



**Nottinghamshire**  
**SAFEGUARDING**  
**CHILDREN Board**

Working in Partnership to Safeguard  
Children & Young People

**Minutes of**  
**NSCB Quality Assurance**  
**Sub-Group**  
**18<sup>th</sup> November 2009**

## Attendance List for NSCB Quality Assurance Sub-Group Meeting – 18<sup>th</sup> November 2009

Name	Organisation	Present	Apologies
Pam Rosseter Chair	Service Head, Safeguarding and Independent Review, Children and Young Peoples Services, Nottinghamshire County Council	✓	
Chris O'Brien	Youth Services, Children and Young Peoples Services, NCC		Not in Attendance
Joe Foley	NSCB Manager	✓	
Judy Bizley	Consultant Nurse – Vulnerable Children NHS Nottinghamshire County	✓	
Cathy Burke	Children's Services Manager, Bassetlaw PCT		✓
Gill Genders (Deputising for Cathy Burke)		✓	
DI Dave Taylor	CAIU, Nottinghamshire Police	✓	
Tamsin Marley	Senior Probation Officer, Nottinghamshire Probation Service	✓	
Lesley Styring	Notts. Health Care Trust – Nurse Consultant, Safeguarding, NHCT		✓
Liz Tinsley	Children's Services Manager, NSPCC East Midlands Independent Enquiry and Assessment Service	✓	
Alyson Packham	Named Nurse, Nottingham University Hospitals NHS Trust, QMC, Nottingham.		✓
Josie Drew (Deputising for Alyson Packham)	Named Doctor, Safeguarding, Nottingham University Hospitals NHS Trust, QMC, Nottingham	✓	
Tracy Murty	Service Manager, Independent Review, CYPS, NCC		✓
Jane O'Daly	NSCB Development Manager	✓	
Val Simnett	Named Nurse Safeguarding Children, Nottinghamshire Community Health	✓	
Ty Yousaf	Service Manager, CYP Dept, Home Brewery Building, Sir John Robinson Way, Arnold	✓	
Rosy Johnson (Minutes)	NSCB Administrator, Nottinghamshire County Council	✓	

## Minutes of the NSCB Quality Assurance Sub Group – 18<sup>th</sup> November 2009

Agenda Item	Discussion	Action
<p><b>1. Welcome and Apologies</b></p>	<p>Introductions were made and apologies noted. It was also noted that there was no response from Chris O'Brien who has replaced Chris Warren.</p> <p>Health representation considered and noted that there was currently no representation from Sherwood Forest Hospitals (SFHT). However agreed that the group membership remain as it is until revised Working Together is available and then discuss roles and responsibilities and therefore membership of the group.</p>	
<p><b>2. Minutes of Previous Meeting 9<sup>th</sup> September 2009, and Matters Arising</b></p>	<p>The minutes of the last meeting were read through for matters arising and accuracy.</p> <p><u>1. CHH, City Action Plan</u> – Still seeking clarity regarding the response to the recommendation in relation to standards of recording and retaining information. Joe Foley has sought this from Janet Castillo, NCSCB Manager. Agreed Joe to write again to Janet and Ian Taylor, City QA Chair. If further problems include Margaret McGlade in communications.</p> <p><u>2. Page 4: NHCT Audit</u> –The action plan resulting from the NHCT audit has still not been passed to Pam Rosseter. Pam to follow up with Lesley Stryring.</p> <p><u>3. Probation Service- Serious Further Offence Reviews</u> – Noted that Tamsin Marley has replaced Jane Hilton on the QA subgroup. Information regarding any relevant reviews has not been forwarded for consideration. However Joe Foley had not had the opportunity to discuss further with Jane before her departure and Tamsin was unaware of the request. Agreed Tamsin to obtain relevant information and prepare a report for the next meeting as appropriate.</p> <p><u>4. NHS Nottinghamshire County Audit Post Haringey</u> - Judy Bizley informed the members that following Dr Yin NG's retirement Dr Jane Williams will temporarily be taking on the role of Designated Doctor including any sub groups on which Yin was a member. Joe Foley commented that this was not the information he had been given. Judy agreed to clarify and advise Pam Rosseter.</p> <p>Health Visitor Posts – Judy Bizley informed the members of the group that the situation regarding Health Visitor Vacancies was much improved. The vacancy rate was now down to 1.8% with 8 further health visitors being trained this year. The overall functioning and structure of the service had been reorganised and noted that this has helped the situation considerably. However it was recognised that it would require further time before the situation was completely resolved and all new staff in place. The risks associated with having new, inexperienced staff, working in the heavier workload areas, had been recognised and appropriate support was being put into place.</p> <p><u>5. Performance Information: Missing Children</u> – Judy Bizley reported that Cathy Burke had been sent the agreed information relating to the Central Point of Contact for Missing Children. This is a pilot scheme and therefore no written procedures at present but there is a flowchart (sent) and there will be further information available by January 2010. The feedback is positive and the scheme is performing well against other</p>	<p><b>Joe Foley</b></p> <p><b>Pam Rosseter</b></p> <p><b>Tamsin Marley</b></p> <p><b>Judy Bizley</b></p>

