

Date: 19 November 2009 | Time: 1.00pm | Venue: The Education Centre

Glossary of Terms and Abbreviations used.

CAF	Common Assessment Framework	NSPCC	National Society for the Prevention of Cruelty to Children
CAFCASS	The Children and Family Court Advisory and Support Service	NTHFT	North Tees & Hartlepool Foundation Trust
CESC	Children, Education & Social Care	PCT	Primary Care Trust
CDRP	Child Death Review Project	RA	Representative Attended Meeting
CTB	Children's Trust Board	SCR	Serious Case Review
CQC	The Care Quality Commission	SCRP	Serious Case Review Panel
DCSF	Department of Children, Schools & Families	SLSCB	Stockton-on-Tees Local Safeguarding Children Board
GONE	Government Office North East	TEWV	Tees, Esk & Wear Valleys NHS Trust
IMR	Independent Management Review	NHS Trust	
MA	Member Attended Meeting	TG	Task Group
MAPPA	Multi-Agency Public Protection Arrangements		
NC	No Contact / Attendance at Meeting		

1) Attendance at Meeting

Key: MA – Member Attended, RA – Representative Attended, A - Submitted Apologies, NC – No Contact/Attendance

Board Members

Name		Title	Representing	Attendance
Jane Humphreys	JH	Corporate Director of Children, Education & Social Care (CESC) (SLSCB Chair) Link to Drug Action Team & Domestic Violence Executive Group	Stockton-on-Tees Borough Council	MA
Sandra Egleton	SE	Assistant Director of Children's Services (SLSCB Vice Chair)	Barnardo's	MA
Lynne James	LJ	Service Manager	CAFCASS	MA
Alastair Simpson	AS	Detective Chief Inspector	Cleveland Police (Crime / Child Protection)	MA
Ted Allen	TA	Chief Inspector Link to Youth Offending Service & Safer Stockton Partnership	Cleveland Police (Stockton District - Prevention)	MA
Sujinder Sangha	SSa	Principal, Riverside College	Colleges	A
Ian Harrington	IH	District Manager	Fire Service	MA
Cath Siddle	CS	Deputy Director of Nursing	North Tees & Hartlepool Foundation Trust (NTHFT)	A
Linda Watson	LWa	Head of Community Services	North Tees & Hartlepool Foundation Trust	MA
Sue Smith	SSm	Director of Nursing & Patient Safety	North Tees & Hartlepool Foundation Trust	A
Anne Moore	AM	Director of Nursing & Therapies	Tees PCT	MA
Bernice Gallagher	BG	Children's Services Manager	NSPCC	MA
Hazel Ducker	HD	Head Teacher	Primary Schools	A
Julie Allan	JA	Assistant Director Link to MAPPA	National Probation Service	RA
David Youldon	DY	Head Teacher	Secondary Schools	MA
Julie Nixon	JN	Head of Housing	Stockton-on-Tees BC	MA
Julia Morrison	JM	Head of School Effectiveness / Assistant Director NTHFT	Stockton-on-Tees Borough Council CESC / NTHFT	MA
Peter Seller	PS	Head of Children & Young People's Strategy / Assistant Director (Commissioning) Stockton PCT Link to Sexual Health Service, Domestic Violence Executive Group & Hidden Harm	Stockton-on-Tees Borough Council CESC / Stockton PCT	MA

MINUTES OF SLSC BOARD MEETING 19.11.09

Shaun McLurg	SMcL	Head of Children & Young People's Operational Services / Assistant Director NTHFT Link to MAPPA, Sexual Health Service, Youth Offending Service, Safer Stockton Partnership & Domestic Violence Executive Group	Stockton-on-Tees Borough Council CESC / NTHFT	MA
Elaine Hunneyset	EH	Head of Offender Management	HM Prisons (Holme House)	MA
Ray Graham	RG	Community Services Manager and Professional Lead for CAMHS Nursing.	Tees, Esk & Wear Valleys NHS Trust	A

Scrutiny / Information Role (Due to the nature of these roles standing apologies may be noted)

Name	Title	Representing	Attendance
Cllr Alex Cunningham	Lead Cabinet member - Children and Young People	Elected Member Stockton-on-Tees Borough Council	MA
Sam Cramond	NE Child & Maternal Health Service Advisor	NHS North East Strategic Health Authority	MA

