district council members to agree the way forward.</p> <p>The majority of members present acknowledged the potential positive impact of reducing the number of representatives at Board meetings . However, colleagues from the health sector were concerned about the potential implications of implementing a revised model of engagement with the NSCB as they felt their continued attendance at Board meetings was important. It was agreed that these matters would be brought back to the January 2011 meeting, with a detailed proposal to setting out</p> <ul style="list-style-type: none"> • The remit and membership of the Board • The remit and membership of the Executive • The model of engagement for any agency that would no longer be attending the Board <p>It was agreed that in response to the concerns from health representatives, Clive Chambers would meet with health colleagues to discuss these issues further.</p> <p>It was suggested that to enable fuller and more robust discussion on this subject the next NSCB meeting in January 2011 should be extended by 30 minutes.</p>	<p>CC</p> <p>CF / CC</p> <p>CC</p> <p>RJ (Done)</p>
<p>NSCB Development Session</p>	<p>Clive Chambers spoke to his report from the Development Session on 29th September, facilitated by Sue Woolmore from NSPCC. Feedback from the attendees was positive and all found the exercises and activities beneficial. The Powerpoint presentation delivered by Ms Woolmore has been circulated to all NSCB members.</p> <p>The exercise, which highlighted the difficulties faced by frontline staff was particularly powerful. In light of this negotiations are underway for Ms Woolmore to provide this training to operational managers as part of the NSCB training programme.</p> <p>Recommendation 1, The Peer Support and Scrutiny process and tool to be incorporated into the performance management process for the NSCB was agreed.</p> <p>Pam Rosseter noted that the audit tool had been adapted from the Development Session to capture significant members' achievements and these would be reflected in the 2010/2011 annual report.</p>	<p>CC</p>

	<p>Recommendation 2, NSCB Administrator to draw up a rota for NSCB members to participate in a Peer Support and Scrutiny session annually was agreed.</p> <p>Recommendation 3, a Task & Finish group is set up to respond to the issue regarding sexual abuse examinations in Bassetlaw and report back to the NSCB executive was agreed. Cathy Burke suggested that wider input was needed from across the County not just in Bassetlaw and it was agreed that Cathy Burke would be responsible for deciding who should be approached to sit on this group. The timescale for delivery needs to be agreed.</p>	<p>RJ</p> <p>CB / CC</p>
<p>NSCB Training Developments</p>	<p>Sarah Wells presented her report, which outlined the scope for the proposed NSCB training review and some efficiency and resource savings.</p> <p>It was proposed that the NSCB would no longer provide hard copies of the training manual or produce handouts at training events as these could be downloaded by individual organisation. It was noted that some crucial groups within the voluntary sector do not have access to the internet; it was therefore agreed to adopt these proposals, subject to alternative arrangements for the voluntary sector.</p> <p>A letter had been sent out to Board members by Chris Few in August asking organisations to respond to a request for trainers for the training pool. Some replies had been received; however, the expectation was that all agencies would respond to this letter to confirm what support they could provide, either in terms of people to provide training or training venues that can be used at no or low cost.</p>	
<p>Safeguarding Performance Information</p>	<p><u>Social Care</u></p> <p>Dawn Godfrey, on behalf of Steve Edwards, spoke to the Quarterly Performance Information report, Appendix E. The Improvement Notice had set key targets with regard to initial and core assessments, which had been met. A target had also been set to reduce the numbers of re-referral but this had not been met. A re-referral action plan was being put into operation to address this.</p> <p>Ms Godfrey spoke of the need to ensure that the Pathways to Provision and CAF process were imbedded into practice, as this was critical to ensure that the work of social care was focussed on protecting the most vulnerable children.</p> <p><u>Police</u></p> <p>Bob Ross spoke to his report on police performance data relating to child abuse referrals. He distributed copies of an updated version to members and agreed to email a copy to Rosy Johnson to be circulated to absent members.</p> <p>Mr Ross had spoken with Clive Chambers to discuss what meaningful data was required by the NSCB for this meeting and noted that in light of the discussions the data submitted to the next meeting may be slightly different.</p> <p>Mr Ross informed the meeting that there had been a steady increase in referrals into the Child Abuse Investigation Unit (CAIU) over the last 3 years. There had been a significant focus on how this work was managed and the current performance monitoring indicated reduced time taken to finalise inquiries. However, there had been a recent increase in the</p>	<p>BR / RJ</p>

	<p>workload of the referral unit which was impacting on performance.</p> <p><u>CAF</u></p> <p>Cathy Burke noted that section of the report referring to CAFs was not clear if the data included was for Bassetlaw PCT or Bassetlaw Community Health. Dawn Godfrey agreed to clarify which organisation this refers to.</p> <p><u>Safeguarding Improvement Programme</u></p> <p>Chris Few reminded members that he represented the NSCB at meetings of the Improvement Board. He said that at the most recent meeting a report had been submitted by SERCO. This highlighted the findings of an independent audit of frontline services reviewed at the end of September 2010, which gave a generally positive picture that the measures put in place following the Ofsted inspection were having a positive impact. Mr Few suggested he circulate the report to the Board with the minutes.</p> <p>It was agreed that Dawn Godfrey would discuss this proposal with Steve Edwards in order to agree how best to share information. It was noted that there was a need to clarify which reports are suitable for dissemination</p>	<p>DG</p> <p>DG / SE</p>
Issues Impacting on Agency Safeguarding Practice	<p>Chris Few suggested that as there was no time for a full discussion on this agenda each member should produce a Briefing Paper to highlight any key safeguarding issues that was impacting on their agency.</p> <p>It was agreed that the reports should be sent through to the NSCB Business Office to rosy.johnson@nottscc.gov.uk.</p>	All NSCB Members
Feedback from Children and Young People's Board	<p>Clive Chambers briefly spoke to his report that highlighted the most recent discussions between representatives of the NSCB and the Children and Young People's Board. The CYP Board is made up of children and young people across Nottinghamshire and provides a mechanism for consultation. A key part of the NSCB Engagement Strategy was that the Independent Chair and the NSCB Development manager meet with this Board every 6 months.</p> <p>There is now an issue of efficiency of the NSCB Independent Chair leading on this consultation process as this involves a significant amount of travel time for a relatively short agenda item. It was therefore proposed that future meetings are led by the NSCB Development Manager or, in their absence, the NSCB Business Manager. This proposal was agreed.</p>	
Joint Strategic Needs Assessment	<p>Clive Chambers spoke to his report re Joint Strategic Needs Assessment (JSNA). The report highlighted some of the key findings from the JSNA with regard to safeguarding children.</p>	
Blackpool Serious Case Review	<p>Pam Rosseter reported that Sherwood Forest Hospital Trust (SFHT) had had peripheral involvement with this SCR as the mother gave birth to her baby in Nottinghamshire. There had been one recommendation in the IMR from SFHT and a further one from the Health Overview report; SFHT do not accept the recommendation on discharge planning, as there is already a mechanism in place for this. There were no other significant issues for the County.</p> <p>Ms Rosseter noted that the recommendations and action plan would be monitored in the usual way.</p>	

Children's Trust Board Minutes	Pam Rosseter asked that the minutes of the CTB were amended as there had been no conclusion reached that the child (CN10) had died by shaking so this statement was inaccurate. Chris Few will take this back to the CTB.	CF
Date for NSCB Meetings 2011	A list of dates and venues for 2011 will be sent out with the minutes. Clive Chambers asked for members to consider if their organisation had a room that the Board could use for meeting at little or no cost to the NSCB.	RJ
Date of Next Meeting	Please see attached sheet.	