

1. Attendance & Apologies

Members	Title	Representing	✓ ✗	Name of Substitute
Colin Morris (CM)	LSCB Independent Chair		✓	
Jane Humphreys (JH)	Corporate Director of Children, Education & Social Care (CESC)	Local Authority	✓	
Lynda Brown (LB)	Head of Education, Early Years & Complex Needs		✓	
Peter Kelly (PK)	Director of Public Health		✓	
Liz Hanley (LH)	Adult Services Lead		✗	
Shaun McLurg (SMCL)	Head of Children & Young People's Services		✓	
Julie Nixon (JN)	Head of Housing		✓	
Reuban Kench (RK)	Head of Culture & Leisure,		✓	
Cllr Ann McCoy (AMc)	Lead Cabinet Member - Children and Young People (Participating Observer)		✗	
Rob Donaghy	Detective Superintendent		Cleveland Police	✓
Bev Walker (BW)	Deputy Director of Nursing, Quality and Safety	NHS England (LA)	✓	
Jean Freund (KF)	Executive Nurse	Hartlepool & Stockton CCG	✓	
Linda Watson (LW)	Clinical Director Community Services- NT&H FT (SLSCB Vice Chair)	North Tees & Hartlepool Foundation Trust	✓	
Lesley Mawson (LM)	Associate Director of Nursing and Compliance	Tees Esk & Wear Valley NHS Trust	✓	
Janice Deakin (JDe)	Service Manager	CAFCASS	✓	
Lucia Saiger-Burns (LSB)	Director Of Operations	Durham & Tees Valley Probation Service	✓	
Lesley Cooke (LC)	Lay Member	Lay Members	✓	
Jo Thornhill (JT)	Lay Member		✓	
Kerry Coe (KC)	Head Teacher – Primary Schools	Education Establishments	✓	
Vacancy	Head Teacher – Secondary Schools			
Alex Taylor (AT)	Head Teacher - Independent Schools		✓	
Phil Cook (PC)	Principal SRC		✓	
Steve Rose	Catalyst	Voluntary Sector	✓	

SLSCB Advisors		Representing	✓ ✗
Karen Hedgley (KH)	Senior Manager, Children's Safeguarding and Looked After Children (Designated Nurse).	Hartlepool & Stockton CCG	✓
Kailash Agrawal (KAg)	Designated Doctor	Hartlepool & Stockton CCG	✓
Pauline Beall (PB)	Business Manager	SLSCB	✓
Diane McConnell (DMc)	Chief Advisor School Effectiveness	SBC Schools	✓

Task Group Chairs		Representing	✓ x
Eric Jewitt	SBC CESC Childrens Workforce Manager	Childrens Workforce Training Group	✓
Simon Willson	SBC CESC Head of Business Support & Improvement	Performance & Practice Group	✓
Steve Jermy	Cleveland Police	Serious Case Review Sub Committee (does not attend represented by RD)	