SLSCB Staff

Name		Title	Present	Apologies
Pauline Beall	PB	Business Manager	✓	
Lorna Wright	LW	Administrator	✓	

Advisors / Guests / Speakers

Name		Title	Representing	Present	Apologies
Eric Jewitt	EJ	Chair	Training Task Group	✓	
Linda Sandbach	LS	Chair	Procedures & Practice Task Group	✓	
Simon Willson	SW	Chair	Performance & Quality Task Group	✓	
John Graham	JG	Senior Probation Officer	Julie Allen	✓	
Karen Agar	KA	Lead Senior Nurse for Safeguarding Children	Ray Graham - TEWV	✓	
Reuben Kench	RK	SBC Head of Arts & Culture		✓	

No. Agenda Item

**Action
By**

2 Minutes of Meeting held on 17 September 2009

2.1 AM requested the following amendments;

- 3.3 – AM confirmed that this had previously been clarified via MAPPA SMB, but volunteered to co-ordinate with Chris Brown PCT Adult Safeguarding Lead, regarding representatives contact details and clarity of roles.
- C3 - AM confirmed that a Task Group had been set up to address managing media attention from SCR's.
- C4 - AM asked if information on strengthening of Children's Trust Boards will be available in November and ready for discussion at the next meeting.

Minutes agreed as true record.

3 Matters Arising

- 3.1 PB advised of a technical delay with the audit of Social Care Domestic Violence cases, information will be available for January Board meeting. PB
- 3.2 PB has visited two independent schools and will visit the third in December. The meetings so far have been productive. PB suggested members discuss having representation on the Board from independent schools.
- 3.3 Elaine Hunneyset was welcomed to the Board as the representative for Prisons in Stockton-on-Tees.
- 3.4 JH advised that Jayne Forsdike from Newcastle Children's Safeguarding Standards Unit has been thanked for her presentation at the last meeting.

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3.5	<p>JH confirmed that a Summation Report in respect of the RW/C Serious Case Review has been sent to Ofsted detailing how we will address the inadequacies. The letter of response will be shared with the Board upon receipt. The SCR Panel are still meeting to agree the Overview report and Executive Summary; both reports will be ready for the January Board meeting.</p> <p>JH advised the opportunity for her to meet with the mother from the SCR is still open.</p> <p>JH advised information has been received from GONE with regard to independent chairs and confirmed that an Independent Chair is not required for the decision making process. A request was made for the SCR Panel Members to remain after this meeting to discuss the process of referring cases for SCR. JH confirmed that LS will represent Probation on the Panel.</p>	
3.6	<p>JH confirmed that a provisional date of 1st March 2010 has been set for the Safeguarding Peer Review.</p> <p>JH & SMcL have received details of the proposed staff who will be involved; JH has queried their seniority level to ensure it is high enough. Two Elected members have been put forward and one of these will be chosen to be part of the review group.</p>	
3.7	<p>At the last meeting members agreed to identify named operational staff to be members of the E-Safety Network in Stockton. This has not been done and BG reiterated that we cannot progress with the Strategy without this network of operational people.</p> <p>AM nominated Alex Giles for Health Commissioners</p> <p>JH asked if the group was Tees wide. PB advised that the operational groups will be local and the Strategic group will be Tees wide. A Tees strategic development day will be held in January and information will be brought to this group.</p> <p>PB advised that Police are a key element. AS confirmed that police have been involved in 3 E-safety groups where work was completed by Detective Inspector Jason Dickson.</p>	BG
4	Safeguarding in Leisure Services	
4.1	<p>Plans for Billingham Forum Changing Village</p> <p>Reuben Kench introduced himself and apologised for not attending the previous Board meeting.</p> <p>RK explained the rationale behind the plans. The aim is to provide the best combination of facilities and enable staff to provide as much security/supervision as possible. Board members were asked to comment/feedback on the plans. Copies of the plans/layout can be circulated on request.</p>	ALL
4.2	<p>Tees Active Safeguarding Children & Vulnerable Adults Policy</p> <p>RK advised that Tees Active is an independent provider and manages the major leisure facilities for Stockton-on-Tees.</p> <p>The Policy has been developed in consultation with Professionals working in the area of Safeguarding.</p> <p>JH question the use of the term 'Vulnerable adults' as Safeguarding would also cover adults who were not considered vulnerable. The wording needs amending to reflect this.</p> <p>AS pointed out that the 'out of hours' contact number for the Police needs correcting. Social Services Department needs updating to CESC.</p> <p>SMcL felt that although use of photographic equipment is mentioned on Page 6 and cross referenced to the Company Policy it should be made more explicit within the document.</p> <p>Further issues such as annual review of the document, vulnerability of children and staff recruitment were also discussed.</p>	
5	Child Death Review Project (CDRP)	
	Report prepared by Alison Stephenson Acting CDRP Manager and presented by AS.	