	<p>organisations.</p> <p>Judy noted that Bassetlaw PCT should be receiving information directly regarding missing Bassetlaw children so that Cathy can send it out to GPs and providers. Gill Genders agreed to follow up with Cathy to check if Cathy receives information as described.</p> <p><u>6. Reports following Child Protection Medicals</u> – Further discussion took place regarding compliance with the SCR recommendation regarding the provision of written reports following child protection medicals. (An immediate brief written report to those attending followed by full report within 72 hrs).</p> <p>Dave Taylor advised that, from his discussions with police colleagues, the recommendation wasn't being complied with. Ty Yousaf felt this was also the experience of social care. Pam Rosseter noted that it was incumbent on police and social care staff to be aware of the expectation and challenge Health colleagues where reports weren't forthcoming. Agreed Dave Taylor and Ty Yousaf to address within their respective organisations.</p> <p>Pam Rosseter asked that it is confirmed if the planned audit, to establish what the response has been in Bassetlaw, has been carried out and if so what the findings are. Gill Genders to follow up with relevant managers.</p> <p>Discussion followed re the importance of compliance with this recommendation. Pam asked Joe Foley to include this issue in the feedback to the next meeting of the Co-ordination Group on 16<sup>th</sup> December 2009. Pam requested the relevant colleagues send in responses to the above actions to her before this meeting takes place.</p> <p><u>7. SCR Tracking Tool</u> – Following further consideration Northamptonshire felt further work was necessary before they were in a position to share more widely the SCR Tracking Tool they have developed. Agreed issue to be followed up via regional safeguarding meeting.</p> <p><u>8. Nottingham City SCR recommendations thematic evaluation document.</u> Dave Taylor had contacted Dorne Collinson for copies of the report which he handed out, but asked members to be aware of confidentiality as the report was still in draft and it was not anonymised. The document records recommendations from 8 cases but the findings have not yet been analysed. Jane O'Daly, NCSCB Development Manager and Hayley Frame (City) will be meeting to discuss the findings. Jane still to develop work on SCR impact assessment.</p> <p><u>9. E.Safety Update</u> – Joe informed the group that the next meeting of the task and finish group is taking place on 23<sup>rd</sup> November 2009 and will be formulating a short term action plan for the group and identifying how any longer term work should be taken forward. This group was led by a City colleague, Louise Bath, City Safeguarding in Education Officer, who is no longer in post. Joe Foley will be seeking clarification as to who will be taking the lead for the City in her absence.</p>	<p><b>Gill Genders/ Cathy Burke</b></p> <p><b>Dave Taylor/Ty Yousaf</b></p> <p><b>Gill Genders</b></p> <p><b>Joe Foley</b></p> <p><b>Joe Foley</b></p> <p><b>Jane O'Daly</b></p> <p><b>Joe Foley</b></p>
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	<p>10. <u>Emotional Abuse Group</u> – Noted previous discussions regarding this group and a proposal from the Policy and Practice Development sub group that that the EA group could be developed into a wider case consultation forum. This has not been progressed as quickly as had been anticipated. Agreed that this exception should form part of the group’s feedback to the Coordination group.</p>	
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<p><b>NUHT Audit – Discharge Planning</b></p>	<p>This item was presented by Dr Josie Drew. Copies of two PowerPoint presentations were tabled for consideration reflecting information collected covering 2007/2008(audit ratified) and 2009 (interim findings). The 2007/8 audit looked at 50 sets of case notes for children where safeguarding concerns had been highlighted. The audit looked at compliance with child protection procedures and in particular looked at use of the ‘pink form’ which is used for discussion and agreements prior to discharge. This is seen as a key document in relation to child protection activity. In summary, some improvements against an earlier audit were noted notably in relation to communication and reporting. However it was of concern that in only 53% of cases the pink form was on the notes and that it was fully completed in less than 10% of cases. Key recommendations emerging covered stressing the mandatory use of the pink form (including adding to it at every stage of the process) and incorporating lessons into training (including the need to inform the GP of CP concerns within the discharge summary).</p> <p>The 2009 audit looked at 40 cases, chosen at random, drawn from children who had received medicals at QMC where safeguarding concerns had been identified (these were not cases where medicals were being carried out under S47). As for the audit described above, it looked at compliance with CP procedures and use of the ‘pink form’. Overall this audit showed an improved position in relation to compliance with procedures (in 34/40 cases all required actions completed) . It was noted that there was a good level of compliance in relation to seeking appropriate permission (from specialist registrar/ consultant – 37/40) before discharge and informing the GP of concerns in the discharge summary (35/40). It was of concern however that the appropriate completion of the ‘pink form’ had not improved, and in fact had dipped with no form or a blank form in the notes in 53% of the cases.</p> <p>Dr Drew acknowledged that this was not an acceptable position and that further work was necessary to improve the situation. This was partly via further training but it was also necessary to review the ‘pink form’ itself as there appeared to be some fundamental issue affecting its use. Dr Drew was planning to meet with key health staff to review the form in the near future. It was also noted that the next planned audit would again focus on this area.</p> <p>Dr Drew was thanked by the chair for her report. It was agreed that Alyson Packham be asked to update the next meeting as to the progress of work to address identified shortfalls in this area of work.</p>	<p><b>Joe Foley</b></p> <p><b>Alyson Packham</b></p>
<p><b>Response to Laming Recommendation 6</b></p>	<p>Pam Rosseter introduced this item. It was noted that, in response to recommendation 6 of the second Laming review (re robustness of referral points), a letter had been sent out by Chris Few to the NSCB members asking that this recommendation was noted and addressed. At the NSCB meeting in October it was agreed that, rather than all relevant organisations prepare self assessments, the three Agencies specifically</p>	

