

MINUTES

The Local Safeguarding Children Board
Executive Meeting Held on Wednesday 4th July 2018 at 9.30 am in
Room 2.7, Council HQ, 58 Nicholas Street, Chester

Members	Agency	Meeting Dates			
		04/07/18	03/10/18	12/12/18	13/13/19
Paul Jenkins (Chair)	SQAU	√			
Helen Brackenbury (HB)	IES	Apr			
Angela Lewis (AL)	Commissioning	√			
Anne Eccles (AE)	Health	√			
Sian Jones (SJ)	LSCB	X			
Sue O'Dell (SOD)/ Rosie Goodwin (RG)	GP	Apr			
Karen Owen (KO)	Adult Services	√			
Emma Taylor (ET)	CSC	Rep			
Peter Shaw	Police	Apr			
Paula Wedd (PWe)	Health	Rep			
Administrator					
Noreen Gallagher	LSCB	√			
Guests					
Dawn Lewis	LSCB	√	X	X	X
Gill Frame	LSCB	√			
Gemma Gerrish	CSC	√	X	X	X

A = Attendance; Apr = Apologies received; Apr-rep = Representative attended; N = non-attendance, no apology received; X = Period before or after membership

No	Item	Owner
07/18/01	Welcome and Introductions	
	PJ welcomed members and noted apologies.	
07/18/02	Previous Minutes, Matters Arising and Review of Action Log	
	Minutes from the previous meeting were read and agreed as accurate, and actions were reviewed (see separate action log).	
07/18/03	Progress Report on i-ART Review	
	Gemma Gerrish, CSC Senior Manager, attended the meeting to update on the work of the i-ART Task and Finish group (see report for detail). The group is well supported with appropriate membership and work is well underway, with three meetings having already taken place. Concerns regarding lack of inclusion of evidence based tools within referrals are being addressed and a number of options have been put forward, including explicitly requesting that the relevant tool must accompany each referral. However, PJ raised potential for	

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	<p>negative impact if practitioners delay submission of referrals until tool has been completed. The Executive recognised the need to ensure that early help is provided. Whilst neglect assessment tool has not yet been updated there are other tools such as Home Conditions to support this work. GGe confirmed that a significant amount of training has been rolled out in the form of toolkit workshops, together with promotion of messages by SCIE and TAF advisers and inclusion of material in LSCB bespoke training. Clear roles and responsibilities have been agreed and i-ART is liaising with the SCIE team to build on previous work. GGe acknowledged increased evidence of tool use and AL confirmed that appropriate messages are promoted within commissioned contracts.</p> <p>Following endorsement of the report content by the Executive the i-ART Task and Finish Group will now begin work on COMMS.</p>	
07/18/04	<p>Engaging with Children and Young People and use of the LSCB's Voice of the Child Guidance</p>	
	<p>GGe highlighted work done with young people across Children's Social care (CSC) and Early Help and Prevention (EHP), which has revealed that practitioners need to adopt a creative attitude and consider a range of options in order to capture the voice of the child. There appears to be a lack of awareness around the LSCB Voice of the Child Guidance and variance in evidencing the use of this tool suggest that further promotion is required to increase knowledge of this information, possibly through staging an event to publicise the documentation. PJ recognised that the Guidance could be very prescriptive, but drew attention to under use of the available advocacy service.</p> <p>Members agreed that more creative approaches to capture the voice of the child are needed and supported GGe's proposal to highlight the child's comments in bold on case documentation as a simple but effective measure to evidence the child's narrative. DL also suggested that this issue could be included in the multiagency toolkit events and highlighted the usefulness of the 'Here by Rights' Standards, although GGe felt this represented more of a value base. KO highlighted that it may be useful to hold informal chats with agencies to promote GGe's recording option with other agencies.</p> <p>GGe confirmed that this issue is high on the Local Authority agenda and they are working with partner agencies to look at how to develop creative consistency. Other options include sharing work led by participation officers with partners, information being collected as part of S11 and promoting advocacy service.</p> <p>Action</p> <ul style="list-style-type: none"> • Gordon Grinney to drill down into S11 data for evidence of information on the Voice of the Child 	GG
07/18/05	<p>2015-19 Business Plan and Annual Report</p>	
	<p>The Executive reviewed the business plan following work undertaken by Tim Newton (commissioned professional) and noted that further information is required to close significant gaps and provide data for</p>	