No.	Agenda Item	Action By
	<p>The report provided an overview of the first year of the project giving details of previous staffing arrangements and options for continuation of the project.</p> <p>Several options for both Administrator and Project Manager roles were given for consideration.</p> <p>Hartlepool and South Tees LSCB have already considered the options and proposed to go forward with Option 2 for the Administrator and Option 3 for the Project Manger. Following discussion the same options were agreed.</p> <p>Board members agreed</p> <ol style="list-style-type: none"> i. CDRP Administrator – Option 2 ii. CDRP Manager – Option 3 	
6	<p>NSPCC LSCB website</p> <p>Document sent out for information.</p> <p>PB advised that a link to this website could be put onto the LSCB website.</p>	
7	<p>Social Care Audits</p> <p>SMcL gave a verbal report based on the Social Care Audit plan.</p> <p>Following the presentation by Jayne Forsdike and discussions within the council regarding better quality assurance of audits taking place, it was acknowledged that audits could be more systematically collated to improve practice.</p> <p>The programme details levels of audits each manager should undertake. The Casework QA framework will be rolled out from December 09.</p> <p>A report will be presented to the Safeguarding Board as information from these audits will be relevant to all agencies.</p> <p>The group discussed various issues including broadening this across all agencies, extensive/labour intensive work and the benefits of drilling down and learning lessons.</p> <p>SW confirmed that a request has been made for all agencies to complete the audit tool, as yet only a number of agencies have responded. AS requested that the audit tool be circulated again with the minutes.</p>	
8	<p>PREVENT: The Government’s strategy on Preventing Violent Extremism</p> <p>PS gave overview of the report and the Prevent Agenda. The aim is to highlight key actions preventing people involved in violent extremism/terrorism.</p> <p>The report detail resources which can be through the business unit or board members;</p> <ul style="list-style-type: none"> ▪ Toolkit; Learning together to be safe- a toolkit to help schools contribute to the prevention of violent extremism. (www.dcsf.gov.uk/publications); ▪ “Watch over me”; a DVD learning programme. ▪ Theatre presentations; dramas based on issues of extremism which have been used by a number of authorities; ▪ A local DVD has been produced, “Trust your instincts” which is available for agencies to use with all staff. <p>It is proposed that the LSCB give consideration to insertion of a paragraph into existing procedures regarding the referral processes, when a young person is seen to be at risk of radicalisation. PB to take to Tees Procedures Group, which will include reps from schools.</p>	PB
9	<p>CAFCASS Ofsted Inspection Feedback</p> <p>LJ provided verbal feedback from the Ofsted inspection of Cafcass</p> <p>Following an inspection in February 09 which indicated safeguarding fundamental problems with passing on information efficiently, procedures have now been rigorously changed on how to report to Children’s Services.</p>	

