



MINUTES

**The Local Safeguarding Children Board
Meeting Held on Friday 27th July 2018 at 1.30 pm in
Conference Room A&B, 1829 Building, Countess of Chester Health Park,
Liverpool Road, Chester**

Present

Board Members

Gill Frame (GF) LSCB Independent Chair
Emma Taylor (ET) Director of Children's Social Care, CWAC
Kate Daly-Brown (KDB) Deputy Director of Nursing, Mid Cheshire Hospitals NHS Foundation Trust
Lisa Jenkins (LJ) Senior Operational Manager, Nation Probation Service
Helen Brackenbury (HB) Director of Early Help and Prevention
Satwinder Lotay (SL) rep for Avril Devaney (AD) Director of Nursing, Cheshire and Wirral Partnership
Tom Dooks (TD) rep for Gareth Jones (GJ) Head of Service, Youth Justice Service
Louise Cherrington (LC) DCI, rep for Peter Shaw, Detective Superintendent, Cheshire Police
Gareth Cheesman (GC) LSCB Lay Member
Alison Kelly (AK) Director of Nursing and Quality, Countess of Chester Hospital

In Attendance

Paul Jenkins (PJ) Senior Manager, Safeguarding Quality Assurance Unit
Dr Howie Isaac rep for Dr Rajiv Mittal (RM) Designated Doctor, Safeguarding Children
Mark Parkinson (MP) Director of Education
Lisa Jenkins (LJ) Senior Operational Manager, Nation Probation Service
Anne Eccles (AE) Designated Nurse for Safeguarding, Cheshire West and Vale Royal CCGs

Visitors

Administrator – Noreen Gallagher (NG)

APOLOGIES

Caroline Crosby, Legal Safeguarding Manager, Safeguarding and Litigation Team, CWAC
Alison Amesbury, Senior Manager, Housing Solutions
Gavin Butler (GB) Principal Social Worker and Senior Manager, Mental Health and Learning Disabilities
Pauline Butterfield (PB) Dioceses of Chester Safeguarding
Avril Devaney (AD) Director of Nursing, Cheshire and Wirral Partnership (rep Satwinder Lotay)
Jenny Archer-Powell, Assistant Chief Executive, Community Rehabilitation Services

Susan Hewitt (SH) Safeguarding Practitioner, North West Ambulance Service
 Peter Shaw (PS) Detective Superintendent, Cheshire Police (rep Louise Cherrington)
 Cllr Nicola Meardon (NM) Elected Member
 Nicky Dowling (ND) Head Teacher, Highfield Primary School
 Jackie Rooney (JR) Senior Nurse, Quality & Safeguarding, NHS England
 Moira Angel (MA) Director of Quality and Safeguarding (rep for Kath Senior (KS) Director of Nursing, Performance and Quality, East Cheshire NHS Trust
 Chris Baggs (CB) Director of Learner Services, Cheshire College
 Steve Dool (SD) Head Teacher, Neston High School
 Paula Wedd (PW) Director of Quality and Safeguarding, NHS West Cheshire CCG
 Jenny Archer-Powell, Assistant Chief Executive, Community Rehabilitation Services
 Tom Cheadle (TC) Service Manager, CAF/CASS
 Victoria Peach (VP) Cheshire and Wirral Partnership
 Karen Owen (KO) Senior Manager, Adult Services
 Ian Ashworth (IA) Director of Public Health

No	Item
07/18/01	Previous Minutes and Matters Arising
	<p>The minutes from the previous meeting were read and agreed as accurate with actions updated as per log.</p> <ul style="list-style-type: none"> - Operation Encompass – GF asked how well Operation Encompass was working in the schools. MP highlighted that initial confusion around transmission of information via Egress has now been resolved but confirmed that he would be happy to issue further clarification on use if required. HB confirmed that work from the original pilot has now been mainstreamed, however, it would be beneficial for the board to seek assurance that schools are acting on notifications received. MP suggested that he could ask a small number of schools to undertake this evaluation at a small cost to the board – this was supported - Link up Between Pan Cheshire, Strategic and Local Groups - Following concerns raised about lack of communication , poor alignment of agendas and failure to feedback on work being undertaken board members discussed how to improve relations between pan Cheshire groups and their local counterparts. Clear pathways and reporting structures are required with ownership for specific tasks identified. <p>Action:</p> <ul style="list-style-type: none"> - MP to evaluate practice from a sample of schools and provide report containing evidence of good practice (including case studies) for presentation to relevant bodies. - GF will email Ali Stathers-Tracey to raise concerns about structure and communication between pan Cheshire and local groups.
07/18/02	Chairs Report
	<p>GF highlighted key areas from her chair's report including:-</p> <ul style="list-style-type: none"> - Working Together 2018 has now been published. The document contains guidance on timeframes for development/implementation of new safeguarding structures and transitional arrangements. Changes have been made to SCR process/timescales and would come into force once the new safeguarding