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	<p>inclusion within Annual Report. Members noted that work may already be in progress on some areas identified e.g. asylum seekers and therefore focus should be placed on finding evidence of work undertaken. It was agreed that this task will be assigned to Gordon Grinney, LSCB QA Officer, as a priority with partners to feed in comments.</p> <p>The Executive noted that the current business plan will complete in 2019 (covering the period leading upto the new arrangements) and highlighted the need for discussion on transfer proposals to ensure smooth handover and continuity of safeguarding effectiveness.</p> <p>The Executive was advised that work is progressing on the draft Annual Report and GF is confident that this document will be ready for submission to July board for endorsement.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Gordon Grinney to complete work on business plan and annual report. Both documents to be submitted to July Board for endorsement, with final report to be presented for scrutiny in autumn 2018. • NG to send GGe copy of business plan • AL will send NG appropriate wording for section 3.1 	<p>GG</p> <p>NG</p> <p>AL</p>
07/18/06	Future LSCB Arrangements – Pan Cheshire Report	
	<p>The Executive noted that the revised Working Together Guidance 2018 (containing framework for new safeguarding arrangements) has still not been published. GF outlined information from pan Cheshire report detailing broad agreement on future arrangements for the Cheshire footprint. However, GF felt it was vital to involve partners in shaping the local framework and suggested forming a Task and Finish group to inform discussion on potential model taken forward. PJ/AE supported this idea and AE confirmed that she and her counterpart, Moira McGrath, have already met with the Health Executive to stress the importance of their being involved in this work. GF confirmed that she would be happy to facilitate an initial meeting in early August, with membership to comprise representation from the three key partner agencies and other relevant professionals. Discussion will focus on agreement re direction, developing clear governance arrangements and assigning timelines. Staffing make up and sub group structures will also be key considerations.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Pan Cheshire Report to be tabled at July Board • Task and Finish Group on local arrangements to be convened in early August. 	<p>GF</p> <p>GF</p>
07/18/07	LSCB Contributions	
	<p>PJ requested agreement on maintenance of existing contributions for 2018-19 to finance the LSCB up to changeover. He also confirmed that one agency has submitted a request to draw a sum of approx. £ [I&S] (75% of their annual contribution) against the reserve (total approx. £ [I&S] – broken down into approx. £ [I&S] through contributions and approx. £ [I&S] from income generated trading). PJ explained that whilst the reserve figure appears buoyant this fund</p>	

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	<p>currently appeared inflated owing to saving on business manager salary for almost a year. However, once the new manager is in post expenditure level will return to normal and the reserve could be rapidly depleted through unexpected circumstances (SCRs etc.)</p> <p>The Executive discussed options available including refunding all partners 75% of their contributions (which would leave a reserve of approx. £ I&S), treating the request as an exception and reaching a compromise (all agencies to pay a reduced percentage contribution for this year (2018-19). Members favoured the latter suggestion but agreed that a formal paper should be submitted for discussion and agreement at July board.</p> <p>PJ also highlighted the need for an agreed funding formula for future arrangements to be put in place by September 2018.</p> <p>Action:</p> <ul style="list-style-type: none"> • PJ and Brian Phillips (Finance Manager) to craft appropriate document. 	PJ
07/18/08	Staffing Update	
	<p>PJ confirmed that the Dawn Lewis, LSCB Learning and Development Officer, has been appointed as LSAB Board Manager and will take up her new role at the beginning of September 2018. Gordon Grinney, LSCB Quality Assurance Officer, Irrelevant & Sensitive</p> <p style="text-align: center;">Irrelevant & Sensitive</p> <p>disruption of progress on work but it is hoped that Gordon can significantly regain ground over the summer period. Noreen Gallagher continues to manage LSCB administration in the absence of a business manager.</p> <p>PJ highlighted difficulties in procuring new chairs for sub groups and over reliance on Local Authority staff to undertake this role (three groups are currently chaired by safeguarding unit personnel and one chaired by SCIE). The Executive agreed that there will be opportunities to review structure/capacity going forward within the new arrangements.</p> <p>PJ also confirmed that Dawn's departure will trigger a review of shared CWAC/Halton posts with a number of options being put forward for consideration.</p>	
07/18/09	CDOP Costs Overview Report	
	<p>The Executive endorsed this year's CDOP contribution of £ I&S</p> <p>The cost of funding the admin post remains essentially the same as last year (with a slight uplift) and there may be small additional contribution required for CDOP chair owing to shortfall in funding and extension of position until March 2019.</p>	
07/18/10	Child Protection Information Sharing Scheme (CPISS)	
	<p>PJ and AE reported on impact of Child Protection Information Sharing Scheme. A number of issues have been raised about confidentiality,</p>	