	<p>named in the recommendation be asked to report on their position. In relation to Social Care, it was acknowledged that their position was under direct scrutiny following the Ofsted unannounced inspection and that there would be a detailed report presented to the extraordinary NSCB meeting in November 09. Given this it was agreed that Health (collectively via the Designated Nurses) and the Police, should make an interim report to this sub group meeting. Accordingly Nottinghamshire Health community, Bassetlaw Health community and Nottinghamshire Police have produced interim reports for today's meeting. Pam thanked those concerned for producing the reports within the tight timescale.</p> <p><u>Bassetlaw Report (see report previously circulated).</u> This report included responses from; Bassetlaw PCT, Doncaster and Bassetlaw Hospitals Trust, Nottinghamshire Healthcare Trust and NHS Direct. A response is awaited from East Midlands ambulance Service.</p> <p>Gill Genders presented the Bassetlaw report which had been written by Cathy Burke. Gill informed the group that in the Conclusions section of the report the EMAS column was blank as they had not yet responded. Pam asked that Bassetlaw PCT pursued this with EMAS. The overall conclusion reached was that the agencies who had responded were making positive progress against Laming Recommendation 6. It was felt, however, that the process of this initial assessment had not been easy due to tight timescales and this had left little time to thoroughly analyse the information received. Bassetlaw were planning to further consider these responses and present a follow up report to the next meeting.</p> <p>Individual health organisation responses, laid out in appendix 3, were considered. The meeting felt that the responses against question 6 (re escalation procedures) did not provide evidence that staff were using agreed procedures. Agreed this was a specific area that would warrant further attention. Pam asked that Cathy follow this up with agencies.</p> <p>With regard to the NHCT response and comment re Substance Misuse Services meeting, Pam Rosseter asked why the meeting had been convened in the City as the Trust covers both City and County and the issues had emerged from the County audit activity. Gill Genders was asked to clarify this.</p> <p><u>Nottinghamshire Report.(see report).</u> This report summarised responses from; NHS Nottinghamshire County, Nottinghamshire Community services, Sherwood Forrest Hospitals Trust, Nottinghamshire Healthcare Trust, Nottinghamshire Emergency Medical services and Central Nottinghamshire Clinical services( both out of hours providers) and Nottingham University Hospitals Trust.</p> <p>Judy Bizley presented the NHS Nottinghamshire County report to the group. The first report, which had been emailed with the agenda, had been superseded by a 2<sup>nd</sup> version which was handed out to the members. Judy commented that the differences in the responses made it difficult to analyse which meant further work needed to be carried out, but all organisations had responded (see comment re EMAS above). Agreed further report to be brought to the next meeting</p> <p>Judy's conclusions were that overall all organisations were fulfilling the training, advice and supervision needs of a wide range of staff at the point of referral. S11 responsibilities and rec 6 requirements were subject to internal and external governance as well as NSCB scrutiny.</p>	<p><b>Cathy Burke</b></p> <p><b>Cathy Burke</b></p> <p><b>Cathy Burke</b></p> <p><b>Gill Genders</b></p> <p><b>Judy Bizley</b></p>
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	<p>Nominations for vice-chair were therefore required. Pam noted that the Chair and Vice-Chair of each subgroup formed the membership of the NSCB Co-ordination Group. No nominations for Vice Chair were made at the meeting. Colleagues were asked to give this further consideration ahead of the next meeting.</p> <p><u>NSCB Sub Group Event</u> – Pam informed members that an event was planned to be held in February/ March, bringing together all NSCB sub group members, aiming to strengthen connectivity between groups and with the overall work of the Board. The date is to be confirmed as soon as possible.</p> <p><u>John/Sarah Action Plans</u> – JF advised that the vast majority of actions had now been completed. In the main outstanding items related to further audit work planned to monitor actions undertaken. Agreed these should not delay the sign off of the plans themselves. Joe Foley to address any remaining issue with a view to confirming sign off at the next meeting.</p>	<p><b>Rosy Johnson</b></p>
<p><b>Date for the next meeting</b></p>	<p>The date of the next meeting is 24<sup>th</sup> February 2010 at 9:30 -12:30, venue to be confirmed.</p> <p>All other dates for 2010 to be set as a matter of urgency.</p>	<p><b>Rosy Johnson</b></p> <p><b>Rosy Johnson</b></p>