Agenda Item & Discussion	Action	By Whom	By When																					
RATIFICATION & MATTERS ARISING																								
2a. Minutes of Board from the meeting held 19th September 2013																								
<p>Matters Arising</p> <p>10. Staff Engagement/Briefing Sessions 2013/14</p> <p>JH gave the board an update report on progress in preparation for the Staff Engagement/Briefing Sessions 2013/14. Two initial meetings have taken place to work on the topic areas. Sessions will take place during January and March 2014. Themed areas and Lead Board Members with supporting colleagues identified to date are:</p> <table border="1"> <thead> <tr> <th>Topic</th> <th>Lead</th> <th>Supporting</th> </tr> </thead> <tbody> <tr> <td>CAF</td> <td>Jane Humphreys</td> <td>Linda Watson</td> </tr> <tr> <td>CSE / Missing Children</td> <td>Rob Donaghy</td> <td>Karen Hedgley</td> </tr> <tr> <td>Views of CYP</td> <td>Simon Willson</td> <td>Lesley Cooke</td> </tr> <tr> <td>CP Conferences</td> <td>Shaun McLurg</td> <td></td> </tr> <tr> <td>Staff Training</td> <td>Lynda Brown</td> <td>Jo Thornhill</td> </tr> <tr> <td>Early Help</td> <td>Peter Kelly</td> <td>Dianne McConnell</td> </tr> </tbody> </table> <p>Additional support from Board Members for the sessions is still required and JH stressed that these sessions must have a multi-agency make up.</p> <p>RD confirmed he will do a session in January 2014. Dates are to be set for the series of meetings. LS-B offered to support a session. Clarification as to which is still required.</p> <p>15. Rec 11 &12 Ofsted Action Plan – Young People’s Views re Involvement in CP Conferences/Core Groups SW requested amendment to the minutes in respect of rec 5.2 as it is incorrect. Take out reference to ‘not agreed’.</p>	Topic	Lead	Supporting	CAF	Jane Humphreys	Linda Watson	CSE / Missing Children	Rob Donaghy	Karen Hedgley	Views of CYP	Simon Willson	Lesley Cooke	CP Conferences	Shaun McLurg		Staff Training	Lynda Brown	Jo Thornhill	Early Help	Peter Kelly	Dianne McConnell	<p>2ai. Members are still required to contact JH to support the Staff Engagement/Briefing Sessions 2013/14. Indicating which session they would be interested in.</p> <p>2aai. Take out reference to ‘not agreed’ for Recommendation 5.2 as part of 15 Rec 11 &12 Ofsted Action Plan – Young People’s Views</p>	<p>Board</p> <p>PB</p>	<p>09.12.13</p> <p>29.11.13 ✓</p>
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<p>16. Feedback from ICPC observations Some members of the board are finding it difficult to arrange ICPC observations via Paul McMenemy, Independent Review Unit Manager.</p> <p>LC and LB in particular have had difficulty.</p> <p>PB will resolve this issue directly with PMcM problem.</p> <p>22. Tees Active Safeguarding Policy – Access for Unaccompanied children</p> <p>JH advised the Board that the Children's and Young People Scrutiny Cabinet are now reviewing this policy and emphasised that the policy is a council policy based on SLSCB Guidance.</p> <p>Minutes accepted as a true record subject to amendments referred to above at 2aii.</p>	<p>re Involvement in CP Conferences/Core Groups</p> <p>2aiii Reaffirm process with PMcM and ask for observation meeting dates to be provided asap.</p>	PB	29.11.13 ✓
<p>2b. Minutes of Board from the meeting held 4th November 2013</p>			
<p>Minutes accepted as a true record.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • Cleveland Police and Durham Tees Valley Probation Trust have confirmed that they will be providing the same level of funding to SLSCB for 2014 / 2015 as they did in 2013 / 2014. • JF stated that the CCG are unable to confirm funding for 2014 as they have not received their allocation of funding internally. JH agreed to liaise directly with Ali Willson to resolve this matter. 	<p>2bi. JH to liaise with Ali Willson CCG regarding the funding they will be providing for 2014/ 2015.</p>	JH	Dec 13 ✓
<p>3a. Minutes of Executive Group meeting held 15th August 2013</p>			
<p>Minutes accepted as a true record.</p> <p>Matters Arising:</p> <p>12. a. JH informed members that the external 'Critical Friend Review' for safeguarding had been arranged for 10th, 11th & 12th December 2013.</p>			
DECISION, SCRUTINY & CHALLENGE ITEMS			