No	Item
	<p>arrangement was in place. The Cheshire Safeguarding Board Chairs, Business Managers and Designated Nurses are meeting on 13/08/18 to explore options for increasing consistency across the pan Cheshire footprint. PJ also highlighted the need for regional discussion on what constitutes 'national importance' and supported North West benchmarking. HB felt this may also apply to DHR.</p> <ul style="list-style-type: none"> - Youth Justice Strategic Plan included for information. A draft Plan has already been submitted to the Youth Justice Board and TD invited comments from Board members. - Terminology for children failing to attend medical appointments. Discussion has taken place on appropriateness of term 'did not attend' (DNA) being used on children's records as they are reliant on parent/carer to ensure appointment is kept. It is therefore proposed to replace this term with the more accurate 'was not brought '(WNB) appellation. The Board noted that Dr Howie Isaac, Community Consultant at CoCH, has recently presented a single agency report on children's non-attendance at hospital appointments to the Audit and Case Review Sub Group (which revealed variance in embedment of this terminology). - Licencing Policy is out for consultation. HB assured the Board that CWAC are looking at this area and SCIE have rolled out a number of training sessions with taxi drivers/passenger assistants. HB confirmed that work is being taken forward on information sharing arrangements for taxis licensed by other authorities to ensure similar rigour has been applied. - Chairing Gaps – GF drew attention to majority of sub groups being chaired by Local Authority staff and encouraged members from partner agencies to volunteer for this role on groups where vacancies have arisen. Alternatively, Paul Jenkins suggested that the governance arrangements for the board that state that the chair of a subgroup must be board member are relaxed to allow existing sub group members to hold this position. PJ agreed to continue to chair the Audit and Case Review Group with Allison Roberts (Vice Chair of Policy, Practice and Standards Group) to cover chairing responsibilities in the interim. Satwinder Lotay agreed to chair the Quality Assurance Group going forward. <p>Action:</p> <ul style="list-style-type: none"> - AE will check GP processes re: DNA. - HB to bring update later in the year in relation to the Licensing Policy and work in relation to safeguarding
07/18/03	Update on CoCH Investigation
	<p>AK provided an update on the investigation being conducted by Cheshire Police into neonatal deaths at CoCH. The investigation is still ongoing with restrictions in place regarding information sharing. The Unit remains operational at level 1 with daily monitoring and staff support in place, particularly following the latest stage of the investigation. AK, Paula Wedd, Anne Eccles and others have recently attended an Incident Coordination Meeting facilitated by NHS England where it was agreed to instigate a Designated Officer referral which is currently in progress.</p>

