



Nottinghamshire  
SAFEGUARDING  
CHILDREN Board

Working in Partnership to Safeguard  
Children & Young People

# Minutes of the NSCB Training Sub Committee Meeting

## Held on 29th March 2011

*Nottinghamshire Safeguarding Children Board  
Children, Families and Cultural Services  
Tel No: 0115 9774439*

## Attendance List for NSCB Training Sub Committee on 29th March 2011

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Joh Bryant	<b>CHAIR</b> Head of Housing, Broxtowe Borough Council, The Town Hall, Foster Avenue, Beeston, Nottingham, NG9 6LU	√		
Rose Lindsay	<b>VICE CHAIR</b> Clinical Nurse Specialist, Children's Centre, City Hospital, Hucknall Road, Nottingham NG5 1PB		√	
Sarah Wells	NSCB Training Co-ordinator, CF&CS, County Hall, Notts County Council	√		
Cheryl Stollery	Safeguarding Children in Education Officer, CF&CS, Meadow House, Notts County Council	√		
Helen Richardson	Workforce Development Manager, CF&CS, County Hall, Notts County Council	√		
Carol Pattinson	Service Head, Locality Child Care, CF&CS, Meadow House, Notts County Council		√	
Karen Tomlinson	Training Manager, Probation HQ, Marina Road, Nottingham NG7 1TP		√	
Joanna Key	Team Manager Connexions, NCN College – Hucknall Site, Portland Rd, Hucknall, Notts NG15 7SN	√		
Sue Halliday	Specialist CP Nurse, Doncs & Bass Hospitals NHS Foundation Trust, Dept of Child Health, Tickhill Road Hospital, Balby, Doncaster DN4 8QL	√		
Sam Morris	YOS Quality Assurance Manager, Thoresby House, Fountain Court, Darwin Drive, Sherwood Energy Village, Ollerton, Notts NG22 9GF		√	
Sally Moorcroft	Strategic Manager, NAVO, Cedar House, Ransom Wood Business Park, Southwell Rd West, Mansfield, Notts NG21 0HJ	√		
Keith Spink	Detective Sergeant, Notts Police Crime Training, 16 Grantham Road, Bingham, Notts NG13 8BW	√		
Denise Harrison	Training Manager, Notts Healthcare NHS Trust, Workforce Development, Duncan McMillan House, Porchester Road, Mapperley, Nottingham NG3 6AA	√		
Andy Marks	Snr Worker – Training, Dukeries Training Centre, Whinney Lane, New Ollerton, Newark, Notts NG22 9PL			√
Alison Hill	Early Years & Child Care Services Manager, CF&CS, County Hall, Notts County Council	√		
Liz Philips	Training & Development Co-ordinator, Lets Build Training Dept, The Willows, Ransom Wood Business Park, Southwell Rd West, Rainworth, Mansfield, Notts NG21 0ER			√
Sarah Bale	NSCB Training Administrator, CF&CS, County Hall, Notts County Council	√		
Neville Hall	Service Manager, CAF/CASS, Clumber House, 7 Clumber Street, Mansfield, Notts NG18 1NU <b>(MINS ONLY)</b>			
Vacant	YP Commissioning & Planning Manager, Notts County DAAT, Beech House, Ransom Wood Business Park, Southwell Rd West, Mansfield, Notts NG21 0HJ <b>(MINS ONLY)</b>			

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Agenda Item	Discussion	Action
<b>Welcome and Apologies</b>	Apologies were read through and noted.	
<b>Approval of Minutes and matters arising from the last meeting</b>	<p>Minutes from 02/11/10 –</p> <p>Venues – Sally to send a list of free venues (which is currently being amended). We have found out that there maybe a charge now for Highfields Fire Station, Sharon Mundle training pool member is to clarify. SW to bring back to this meeting. Cheryl has asked around some schools, a few are amenable to let us using rooms however refreshments would be a problem. Alison Hill is to let SW have the list for Children’s Centre’s.</p> <p>Training Consultation – on agenda</p> <p>Feedback re: AN09 – SW informed that this was discussed at the training pool meeting and the case study for WT has been checked.</p> <p>Keith informed that currently the Police are not training any new recruits as there is a freeze on recruitment; this is anticipated for 4 years but definitely for 2 years. They are looking at refresher training jointly with social care.</p> <p>Denise thought she had responded on behalf of NHCT – SW to check (confirmed this is the case).</p>	<p><b>SM</b></p> <p><b>SW</b></p> <p><b>AH</b></p> <p><b>SW</b></p>
<b><u>Items for Discussion and Decision Making</u></b>		
<b>Feedback from Board Meeting 26/01/11 &amp; Executive Meeting 15/03/11</b>	<p>Board Meeting - the way the Board undertakes it business and makes decisions has now changed.</p> <p>The sub groups have decreased from nine to four so they will consist of standing serious case review panel, child death overview panel, performance and quality assurance sub group (formally the quality assurance) and training sub group. Task and finish groups will pick up any other pieces of work that do not fit within the sub groups and also increases the potential range of colleagues involved in NSCB work.</p> <p>It was agreed there would be one representative on behalf of all of the district and borough councils, Joh Bryant. Keith Tansley (Gedling) is the vice representative.</p> <p>Executive Meeting – SW produced a report for the Executive Group meeting and it was also sent to TSC members. There were a number of apologies given at the meeting but there was time to discuss the report.</p> <p>There was quite a lengthy discussion regarding what training we can provide with the resources. Feedback from the training consultation regarding this was contained within the report. Concern was raised about the proposal to rest the provision of specialist courses in their current format for the next year. It was agreed we will not charge agencies for our training as it could having implications for people accessing training.</p>	