Agenda Item & Discussion	Action	By Whom	By When
<p>4a Mid-year 2013/2014 Operational Looked After Children Placed out of the Area Report</p>			
<p>Report presented by Jayne Parry, Service Manager, LAC. Report noted. Questions and proposals raised stemming from discussion included:</p> <p>Review of monitoring arrangements still required due to capacity issues.</p> <p>Board Members were assured that Out of Area Placement decisions are made by JH and Fostering Placement decisions by SMcL.</p> <p>Acknowledgment that SBC compares well for placements out of the 20 mile radius. Most children / young people are placed locally unless there are good reasons not to do so.</p> <p>Benchmarking against other authorities would be welcomed. This will be picked up in the Data Set.</p> <p>Health data for LAC is reviewed by MALAP (Multi Agency Looked After Partnership). SW will ensure Health reports presented to MALAP are shared with Board Members for information.</p> <p>Members agreed the following in respect of the recommendations in the report:</p> <ol style="list-style-type: none"> 1. Note the report 2. A Review of the role of the Children's Rights Officer is to be undertaken by CESC due to significant capacity issues. 3. SLSCB support the position that SLSCB and SBC would be to expect placements to take place only in homes deemed as 'Good' by Ofsted. 	<p>4ai. Out of area benchmarking against other authorities to be included in Data Set</p> <p>4aii Health data presented to MALAP to be shared with SLSCB</p>	<p>SW</p> <p>SW</p>	<p>30.03.14</p> <p>30.03.14</p>
<p>4b. Mid-year 2013/2014 Operational Missing from Home or Care Report</p>			
<p>Report presented by Jayne Parry, Service Manager, LAC.</p> <p>Links between this report and the work of VEMT were made (both the Tees Strategic Group and Local Operational Group).</p> <p>The Board were informed of a new Cleveland Police Community Safety Team which has been established. The team will begin work in April 2014. Due to new Cleveland Police guidelines, problems have occurred recently with Cleveland Police officers refusing to</p>	<p>4bi. RD to arrange a meeting with JP to discuss specific issues experienced regarding Cleveland Police Officers.</p>	<p>RD</p>	<p>20.12.13</p>

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<p>assist SBC staff in entering a property where a child has been reported missing.</p> <p>Issues in respect of the youngest child who was reported (as identified in the report to the Board) as missing was a cause of concern for Board Members. Assurance was given that work was taking place with the parent as this was considered to be a parenting issue rather than a running away from home issue.</p> <p>Thorough report acknowledged with knowledgeable responses provided to questions raised.</p>			
<p>5 Cleveland Police CEOP Progress Report</p>			
<p>Report presented by Rob Donaghy, Detective Superintendent, Cleveland Police. Report noted.</p> <p>Board informed that Primary Schools within the borough deliver extensive CEOP training for pupils, staff and parents.</p> <p>Liaison to take place between the team and Children's Social Care taking place. RD will arrange for the Detective Sergeant to contact SMcL regarding joint visits.</p>			
<p>6a. CAF Progress Report</p>			
<p>Report presented by Shaun McLurg, Head of Children and Young Peoples Services.</p> <p>Report highlighted limited progress is being made and that action is now needed to ensure improvements are made. It was noted that CAF is a key component of the Early Help Strategy.</p> <p>Board members agreed there is still a significant problem with the completion of CAFs by all agencies.</p> <p>NTHFT are undertaking a review to analyse what is going on and why. Their report will be made available for the December SLSCB Executive meeting.</p> <p>CESC are also exploring the lack of CAF activity in Children's Centres and Schools. Members discussed at length possible changes to the CAF system and process.</p> <p>KH stated that Hartlepool council have a process that works really well and there</p>	<p>6ai. LW, North Tees & Hartlepool Foundation Trust to present CAF progress report to SLSCB Executive on 19th December 2013. Report required by 6th December</p> <p>6aia. JH & SMcL to present proposal for expansion of the CAF Team to Board meeting in January 2014. Report required by 06.01.14.</p> <p>6aiii. KH to brief SMcL on possible learning opportunities/ Improvements.</p> <p>6aiv SMcL to lead review of use of CAF 1 via the CAF Board.</p>	<p>LW</p> <p>JH & SMcL</p> <p>KH</p>	<p>06.12.13</p> <p>06.01.14</p> <p>19.12.13</p>