No.	Agenda Item	Action By
	<p>A further inspection in September 09 passed all safeguarding areas without query.</p> <p>Further information can be found on Ofsted's Website.</p>	
10	<p>A Strategy for the Common Assessment Framework (CAF)</p> <p>Report presented by SMcL. The document was presented to the Children's Trust on 6 October 2009. It also requires discussion and endorsement by this Board.</p> <p>SMcL gave an overview of the work completed on CAF so far and provided information on how it will be taken forward with a robust training package and CAF coordinator.</p> <p>JH continued with information on the training programme and issues around the funding of new posts. A request has been made to Police and Health for funding contributions, so far Police have responded; They fully support CAF but cannot provide funding at the moment. Response from Health is still required, JH will write to Health Commissioners regarding this.</p> <p>JH advised that members need to be mindful that Ofsted inspections in some other areas have indicated that CAF arrangements is not robust enough.</p> <p>PB advised that CAF should be on the next agenda to provide an update. Information needs to go to the Procedures group to ensure the correct level of CAF is in the procedures.</p> <p>EJ provided feedback from the CAF training programme and advised that training information has gone out to all schools and all agencies. PB advised that the E-Learning package cover CAF however this has been omitted from any information being discussed.</p> <p>The Board noted and endorsed the recommendations made at the Childrens Trust Meeting:</p>	
	<ol style="list-style-type: none"> i. To endorse the overall way forward for developing the CAF in Stockton-on-Tees as detailed in this report. ii. To the publication and distribution of the revised documents as listed in paragraph 2.3. iii. To the policy on CAF and the Lead Professional as given in appendix 3. iv. To the training programme as detailed in paragraph 2.5 and appendix 4. v. To fund a CAF Project Manager for two years and to accept in kind support from CESC for administrative support. vi. To the adoption of the step up-step down model for social work involvement as given in appendix 6, subject to approval by SLSCB. vii. To receive a progress report on the CAF in 6 months time. 	ALL
11	<p>SBC CESC Performance Report</p> <p>SW presented action plan from CYP plan and gave the position at end of this quarter against each PI. The document has already been presented to the CTB and the Select Committee.</p> <p>The group focussed on the Stay Safe PI's, and paid particular attention to NI59/60 NI65 & NI 71 discussions confirmed that overall we are maintaining positive outcomes.</p> <p>AM and SW discussed hospital admissions. AM advised that this is being looked at internally and is becoming a priority. SM/AM to discuss this outside of this meeting.</p>	
12	<p>Children's Workforce Development Strategy</p> <p>EJ gave overview of the report, which aims to provide Board members with the latest information and activity relating to the Children and Young People's Development Strategy as recently presented to the Children's Trust Management Team.</p> <p>EJ brought members attention to the "One Children's Workforce Framework Tool" and how this has been used and identified the next phase of activity that needs to be undertaken before 31st December 2009. Key members working within the relevant areas will be asked to complete questionnaire to indicate where we are currently working at along the 'rainbow'.</p>	
	<p>Board members are asked to note the report and to provide EJ with any comments.</p>	ALL

No.	Agenda Item	Action By
13	Care Quality Commission Letter presented to members for information. JH advised that we will still be getting requests from Trusts.	
14	Board Development and Review of Arrangements	
14.1	Membership Review Members discussed the membership arrangements and what is currently set out as core membership in Working Together. Members addressed area's where gaps in membership seemed to be; <ul style="list-style-type: none"> • Youth Offending – Covered by CESC Operations, discussions were held regarding Head of YOS attending meetings. It was agreed for the three members currently on Youth Offending Service Management Board to cover this area. (SMcL, PS, JM). New member therefore not required. • Connexions – Linked to SMcL responsibilities. • Prisons – Now covered by EH. • Adult Services – Sean McEneany (SMcE), Head of Adult Operations to join Board. • Substance Misuse – Children dealt with via PS. Emma Champley (EC) DAT to join Board. • Faith Groups – Will be looked at when a more robust organisation is available. • Independent Schools – One rep to be invited to represent all three schools. • Sure Start – covered by SMcL New member therefore not required. • Domestic Violence Forums – Links need to firm up. JH Suggested Mike Batty (MB) becomes a member as he would also cover Public Safety. Members agreed. • MAPPA – Already a number of Board members involved in this. (AS, JA, EH) New member therefore not required. • Sport Links – Via Tees Active and DY. New member therefore not required. • Dental Health Services – Can be picked up through Specialist in PCT. New member therefore not required. <p>PB gave information and background on ASCL (Apprenticeships, Skills, Children and Learning) Act 2009. JH felt that discussion across the region is required on how other areas are dealing with the introduction of lay members to the LSCBs.</p> <p>New statutory guidance on <i>The roles and responsibilities of the Lead Member for Children's Services and Director of Children's Services</i> (DCSF, 9 July 2009), states that the Lead Member for Children's Services should be a member of the LSCB, acting as a 'participant observer' (para 2.17).</p> <p>JH had discussions with AM regarding designated Doctor & Nurse becoming members of the Board. AM advised that following CQC inspections and independent review an area that was failing was designated Doctor/Nurse not being on the Stockton-on-Tees LSCB. The Health Boards are now asking for this to be changed. Members were in agreement of this.</p> <p>LW gave clarification of members from Health and their individual roles. KA advised she represents TEWV NHS Trust adult and children services.</p> <p>Board Members agreed to the following new members joining the Board.</p> <ol style="list-style-type: none"> i. Adult Services – Sean McEneany (SMcE), Head of Adult Operations to join Board. ii. Substance Misuse - Emma Champley (EC) DAT iii. Independent Schools – One representative iv. Domestic Violence Forums - Mike Batty (MB) v. Designated Doctor – Name to be confirmed vi. Designated Nurse – Alex Giles (AG) 	
14.2	Involvement in other groups, partnerships etc. Members were given detailed lists of groups and partnerships that other members were involved in locally, Tees wide and regionally. A request was made for information to be given by members who have not already done so. The list will serve as a mapping exercise to provide information on member's involvement and	ALL