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	unnecessary sharing of information and notification pathways. An audit will be undertaken later in the year to test the process and identify issues. AE confirmed that she is taking work forward with GGe to address challenges and raise awareness with front line managers. On a positive note, GGe confirmed that the Local Authority is 97% compliant with NHS numbers.	
07/18/11	Protocol to Safeguard the Welfare of Children at Risk When They Are Residing with a Parent(s) or Carer(s) with a Learning Difficulty or Disability	
	<p>GF confirmed that this Protocol has been developed following work undertaken in Cheshire East as part of the think family programme. GGe highlighted that the parent checklist was not attached.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Executive endorsed Protocol • GGe to work with ZW on pilot in Ellesmere Port 	GGe
07/18/12	Update from Think Family Task and Finish Group	
	<p>The final meeting of the Think Family Task and Finish Group took place on 28.06.18. GF confirmed that work on this project is now complete and she will submit a final report on agreed proposals to both LSAB and LSCB July meetings (24/07/18 and 27/07/18 respectively).</p> <p>Key Issues</p> <ul style="list-style-type: none"> • Greater front door integration between adults and children's services. • Alignment of children's and adult facing tools on toolkit. • Agreed Think Family brand/logo. • Ongoing work to be routed through Policy, Practice and Standards (PPS) Group. • Importance of aligning proposals with Local Authority's New Ways of Working scheme to prevent duplication/conflicting approaches. <p>KO highlighted differences between children's and adult services perspective.</p>	
07/18/13	Transitions Group Update	
	<p>PJ updated on work of Transitions Group.</p> <p>Key tasks include:-</p> <ul style="list-style-type: none"> • Development of Transitions Strategy • Discussion on how to meet needs of young people in 16-25 age bracket who do not meet adult threshold for support. <p>The Executive agreed that whilst little progress has been made there are improvements on previous situation. Focus will shift to ways of wrapping care around young people who do not meeting threshold for care and support under Care Act, with particular emphasis on reduction of future costs to agencies by addressing issues at an early stage.</p>	

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	<p>Action:</p> <ul style="list-style-type: none"> • Judith Griffith/Gavin Butler to meet to discuss issues. 	
07/18/14	Feedback from Sub Groups	
	<p>Audit and Case Review Group Chair: Paul Jenkins Meeting: 15th May 2018</p> <ul style="list-style-type: none"> • The Group agreed to undertake a PLR on a new referral, with a caveat that an SCR may be considered following further investigation. The Executive questioned the process direction of travel as they felt that if there was potential for an SCR a panel meeting should have been convened with the case being stepped down if it did not meet threshold. PJ acknowledged that the process may require re-structure in the light of this. • The group recognised disruption caused to audit process through GG's sickness. GG is now returning to work on a phased arrangement and PJ agreed to look at options for regaining ground on outstanding work. • Single agency audits continue to feed into ACRG providing assurance on safeguarding commitment and work being undertaken to improve service and address gaps. • Group raised concerns about lack of mechanism to report back to board on challenges raised, specifically independent facility. • Group member raised an issue on behalf of schools challenging CAMHS procedure which only allows parent/carer to make appointment/accompany young person to consultation. They argued that parents are not always able to initiate and support this process and school personnel may be better placed to facilitate intervention. The Executive suggested that this issue is referred to CAMHS Board representative. • The single agency report from CoCH on lack of attendance at appointments highlighted a terminology issue – it was felt more appropriate to record missed appointments as 'Was Not Brought' (wnb) rather than 'Did not attend' (dna) as onus is on parent to ensure appointment is kept. The Executive agreed with this rationale and GF agreed to highlight the preferred term in her Chair's Report. <p>Joint LSAB/LSCB Learning and Development Group Chair: Karen Owen Meeting: 10th May 2018 Membership for this group is appropriate with good attendance.</p> <ul style="list-style-type: none"> • Adult services have privately commissioned LSCB QA Officer to produce analysis for their TNA. A joint report will now be completed. • DL confirmed that her change of role will not affect involvement on this group. <p>Missing From Home/CSE/Human Trafficking Group Chair: Helen Brackenbury Meeting: 7th June 2018</p> <ul style="list-style-type: none"> • The group received the findings from the CSE Peer Review held earlier in the year. A task and finish group has been set up to 	