Agenda Item & Discussion	Action	By Whom	By When
<p>could be an opportunity to learn from their process.</p> <p>Discussion focused on the possibility of expanding the CAF Team and it was agreed to explore this further. Due to the funding implications PK agreed to convene a meeting with Health partners to explore how this might be progressed. JH advised she will lead discussions with Schools.</p> <p>JH and SMcL agreed to bring a costed proposal for consideration at the January Board meeting.</p> <p>It was also agreed that agencies who work directly with children should cease to use CAF 1. It was acknowledged this would require some changes to existing processes so SMcL was requested to progress this via the CAF Board.</p>			
<p>6b. Inappropriate Referrals</p>			
<p>SMcL provided an update on the agreed process regarding inappropriate referrals.</p> <p>The agreement was that 'inappropriate referrals' (the term which was used by Ofsted to cover incomplete or inappropriate referrals) would be returned to the referrer and CAF Champion.</p> <p>The new protocol went live on 04.11.13 and has required 11 referrals to be returned to date.</p> <p>Discussion took place and RD advised that Cleveland Police have allocated a senior officer to review all of the returned referrals.</p> <p>LS-B informed Board that she had received one returned inappropriate referral from the Probation Service, however as they were out with her area of responsibility in the Probation Trust she felt they should have been sent directly to Hazel Willoughby who leads on Public Protection issues for the Service.</p> <p>This prompted a discussion regarding the role of CAF Champion and whether Board Members can be champions for areas they have no control over.</p> <p>It was agreed that CAF Champions could nominate another officer within their</p>	<p>6bi CAF Champions to inform SMcL if they would like another officer from their organisation copied into emails regarding returned referrals.</p> <p>6bii RD and LS-B to report back on disclosures to parents of children who may come into contact with sex offenders living in community.</p> <p>6biii SMcL to bring progress report on inappropriate referrals to a meeting in the new year following discussion with the Chair regarding a suitable date.</p>	<p>All CAF Champions</p>	

Agenda Item & Discussion	Action	By Whom	By When
<p>organisation to be copied into any emails regarding returning referrals.</p> <p>A number of the returned referrals related to disclosure to parents of children with whom offenders may come into contact. RD agreed to progress this with LS-B and report back to SLSCB.</p> <p>SMcL was requested to bring back progress report to a meeting in the new year following discussion with the Chair regarding a suitable date.</p>			
<p>7 Confirmation that all Task Group outstanding work is complete</p>			
<p>Item deferred due to time constraints</p> <p><i>An email has subsequently been sent to Task Group Chairs on 27.11.13 regarding this issue. An update will be reported to the Executive Group on 19.12.13.</i></p>	<p>Task Group Chairs to be email PB on current position re outstanding tasks</p>	<p>SJ. SW, EJ</p>	<p>06.12.13</p>
<p>8 Data Set Q2</p>			
<p>The report presented by Simon Willson, Chair of the Performance & Practice Group, gave the Board an updated position based on data available for the period Q2. The data set showed, for most of the items, the cumulative position over the first two quarters of the year (i.e. From 1st April to 30th September 2013), although there were some items for which the data refers to the specific quarter only (i.e. 1st July to 30th September 2013). The covering report highlighted key points arising from analysis of the data.</p> <p>It was noted that the new Performance Group, as part of its future work programme, will schedule meetings to review each quarterly update prior to being presented to Board, in order to provide a multi-agency perspective on key issues and hypotheses arising from the data.</p> <p>The following issues were focused on by Board in their scrutiny of the data:</p> <p>a) With regard to levels of referrals to social care that are closed as 'no further action' (NFA) it was pleasing to note that there had been an improvement during the Q2 period. It was noted though that, when looking at the breakdown of referrals on an agency basis, Health Visitors had the highest proportion of their cases which</p>	<p>8a. Board to get feedback from NTHFT on the results of this review.</p>	<p>LW</p>	<p>16.01.13</p>