<p><b>Issues impacting on training &amp; this committee</b></p>	<p>E-Learning as it stands will stay but there are no plans to offer further subjects as e-learning modules. We will continue to offer the Core module, young persons' version and the police version. E-learning administrators need training before we can provide figures of who has completed etc. SW and SB are in the process of this.</p> <p>Discussion took place around quality assurance processes and how we need to address this more robustly. Working Together to Safeguard Children 2010 states this is an area we have a duty to provide whereas it does not state we have to deliver specialist courses. This is something we will be focussing on in this training year.</p> <p>SW informed that there is a cross authority Self Harm seminar planned for late May – details to follow.</p> <p>SM raised that there will be a lot more volunteers around who will need Introduction to Safeguarding Children and Working Together training and this will need factoring into anticipated demand for courses.</p> <p>Discussion took place around the current changes that are taking place within Nottinghamshire County Council especially within training. Training for the local authority is now going to be under one central structure which will include the training provided by the Board. The finer details of this have yet to be worked out and Joh stated that the Board need to have more information about this arrangement as the co-ordinator and admin posts and training provision are funded through partner agency budgets. (Restructuring and other issues affecting partner agencies are detailed elsewhere within these minutes as they are pertinent to particular discussions).</p>	<p><b>SW &amp; SB</b></p> <p><b>SW</b></p>
<p><b>Quality Assurance</b></p>	<p>Training Sub Committee terms of reference have been revised in line with the wider NSCB review of business and it was agreed that it is the role of the Executive Group to direct the work of the sub groups. The group agreed the terms of reference with minor amendments. SW to amend and circulate with the minutes</p> <p>The draft Quality Assurance policy is almost ready for consultation. Hopefully this will be sent out to colleagues in April. The proposed policy directly links into the Impact Evaluation Framework which is a wider QA document spanning the work and effectiveness of the Board of which training is one component.</p> <p>SW explained that we are not doing enough QA in relation to training. Working Together to Safeguard Children states that this is an expected part of the Board's work. Our current inter-agency evaluations do not sufficiently demonstrate the impact of training on outcomes for children. The intention is to move away from paper evaluations and use Survey Monkey, this will give people time to reflect on the training as they will be emailed the evaluation after the training. The service analyses data as well.</p>	<p><b>SW</b></p> <p><b>SW</b></p>

	<p>Some questions will change to reflect the need to capture relevant information and the training co-ordinators regionally have done some work on this. SW to work on this and feed back.</p> <p>The City and County SCB's also need training information from partner agencies providing single agency training and also the findings from evaluations.</p> <p>The Introduction to Safeguarding check list has been completed; this now needs to be rolled out to all agencies. Generally it is felt we are delivering similar content. Eventually we will need to see training materials and also observe single and inter-agency training; the City and County SCB's will also be observing each other's training. The discussions will be brought to SW Training Sub Committee meetings as the role will be one of monitoring and scrutiny.</p>	
<p><b>Review of Training</b></p>	<p>SW explained this will broadly be the same as 2010/2011 however; we will not be delivering specialist courses in their current format.</p> <p>Discussion took place as to whether the membership of this committee was right. Sally Moorcroft informed that she will not be able to attend every meeting anymore as her role will change with NAVO, she will however try to attend as many as she can. All agreed it is vital that the Voluntary Sector is represented. Cheryl Stollery also informed that it is unclear as to whether she will continue to sit on this committee.</p> <p>Denise Harrison asked if Let's Build commit to this meeting and Joh informed that she has previously raised it with them. They are keen however; the dates have tended to clash with training commitments. Denise offered to contact them and feed back as they now come under the Nottinghamshire Healthcare Trust. Anji Dyke will no longer be a member of this committee as she is taking VR in early April. SW and JB would like to express a huge thanks to Anji for all her hard work and dedication.</p>	
<p><b>Work Plan 2010 - 2011</b></p>	<p>In principle this is complete.</p> <ul style="list-style-type: none"> <li>A. Training review and consultation - done</li> <li>B. Checklist in progress – to be completed by May, draft QA policy to be circulated to TSC colleagues in April</li> <li>C. 1<sup>st</sup> part is complete - 2<sup>nd</sup> part links to quality assurance, evaluation forms will be replaced by Survey Monkey which needs to in place and ready to use by the 8<sup>th</sup> April 2011.</li> <li>D. Equality Impact Assessment - to be completed by end May.</li> <li>E. Report on BME content in NSCB training - completed however, the relevant sub group no longer exists.</li> <li>F. Resourcing and capacity issues – carry over (standing issue)</li> <li>G. Improve e-learning completions - by June.</li> </ul>	<p><b>SW</b></p> <p><b>SW</b> <b>SW</b></p> <p><b>All</b> <b>SB &amp; SW</b></p>
<p><b>Training Programme for</b></p>	<p>Next meeting we will begin work plan for 2011/2012.</p> <p>SW reminded colleagues that we will not be producing any hard</p>	