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	<p>take work forward, with an initial meeting convened for 23/07/18.</p> <ul style="list-style-type: none"> • The new commissioned contract for work with missing children has been awarded to Young Addaction and will commence on 02/07/18. Jude Houghton, who previously worked for Catch-22, will transfer to the new organisation and continue her role under the new management. Donna Wells, Service Manager for Addaction has also been invited to attend the next group meeting to discuss requirements. • Following approval of 25K from CSP to take work forward on broadening remit of CSE exploitation (to include criminal and economic strands) the group discussed how best to utilise this money. Members highlighted work already ongoing within their agencies and a pan Cheshire approach was endorsed to develop at single policy and deliver training. The group also supported the exploitation tool developed by the Youth Justice Service and considered piloting use of this tool across the partnership. • In addition, the group backed multiagency promotion of the Know and See campaign. <p>Policy, Practice and Standards Group Chair: Paul Jenkins Meeting: 19th April 2018</p> <ul style="list-style-type: none"> • Group is continuing to struggle with pan Cheshire Policies and Procedures. • Work on updating CP Appeals process is progressing. • Ian Bowden is undertaking a piece of work on structures prior to neglect documentation being finalised. • LSCB Website requires review/update • LADO procedures have also been updated. • The group noted good and bad practice with a particular issue raised around additional work required on transfer in cases from areas where practice falls short of CWAC expectations, particularly Wirral and North Wales. Issue to be escalated to GGe and ET. • Single agencies submit safeguarding policies for review by group but difficulties have been experienced in getting them to complete checklist template. <p>Quality Assurance Group Chair: Vacant role Meeting: 21st June 2018</p> <ul style="list-style-type: none"> • This meeting was deferred to September 2018 as majority of information was not available owing to QA Officer's sick leave. • The role of permanent chair for this group has still not been filled, with Vice Chair having performed this function for the past year. 	
07/18/15	Risk Register	
	Risk register not yet updated.	
07/18/16	Feedback to Board	
	The Executive have agreed to form a Task and Finish group to support development of local future safeguarding arrangements following broad agreement on pan Cheshire working proposals.	

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	<p>The Executive discussed financial commitment to LSCB until new arrangements are in place and reviewed request by one partner agency for draw on reserve. PJ to table paper at board for decision.</p> <p>Update on staffing was received. Implications for future of shared posts with Halton were noted and alternative options considered.</p> <p>Emma Taylor briefly attended the meeting to inform the Executive of developments on the Neonatal Investigation at CoCH following health worker's arrest on suspicion of murder. ET confirmed that a telephone conference between key professionals has taken place and the Executive was assured that measures have been put in place to coordinate activity and deal with enquiries from public and media.</p> <p>Gemma Gerrish reported on work with done with young people to capture the voice of the child and suggested that children's comments are recorded in bold on all documentation as a simple and effective way of highlighting the child's narrative. The Executive supported this action and endorsed promotion across partner agencies.</p>	
07/18/17	Information to be received	
	<p>The Executive received the Board minutes from the meeting on 16/0418 and new arrangements for SCR Notification without comment.</p>	
07/18/18	Any Other Business	
	<p>Neonatal Investigation at Countess of Chester Hospital (CoCH) ET briefly attended the meeting to update on developments following a police investigation into neonatal deaths at the hospital and the arrest of a hospital worker on suspicion of murder. A telephone conversation held this morning between key agencies agreed that a single coordination panel will be set up immediately to address issues and develop a Memorandum of Understanding to govern activity. A meeting chaired by Margaret K, Director of Nurses for NHS England, will also be held shortly to discuss the situation. A COMMS Trust has been set up with all enquiries to be directed to this Trust or police. No information is to be disclosed to outside parties (media etc.) Paula Wedd is lead for CCG and Emma Taylor will lead for Local Authority.</p> <p>Meeting closed at 12.05 pm Next Meeting: Wednesday 3rd October 2018 at 9.30 am in Room 2.7, Council HQ, 58 Nicholas Street, Chester.</p>	