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	<p>AK confirmed that she has informed the North Wales Regional Board and Betsi Cadwaladr of the investigation, and has also briefed local Welsh MPs accordingly.</p> <p>Action:</p> <ul style="list-style-type: none"> - AK to approve minute comments for transmission to North Wales Regional Board. - AK agreed to keep the board informed of any developments.
07/18/04	<p>Discussions Regarding Future Direction of Safeguarding Partnership Arrangements in line with the revised Working Together Guidance</p>
	<p>ET reported on progress of future arrangements following publication of WT2018. A paper has been circulated detailing timeline and key areas agreed, with formation of a pan Cheshire Task and Finish group to take work forward. Tracey Coffey, Director of Children's Social Care in Halton will chair the first meeting in August and funding has been allocated for an independent project manager to oversee implementation of the new arrangements. ET stressed that whilst responsibility for safeguarding will lie with the three statutory agencies, an inclusive approach will be adopted to ensure involvement of the wider partnership. The Board noted the tight timeline for agreeing/executing the new framework and the need for rapid progress.</p> <p>GF confirmed that she is pulling a local Task and Finish group together to develop proposals around local arrangements but has had difficulty procuring availability for representation from the three key agencies owing to busy schedules. A meeting has been set up for 29/08/18 with health representation secured, Paul Jenkins to rep for Emma Taylor (CSC) and police rep to be confirmed. AE highlighted the importance of ensuring representation from the three key agencies at this event.</p> <p>Action:</p> <ul style="list-style-type: none"> - NG to ensure police representation. If this is not feasible on 29/08/18 GF to discuss alternative dates/police involvement with Pete Shaw/Nigel Wenham.
07/18/05	<p>JTAI Action Plan Progress: Criminal Justice – Police/Probation/Youth Justice Services</p>
	<p>National Probation Service (NPS) – LJ presented an update on progress for NPS actions (p11 of report contains summary of main findings).</p> <ul style="list-style-type: none"> • One early help example assessment provided for investigation which did not reveal global issues; • Contact details and communication methods have been refreshed; • Regular meetings take place with i-ART and CRC - funding has been identified for Probation placement within front door once role responsibilities have been defined and practical challenges resolved; • Work is being undertaken with Court Team on information which can be accessed on the day; • Single agency audit findings presented to Audit and Case Review Group; • Inspection to be conducted during October/November where JTAI findings will be an element; • Dedicated toolkit based on national resource being issued to staff to enable evidence gathering. • NPS raising awareness of neglect across the age spectrum with future audits to inform work;

No	Item
	<ul style="list-style-type: none"> • Single contact funding ending in August but NPS looking at alternatives ways to continue this post. <p>Board confirmed that they were assured with the evidence provided NPS progress on JTAI actions.</p> <p>Community Rehabilitation Company (CRC)</p> <p>The Board noted the update received and confirmed they were assured by CRC progress on JTAI actions.</p> <p>LJ felt that both probation services had made good progress.</p> <p>Youth Justice Service (YJS) TD updated on YJS actions:-</p> <ul style="list-style-type: none"> • TD is involved with i-ART group chaired by Gemma Gerrish; • Information sharing arrangements have been kept simple and work well; • Strategy discussions remain challenging in terms of multiagency involvement but digital solutions have been put in place to facilitate engagement; • Audit findings reflect improvements; • Positive engagement with health re information sharing and revised Protocol with Cheshire and Wirral Partnership (CWP); • Successful bid for funding from NHS England to identify gaps in childhood trauma; • Additional police commitment (4 No. officers) but location not yet confirmed. Meeting taking place between YJS and Police to resolve. <p>ET queried the NHSE funding for childhood trauma and emphasised the need to avoid duplication and TD agreed to ensure this work fed into New Ways of Working.</p> <p>Board confirmed that they were assured with the evidence provided with YJS progress on JTAI Actions</p> <p>Cheshire Police - LC highlighted that the main area for police action related to work around Vulnerable People Assessments (VPA) and confirmed that work is ongoing to improve this process via a number of strands including:-</p> <ul style="list-style-type: none"> • Formation of a VPA Audit group to review process and create action plan; • Scheme to be piloted in Ellesmere Port around VPA risk assessment; • VPA video clip produced to improve understanding for front line staff; • VPA form being redesigned to capture relevant information; • Training being developed to raise awareness and improve accuracy on completion of VPAs and strengthen links with CSC and health; • Performance test to be undertaken 6 weeks following training to evaluate impact. <p>Board confirmed that they were assured with the evidence provided with police progress on JTAI actions.</p> <p>Action:</p> <ul style="list-style-type: none"> - Board to review health progress on JTAI actions at October meeting.
07/18/06	Annual Report on the Work of the Children in Care Group
	ET outlined key points from the annual report on the Work of the Children in Care