No.	Agenda Item	Action By
	connections to other services.	
14.3	Planning 2010 / 2011 Agendas	
	Members discussed agenda arrangement for the next financial year. The following ideas were submitted;	
	<ul style="list-style-type: none"> • Continuation of dealing with business in the current format. • Specific thematic agendas covering key topics at each meeting. • Smaller executive subgroups to process work required. • Yearly planning meetings so agendas are set in advance and could drive the business throughout the year. 	
	Members discussed each point thoroughly and provided opinions in each area;	
	Several members felt that the current way of dealing with business was swamping members with paperwork, and jeopardising the level of scrutiny on key safeguarding issues. It was felt that work coming to the group for 'sign off' was not a good use of member's time, this needs to be refocused to enable issues to be drilled down more effectively.	
	PB asked whether delegation to an executive group could be an option and advised generally emails are now sent out to members advising whether the content is for information, action or decision making to try and streamline information and business issues that need to be addressed.	
	AS advised he has had discussions with other LSCB's regarding their ways of working and they have generally stayed away from executive groups. SMcL seconded his comments adding that the danger of executive groups is that work can be done twice.	
	LW advised hat this model is used in Hartlepool. Very small groups made up of sub-group chairs, their main role is to make up a yearly plan, they are not a decision making group.	
	PS highlighted issues on the CTB and CYP plan such as integrated working which require more challenge internally.	
	Another issue that was discussed was to look at sub-groups and the information that comes from them. We need to move toward chairs of sub-groups taking more control, taking ownership and bringing information back to the board.	
	AM felt that we need to be looking at key learning points from SCR's and work on cascading the information down.	
	DY felt that the Board need to pick up on real issues and decide how they will affect each service. LJ seconded this and felt that it would be useful to have a headline sheet to outline what is required.	
	As an example PB brought members attention to the discussions that have taken place during the last 18 months regarding E-Safety, efforts were made within board meetings to express the importance of this subject, however it would seem that it has only become an issue since the death of a child in Darlington. JH acknowledged that sometime this is the case and business becomes important once an incident has occurred.	
	Board Members agreed to ;	
	<ul style="list-style-type: none"> i. Look at a new way of working, starting in the new financial year. ii. New membership from April 2010 iii. Map out the work we will be looking at, at a development day in January. iv. Be more about challenge than doing business. 	
SI	Standing Items	
A	Inspections / Scrutiny & Actions Required	
A1	SBC Cabinet Member - Children & Young People Issues	
	No major issues reported currently.	