Agenda Item & Discussion	Action	By Whom	By When
<p>were NFAs (as had been the case in Q1). LW reported that NTHFT would be reviewing these cases to identify any issues or learning about practice for this group of staff.</p> <p>b) The high rate of Section 47 enquiries was a key area of concern, and suggests a risk averse culture amongst agencies. It was agreed that this is an area for further investigation, and it was noted that the forthcoming Critical Friend Review, commissioned by the Council from Northumberland Council, would be having a look at practice in this area.</p> <p>c) Some detailed data on S47 cases, broken down by Agency, had been provided for the first time. This will be looked at by the Performance Group to consider whether this level and type of data adds further value to the analysis of activity impacting on the high levels of child protection cases.</p> <p>d) Newly provided data regarding agency attendance at / contribution to ICPCs highlighted an issue regarding GP involvement in Initial Conferences and Reviews. The CCG representatives requested that this level of data be provided in future, if possible, to assist their work in monitoring GP engagement in these processes.</p> <p>e) It was noted that data was now included regarding attendance of children and young people at ICPCs – this gives a benchmark for monitoring levels of attendance in the future. It was reported that some internal processes are being reviewed within the Council’s social care service to ensure all relevant children (those aged 8yrs+) are actually invited to meetings.</p>	<p>8b. Results of the Northumberland Critical Friend Review to be fed back to Board to identify issues for attention and action by Board</p>	<p>JH</p>	<p>30.03.14</p>
<p>9 Multi Agency Case File Audit Tool</p>			
<p>Revised audit tool presented based on feedback at the September meeting. Alternative models or suggestions for amendments were put forward however it was agreed that we need stop talking and start doing.</p> <p>Agreed they should be carried out 4 times a year.</p>	<p>9i) Board Members to advise PB who they are putting forward to be a member of the Audit Team.</p>	<p>Board</p>	<p>15.12.13</p>

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	<p>JH said she would arrange a facilitator.</p> <p>Nominations for the audit team who would carry out the audits under the instruction of the Learning & Improving Practice Group are required.</p>			
10	Involvement of Children in Core Groups			
	<p>Item deferred due to time constraints</p> <p><i>An email has subsequently been sent to all Board Members asking them consider the report relating to this item and then advise PB by 29.11.13 whether they agree with the recommendations.</i></p> <p><i>An update will be reported to the Executive Group on 19.12.13.</i></p>	<p>10a) Response to Involvement of Children in Core Groups email required from Board Members.</p>	Board	29.11.13
11	SLSCB Desk Top Self-Assessment Inspection			
	<p>Not discussed due to time constraints.</p> <p><i>Issue to be discussed at SLSCB Executive Meeting in December.</i></p>	<p>Include SLSCB Desk Top Self-Assessment Inspection on Executive agenda</p>	PB	02.12.13 ✓
12	Operation Fibre Update			
	<p>Update on current court case provided by RD.</p> <p>It is likely that the case will conclude w/c 25.11.13. Media statements have been prepared by Middlesbrough LSCB and Cleveland Police (DB).</p>			
13	VENT			
13a.	Tees LSCBs VEMT Strategic Group			
	<p>Meetings are held 6 weekly. Terms of Reference, Tees VEMT Strategy and Action Plan will be available for LSCBs January meetings.</p> <p>Two referrals have been received as a result of the Silent Victims campaign. Good wrap around services are being identified for victims, premises that are being used are also being identified and the next phase will be to try and focus on identification and stopping perpetrators.</p> <p>Alex Cunningham MP Stockton North has written to the SLSCB Chair supporting the 'See Something Campaign' which the Tees Strategic VEMT Group will follow up.</p> <p>RD also reported that the Independent Chari</p>	<p>13ai RD to report back action re MPs letter to Chair re the 'See Something Campaign' to SLSCB</p>	RD	16.01.14

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<p>had passed on two checklists around SE / Missing audits he had acquired at the LSCB Chairs conference which would be utilised within Tees VEMT and the outcomes being reported back to LSCBs.</p>			
<p>13b. SLSCB VEMT Operational Issues</p>			
<p>SMcL reported that the main issues were referenced in JP Missing from Home or Care Report. This will now become the annual report from the Stockton VEMT group.</p> <p>The local Running or Missing from Home or Care procedure as referenced in the report will be available for the Board to consider at their meeting in January.</p>	<p>13bi) RMHC Procedure to be sent to PB for inclusion with Boards papers for January 2014.</p>	<p>SMcL</p>	<p>06.01.14</p>
<p>14. Children Missing Education 2012/2013</p>			
<p>Reported noted.</p>			
<p>15. Elective Home Education</p>			
<p>Report noted.</p>			
<p>16. Partners Operational Safeguarding Issues</p>			
<p>a Risk Aversion JH advised that she was reviewing two decision recently made at Child Protection Conferences as it was unclear how or why they had come to a decision, the plans were not SMART and there appeared to be no challenge from professionals during the decision making process.</p>			
<p>17. Board Members Quality Assurance Presentations</p>			
<p>Process and order for reports being presented agreed:</p> <p>16th January 2014 - reports required no later than 6th January 2014</p> <ul style="list-style-type: none"> i. Local Authority – Housing etc. (non CESC) ii. Educational Establishments. iii. Health (Providers and Commissioners) iv. CAF/CASS <p>20th March 2013- reports required no later than 3rd March 2014</p> <ul style="list-style-type: none"> i. Public Health (including Domestic Abuse within a family setting, Impact of Substance Misuse on Families) ii. DTV Probation Service, iii. Cleveland Police iv. Local Authority – Children, Education & Social Care 	<p>17i) QA Reports to be sent to PB by 06.01.14 for January meeting and 03.03.14 for March meeting.</p>	<p>Leads</p>	<p>06.01.14 and 03.03.14</p>