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	<p>Group:-</p> <ul style="list-style-type: none"> • Positive feedback has been received on the work and function of the group. • Membership is drawn from a range of partners, including the Children in Care Council (CICC), with good attendance and participation at meetings. • Overall no concerns have been raised around safeguarding for CWAC Children in Care population, with high risk cases appropriately managed and funding provided to support specialist placements. • Joint working with health has improved significantly although Initial Health Assessments remain problematic. • Positive trend for increased educational attainment noted with focus on PEP quality and improvement at key stage 2. Significant work is being undertaken on leaving care offer but further work required to increase ability to secure employment opportunities. <p>ET highlighted an increase in adoption placement breakdowns for complex cases and confirmed that discussions are taking place at regional level to establish whether this is an issue for other Authorities and identify themes and trends. Risk principles/processes are being developed to improve management consistency.</p> <p>The Board discussed possible help available to address behavioural issues. Dr Howie Isaac highlighted limited NHS funding in place but agreed that this may not be sufficient to cover cost of provision of necessary expertise. Whilst a number of options are on offer the key factor is the ability to 'match' appropriate service e.g. early help, school etc. Pressure to diagnose and complexity of developmental trauma were also recognised as factors.</p> <p>Action:</p> <ul style="list-style-type: none"> - ET to re-issue available help pathways and Sophie Wales identified as appropriate contact.
07/18/07	LSCB Draft Annual Report
	<p>Responsibility for compiling the LSCB Annual Report for 2017-18 has been outsourced to a private consultant and the draft Report was tabled for comment and endorsement by the Board (any further revisions required will be undertaken by the LSCB Quality Assurance Officer)</p> <p>AK confirmed that the Domestic Abuse annual report will also be tabled at Board when available.</p> <p>Action:</p> <ul style="list-style-type: none"> - Members to send comments to NG. <p>The Board endorsed the draft Annual Report</p>
07/18/08	CSE Peer Review Findings
	<p>HB drew attention to Peer Review presentation circulated with Board papers and highlighted key findings, which included a number of positive comments. A task and finish group has been formed to take work forward with the first meeting held on 23/07/218 where membership, ToR and key work streams were agreed. An action plan is in place to track progress on identified tasks.</p>

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	<p>The subgroup also focused on the function and operation of the CSE Operational Group with the following actions identified:-</p> <ul style="list-style-type: none"> - Business Manager to re-assess review undertaken in 2017 in light of Peer Review findings; - Consistent chairing – Police have previously chaired this group but following changes to personnel the vice chair (SCIE Officer) has undertaken this role for a number of consecutive meetings; - Data collection and wider exploitation – HB highlighted the need to broaden remit to exploitation and agreed to meet with LC to explore utilisation of CSP funded police analyst to provide data on exploitation hotspots, victims/perpetrators and emerging trends with quarterly reporting to board. <p>Actions:</p> <ul style="list-style-type: none"> - Sian Jones to re-assess review undertaken in 2017 in light of Peer Review findings - LC to identify appropriate chair and ensure regular attendance (in line with other pan Cheshire authorities); - HB/LC to meet to discuss to explore utilisation of the CSP funded police analyst to provide a hotspots report for the board.
07/18/09	Update on Work of Task and Finish Groups
	<p>Think Family – this group has now completed its remit with further work being streamed through Policy, Practice and Standards, Learning and Development and Audit and Case Review Sub Groups.</p> <p>Key Achievements:-</p> <ul style="list-style-type: none"> - Think Family logo and brand developed around mission statement “Think Child, Think Adult, Think Family”; - Sign up to include Think Family principles within all future commissioned service and CCG contracts; - Work linked in to New Ways of Working; - Think Family approach to be incorporated within training (looking at a ‘train the trainer’ model); - Appropriate questions will be added to front line visit template; - Zara Woodcock will conduct pilot on pathway for parents with learning difficulties in Ellesmere Port locality. <p>Board endorsed Think Family approach.</p> <p>Members also sitting on the LSAB confirmed that 7 minute briefing was tabled at meeting on 24/07/18 but were not sure whether accompanying report was also endorsed.</p> <p>Action:</p> <ul style="list-style-type: none"> - NG to check if the Adult Safeguarding board had formally endorsed the report with Karen Owen. <p>I-ART - The Board endorsed the change to the review criteria requested ‘to include the explicit recommendation of requirement of use of an evidence based assessment tool when making contact with i-ART, unless there is an immediate safeguarding need.’</p> <p>ET outlined key issues and drew attention to slide (displayed at meeting) on low percentage of contacts where TAF is already in place or supported by appropriate assessment tools. PJ confirmed that this was also a consistent finding in multiagency</p>