No.	Agenda Item	Action By
A2	<p>Unannounced Inspections</p> <p>JH advised that there have been no unannounced inspections in the area, although information has been received regarding a two day inspection which started on a Thursday.</p> <p>A mock inspection took place in SBC carried out by external consultants with experience in this area. This proved to be a valuable learning experience and a number of areas for further development were identified which are currently in the process of being addressed</p>	
A3	<p>CAA</p> <p>SW advised that CAA will become public on 9th December 09 and will identify issues around health inequalities. Overall we are expecting it to be as good as we want it to be.</p>	
B	Group Updates	
B1	<p>Procedures: - Amendments to LSCB Multi Agency Procedures</p> <p>The report provides members with the proposed amendments to the following sections of LSCB Multi Agency Procedures. All of which have been discussed by members of the Procedures & Practice Task group.</p> <ul style="list-style-type: none"> ▪ 7.8.7 Charing a Child Protection Conference ▪ 9.3.13 Children in Whom Illness is Fabricated or Induced ▪ 13.11 Child Death Reviews <p>Board members agreed to:</p> <ol style="list-style-type: none"> i. Note the Proposed Amendment to SLSCB Procedures Report ii. The proposals in respect of Charing a Child Protection Conference, Children in Whom Illness is Fabricated or Induced and the Child Death Review Process 	ALL
B2	<p>Licensing & Gambling Report April – September 2009</p> <p>This report is presented for information, to keep members up to date with work taking place within the Licensing & Gambling Task Group.</p> <p>PB advised that the Fire Service has invited members of the L&G TG to join them on a premises inspection.</p> <p>Board members agreed to:</p> <ol style="list-style-type: none"> i. Note the Licensing & Gambling report 	ALL
B3	<p>Serious / Case Review(s): Update and Process</p> <p>As detailed in Matters Arising</p>	
B4	<p>Childrens Workforce Training</p> <p>EJ presented the report which gave Board members with the latest information relating to the activities of the Children’s Services Training Group.</p> <p>Members were given copies of the Training Group minutes, Terms of Reference and the E-Learning Report Apr-Sept 09. - Members are asked to note the report and encourage take up of E-Learning within their own organisations.</p> <p>AS advised that Cleveland police have engaged with South Tees LSCB, who have agreed to provide all their E-Learning requirements. PB acknowledged this and advised Stockton LSCB would provide this service for the whole Fire Service across the area.</p> <p>Board members agreed to:</p> <ol style="list-style-type: none"> ii. Note the Childrens Workforce report iii. Encourage take up of E-Learning within their own organisations 	ALL
C	Issues from Members (not included in the agenda)	
C1	<p>TA provided an update on Operation Stay Safe and gave some statistics from the programme so far. JH felt that further discussions were required regarding procedures between TA and SMcL.</p>	
C2	<p>BG brought members attention to the work of the E-Safety group and asked for nominations from operational staff to the Stockton E-Safety Network</p>	

No.	Agenda Item	Action By
D	Action Items	
D1	Childrens' Trust: Reports to be shared with and information received from Childrens' Trust Board Members agreed for the SLSCB Annual report t to be shared in accordance with ASCL (Apprenticeships, Skills, Children and Learning) Act 2009 and the E-safety Strategy report with CTB. PS advised that the CTB have developed a glossary of terms and abbreviations and are available on the website. http://www.stockton.gov.uk/childrenstrust/	
E	Information Items Noted	
E1	▪ Parent Practitioner Forum 25 th September 09 (emailed 11.9.09)	
E2	▪ Gambling - Statement of Licensing Principles. (emailed 18.9.09)	
E3	▪ Improving Support for Young Carers Conference - October 2009 (emailed 18.9.09)	
E4	▪ Safeguarding Information Update 22 nd September 09 (emailed 2.10.09)	
E5	▪ Merger of Teesside and County Durham Probation Boards (emailed 2.10.09)	
E6	▪ Young People Substance Misuse Production (emailed 8.10.09)	
E7	▪ Safeguarding Information Update 29 th September & 7 th October 09 (emailed 12.10.09)	
E8	▪ DCSF Think Family Toolkit (emailed 26.10.09)	
E9	▪ Keeping Safe in a Rapidly Changing Digital World – Event (emailed 26.10.09)	
E10	▪ Ofsted - Learning Lessons from Serious Case Reviews April 1998 - March 2009 (emailed 26.10.09)	
E11	▪ Safeguarding Information Update 20 th October 09 (emailed 27.10.09)	
E12	▪ Safeguarding Information Update 27 th October 09 (emailed 29.10.09)	
E13	▪ Sutton LSCB and Merton LSCB - Expression of Interest for Independent Chairperson roles (emailed 2.11.09)	
E14	▪ Working with Young People with ADHD-Breaking down the Barriers (emailed 9.11.09)	
E15	▪ Safeguarding Indicators and Statutory Targets: Consultation Paper (emailed 9.11.09)	
E16	▪ Safeguarding Information update 6 th November 09 (emailed 9.11.09)	
F	Details of Next Meeting:	
	Date: 21 January 2010	Time: 1.00pm – 4.00pm
	Education Centre, Junction Road	