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18. ADCS Requests re SCRs			
<p>JH informed the Board that the ADCS (Association of Directors of Children's Services Ltd) have requested the following information from SCR overview reports to help deal with any potential media enquires:</p> <p>a. That the ADCS be aware as far in advance as possible of the date on which the SCR overview report is due to be published; and</p> <p>b. That the ADCS have early sight of confidence under embargo of the SCR overview reports (and associated documentation for publication) before they are published, ideally 24 hours in advance of publication though the ADCS accept this is not always possible.</p> <p>Board Members agreed to this request from the ADCS.</p>	<p>18i) ADCS to be advised of SLSCB agreement to their request in respect SCR information.</p>	<p>JH</p>	<p>15.12.13</p>
19. Learning /Serious Case Reviews			
<p>Update regarding work being undertaken by the SCR Sub Group / Learning & Improving Practice Group will be presented to a future Board meeting.</p>			
20. Any Other Business			
<p>Due to time constraints some issues were dealt with via email after the Board Meeting in order to progress matters and avoid drift.</p>			
<p>a <i>CDOP Review</i> <i>Due to time constraints this item was not discussed however an email was sent to Board Members on 22.11.13 in respect of the review of the Tees CDOP that had been commissioned. The aim of this review was to identify any possible savings in respect of finance and process.</i></p> <p><i>A meeting has been arranged for Ann Baxter to present her final report on Thursday 5th December 1pm- 3pm in the Training Room West Locality Base, Overfields, Ormesby. PB sent an email to Board Members asking them to indicate whether they would be attending.</i></p>			
<p>b <i>Tees LSCBs Procedures</i> <i>Emails were sent out asking Members to review and respond to the following procedures under consideration:</i></p> <ul style="list-style-type: none"> ▪ Child Protection Enquiries (Section 47) 	<p>20bi) Board Members to review and indicate whether they approve adoption or require changes to be made to</p>	<p>Board</p>	<p>9.12.13</p>

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<ul style="list-style-type: none"> ▪ 3.11.27b Assessing and Responding to the Impact of Parental Learning Disability on Children. ▪ 3.11.28b Assessing and Responding to the Impact of / experience of Parental Substance Misuse Abuse on Children. ▪ 3.11.11b Assessing and Responding to the Impact of / experience of Domestic Abuse on Children ▪ 3.8.2 Allegations Against Staff, Carers or Volunteers. 	proposed procedures.		

SLSCB Meetings 2013 / 2014

Board Meeting	Venue	Executive Meeting	Venue
16 th May	Preston Hall	18 th April	Conf Rm 2 Munic Bldg
20 th June (Development Day 9-4)	Ladgate Lane, Police HQ	15 th Aug	Conf Rm 2 Munic Bldg
18 th July	Preston Hall	17 th Oct	Conf Rm 2 Munic Bldg
19 th Sept	Preston Hall Education Ctre	19 th Dec	Conf Rm 2 Munic Bldg
21 st Nov	Preston Hall Education Ctre	20 th Feb	Conf Rm 2 Munic Bldg
16 th Jan	Preston Hall Education Ctre		
20 th Mar	Preston Hall Education Ctre		