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	<p>audits. The Board discussed the importance of context and perception of risk, and noted that agreed multiagency policy/CoN thresholds are in place which clear set out practice expectations.</p> <p>The Board agreed to form a PIM Task and Finish Group to explore a number of issues and SaL agreed to work with the Business Manager to pull this together. However, member's highlighted potential resistance to any additional work generated and felt that focus should be on improving efficiency within existing systems. It was agreed by the Board that there was no requirement for police to complete the additional tools. The VPA's contain an embedded DASH Risk Assessment tool and in addition a daily risk assessment meeting takes place within the front door which was agreed to be sufficient.</p> <p>ET drew attention to increased activity within Winsford and Northwich locality and confirmed that a further summit had been held on 27/06/18 with good multiagency representation enabling development of action plan.</p> <p>Action:</p> <ul style="list-style-type: none"> • SaL to work with LSCB Business Manager to pull PIM Task and Finish Group together. <p>Transitions – ET expressed frustration with the failure of this group to progress business and low attendance levels at meetings. Key issue – young people falling between children's and adults thresholds. Group has now been dissolved and work is being taken forward via alternative route.</p> <p>e-Safety – Work being led by SCIE and police. First meeting held on 19th July with ToR, membership and four key work areas agreed.</p> <p>The Board acknowledge the ongoing work of the Task and Finish Groups.</p>
07/18/10	Update on Serious Case Reviews
	<h1 style="margin: 0;">Irrelevant & Sensitive</h1>
07/18/11	LSCB Staffing
	<p>PJ provided a verbal update on the LSCB business team.</p> <p>Key Developments</p> <ul style="list-style-type: none"> - Sian Jones has been appointed as LSCB Business Manager. Whilst her appointment commences on 21st August, she will not be in post until 3rd

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	<p>September owing to annual leave commitments.</p> <ul style="list-style-type: none"> - The Learning and Development Officer, Dawn Lewis, has been appointed as Business Manager for the LSAB and will leave the LSCB to take up this role on 24th August. Discussions will take place with Halton to review future training requirements under the shared agreement. - The Quality Assurance Officer, Gordon Grinney, [Irrelevant & Sensitive] [Irrelevant & Sensitive] disruption to audit programme and data production. Arrangements have been put in place to reduce slippage. <p>PJ confirmed that a number of posts within the LSCB business team (Learning and Development Officer/Quality Assurance Officer/Training Administrator) are held under a shared agreement with Halton BC and suggested that recent developments may provide an opportunity to review how these posts are covered. Discussions on alternative deployment are taking place with LSAB and Local Authority to explore options.</p>
07/18/12	LSCB Business Plan
	<p>PJ reported that the Business Plan has been refreshed as part of the work undertaken by a private consultant (updates highlighted in red), with progress to be reviewed by the LSCB Quality Assurance Officer. The Board noted that the current Business Plan will complete in 2019 and discussions are required on how to take work forward under new arrangements.</p> <p>Action:</p> <ul style="list-style-type: none"> - Board members to send comments on Business Plan to NG.
07/18/13	LSCB Annual Conference 2018 Arrangements
	<p>This year's Annual Conference will be held on 9th October on the subject of Childhood Adversity. Two speakers have been confirmed so far and Dawn Lewis/Sian Jones will meet shortly to finalise arrangements.</p>
07/18/14	Executive Update to Board
	<p>PJ confirmed that all key areas discussed at the July Executive had been covered in other agenda items.</p>
07/18/15	Budget/Board Contributions
	<p>PJ reported on the LSCB budget position and drew attention to the significant reserve accrued, partly enhanced through saving of almost a year's business manager salary and training generated income. GF advised on pan Cheshire agreement to continue existing local funding arrangements until 2020/21 in order to support transition and PJ stressed the need to explore options for a future funding model, highlighting corporate restrictions on carrying over surplus finance. However, Board members were confident that the reserve could be maintained via existing or alternative financial structures.</p> <p>PJ confirmed that he had received a request from one specific agency to claw back 80% of their annual contribution to cover an unexpected financial obligation. However, he argued that if the Board agreed to this request it would entitle all partners to receive a similar percentage refund leaving the reserve at a dangerously low level.</p>