<p><b>2011/2012</b></p> <p><b>Training Pool – feedback and membership</b></p> <p><b>AOB</b></p>	<p>copies of the training programme this year. Training information will be available on the internet towards early April. We are hoping to deliver five Working Together courses, one Introduction to Safeguarding Children training and a What’s new in Safeguarding Children course before the end of July. Dates will then be advertised again probably up to Christmas and then again after Christmas for the remaining 3 months. The application process is going to become electronic with the form having to go to go the line manager for approval and them emailing it on to us. Discussion took place and this was favourable.</p> <p>Unfortunately the last meeting was not very well attended. JB asked that all members present reminded their colleagues of the importance of these meetings. SW informed that Louiza Manning has left the pool as she has taken VR and expressed her thanks to Louiza for all her hard work and dedication to the training pool, Louiza will be sorely missed. Louiza provided 10 days training and helped to develop courses so it is going to be difficult to plan with out her on board. SW informed that in Rose Lindsay’s capacity as acting Named Nurse they are not sure what they can commit to in 2011-2012 due to all the changes that are currently taking place within Health. SW to pursue with Rose and feedback.</p> <p>On board we currently have representation from:  <b>Police</b> (Keith Spink), <b>Borough Council</b> (Joh Bryant), <b>NCC</b> (Sharon Mundle, Lesley Duigenan, Jenny Spencer, Jill Walker, Roz McCormick), <b>Voluntary</b> (4 Notts Women’s Aid workers, Christie, Lorraine, Alison and Emma), <b>Probation</b> (Wendy Kennedy, Caroline Ellis), <b>Connexions</b> (Jo Key and Jacque Bowen) <b>Bassetlaw PCT</b> (Elizabeth Boyle) <b>D&amp;BHT</b> (Susan Halliday)</p> <p>SW informed that we will now be delivering Working Together to a maximum of 30 participants not 40 as previously this year.</p> <p>We will put on 4 Introduction to Safeguarding Children courses over the year. This should meet demand as we are only targeting the Voluntary Sector as most other agencies do provide their own in house training or indeed access the e-learning.</p> <p>In terms of booking venues for the training SW informed that we now have to use the venues that are on the NCC preferred list.</p> <p>KS informed that the new guidance for achieving best evidence in criminal proceedings is out and it has changed quite significantly. This is particularly relevant to police and children’s social care colleagues</p> <p>The revised CAF referral form is almost agreed, this will mean that it will replace existing agency referral forms and should be the form used to refer into children’s social care. The final decision is imminent and SW will let colleagues know once this</p>	<p><b>SW</b></p> <p><b>SW</b></p>
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<p><b>Dates and venues of future meeting</b></p>	<p>is confirmed.</p> <p>SW informed that the CSOD scheme (Child Sexual Offender Disclosure Scheme) has come into effect and is up and running.</p> <p>SW shared that she and other colleagues have received a letter circulated on email originally from Lawrence Jones informing that Nottinghamshire YOS is to be replaced by the Nottinghamshire Youth Justice Service and there will also be a sister service called the Nottinghamshire Targeted Support Service. SW to email the letter to members.</p> <p>Thursday 23<sup>rd</sup> June 2011 – Arrow Centre (formally the International Clothing Centre), Annesley Road, Hucknall NG15 8AY 9.30am – 12.00pm</p> <p>Tuesday 4<sup>th</sup> October 2011 – Committee Room C, County Hall 2.00pm – 4.30pm</p> <p>Thursday 12<sup>th</sup> January 2012 – am venue to be confirmed</p>	
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