No	Item
	The Board rejected the request and agreed to maintain the current reserve.
07/18/16	Quality Assurance/Performance
a)	CDOP 2017-18 Q4 Report - The Board noted the report. GF highlighted that a quality assurance was being undertaken in Cheshire East as there has been some concern with the numbers attributed to CE; and whether they are CWC children. This has delayed production of annual report until data has been accurately plotted.
b)	Safeguarding Quality Assurance Unit (SQAU) Q4 Report – PJ highlighted changes within CP conference process to improve case management between initial and review meetings. Plans are being written in a smarter way and all scrutiny/challenge is being recorded under escalation. PJ also confirmed that the previous backlog for CP conference minutes had been reduced to approx. 32 sets and steps have been taken (increase of minute taker establishment/changes to structure of minutes etc.) to permanently resolve issues.
c)	Safeguarding Children in Education (SCIE) T2 Report – The Board noted this report. MP confirmed that SCIE had responded to EHE consultation (which has now concluded) and he will report findings when available.
07/18/16	Information to be Received
a)	Youth Justice Service Strategic Plan The above named documents were received for information with no comment from Board members.
07/18/17	Any Other Business
	<p>CIC Health data – AE highlighted difficulties in tracking this data as it has to be produced manually and is therefore resource heavy. However, figures improve towards the end of care period.</p> <p>Partner in Practice – ET announced that Cheshire West and Chester Council has been named as one of only twelve authorities nationwide whose practice is of sufficient quality to enable them to support other authorities who 'require improvement' to raise their standards. Innovative work on New Ways of Working has also been recognised with additional funding for both projects being secured.</p> <p>GF formally thanked the LSCB Business Administrator on behalf of the Board for ensuring continuity of business in the absence of a business manager over an extended 11 month period.</p>
	<p>Meeting closed at 4.35 pm Next Meeting: Monday 22nd October 2018 at 1.30 pm in Conference Room A&B, 1829 Building, Countess of Chester Health Park, Liverpool Road, Chester CH2 1HJ</p>

LSCB Board Attendance 2018-19

Members	Agency	Meeting Dates			
		16/04/18	27/07/18	22/10/18	11/02/19
Gill Frame (Chair)	Independent Chair	√	√		
Alison Amesbury/ Terry Upton	Housing Solutions	Apr	Apr		
Chris Baggs/Jo Kavanagh	West Chester College	Apr	Apr		
Helen Brackenbury	Early Help and Prevention	√	√		
Gavin Butler/Karen Owen	Adult Safeguarding	Apr	Apr		
Tom Cheadle	CAFCASS	√	Apr		
Gareth Cheesman	Lay Member	Apr	√		
Dee Davies/Jackie Rooney	NHS England	Apr	Apr		
Caroline Crosby	Legal Safeguarding Manager	N/a	N/a		
Avril Devaney/ Satwinder Lotay	Cheshire and Wirral Partnership	√	√		
Steve Dool	Neston High School	√	Apr		
Nicky Dowling	Highfield Primary School	Apr	Apr		
Anne Eccles	Designated Nurse/CCG	Apr	√		
Lisa Jenkins/ John Davidson	National Probation	√	√		
Paul Jenkins	Safeguarding Quality Assurance Unit	√	√		
Gareth Jones/Tom Dooks	Cheshire West, Halton and Warrington Youth Offending Service	√	√		
	LSCB Business Manager	X	X		
Allison Kelly	Countess of Chester Hospital	Apr	√		
Nicole Meardon	Elected Member	Apr	Apr		
Dr Rajiv Mittal/ Dr Howie Isaac	Designated Doctor	√	√		
Mike McCann	Greenbank School	Apr	Apr		
Mark Parkinson	Education, CWAC	Apr	√		
Kath Senior	Cheshire East NHS Trust	Apr	Apr		

Tony Sharples/Ian Ashworth	Public Health	√	Apr		
Kate Daly-Brown/Joann Carnwell	Mid Cheshire NHS Trust	√	√		
Emma Taylor	Children's Social Care, CWAC	√	√		
Tracey Shewan	NHS Vale Royal Clinical Commissioning Group	Apr	Apr		
Paula Wedd	NHS West Cheshire Clinical Commissioning Group	√	Apr		
Peter Shaw/ Louise Cherrington	Cheshire Police	√	√		
Jenny Archer-Powell	Cheshire and Greater Manchester Probation	Apr	Apr		
Noreen Gallagher	Administrator	√	√		