

**IW LOCAL SAFEGUARDING CHILDREN BOARD  
STRATEGY GROUP MEETING HELD ON THURSDAY 18<sup>th</sup> FEBRUARY 2010  
AT THE BARGEMAN'S REST, NEWPORT  
PART 2 MINUTES**

**PRESENT**

Steve Beynon	Interim LSCB Chair
Sarah Beattie	Probation
Kevin Walton	Hampshire Constabulary
Cllr Dawn Cousins	Lead Member for Children & Young People
Margaret Dennison	Interim Deputy Director for Safeguarding
Kate Freeman	Chair – Performance Monitoring & Evaluation Group
Jenny Johnston	Designated Nurse
Colin Peak	Director of Children & Young Peoples Services
Dr Andrew Watson	Designated Doctor
Alex Hicks	Community Services (obo Zoryna O'Donnell)
Andy Hollebon	Deputy Chair – Communications & Awareness Group
Lorna Neale	LSCB Operational Support (Minutes)

**GUEST**

Jennie Harmston	CDOP Interim Manager
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**APOLOGIES**

Carol Alstrom, Meg Abbott, Paul Street, Kim Brown, Jo Cousins, Martin Robinson, Janet Barker, Linda Dawson, Zoryna O'Donnell, Rosie Rae, Claire Robertson, Gill Vickers, Janet Giles, Christine Etheridge

**1. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 17.12.09**

The minutes were agreed as a true and accurate record.

**MATTERS ARISING FROM PREVIOUS MINUTES**

**1.1 Appointment of LSCB Independent Chair**

- The post has been advertised and interviews will take place on 22<sup>nd</sup> March 2010. The closing date for applications is tomorrow.

**1.2 Report From CDOP**

- Jenny Harmston, Interim CDOP Manager in attendance to report on CDOP under item 4 of this agenda.

**1.3 Young Runaways**

- The 2<sup>nd</sup> draft of the multi-agency Protocol for Children Missing from Home and Care is still being negotiated but will be circulated by the beginning of March and will be discussed at the next Core Group meeting. This item is also on the Forward Plan for April 2010.

**1.4 Joint Children's Trust / LSCB Protocol**

- Quarterly updates from the Children's Trust have now been added to the protocol.

**1.5 Support for the PM&E Group**

- Steve Beynon confirmed that data analysis support will be provided for the PM&E working group. The last meeting was extended by 2 hours in order for the group to review the PMF.

**1.6 Financial Contributions**

- Agencies have not been invoiced for the identified shortfall. It is believed that there has been an update on the budget situation since this action was identified. Advertising for LSCB Chair has been included in the budget forecast.

**1.7 Safeguarding Training Strategy**

- Comments have been fed back to the author of the Training Strategy and an amended version produced. However, the Chair advised that the amended version has not addressed all of the issues raised and there are still amendments to be made. Jane Dowdell has not been invited to attend the next Policy Development & Practice Group meeting as this item is not part of their next agenda.
- The request made for the effectiveness of current safeguarding training to be included in the Section 11 Audit response was not achievable as the request came in too late - the audit tool had already been agreed and sent to agencies for completion.

### **1.8 Thresholds Document**

- The Threshold Document provided by Deborah Cameron was discussed at the last PD&P Group meeting, but it was felt that this was unlikely to be signed off by the LSCB in its current format. The group will review the document once complete and agreed. The group have not reviewed the Southampton protocol.

### **1.9 Children's Trust Communications**

- Rosie and Kate have discussed co-ordinated feedback mechanisms. There is still further work to be done on how the CT is structured and commissioning will underpin this. The Staying Safe communications agenda will be managed through the LSCB sub-groups but informed by the Childrens Trust own communications calendar.

## **2. FEEDBACK FROM THE CORE GROUP MEETING HELD ON 21.01.10**

### **2.1 Thresholds for Access to Services / Responding to Neglect**

- These issues were discussed in more depth under Confidential Part 1 of the meeting.
- Rosie Rae and Margaret Dennison have been reviewing the existing Threshold Document and have also looked at other versions including a neglect practice document produced in Cambridge that could possibly be adopted locally.
- Health has expressed some concerns regarding the threshold document produced by Deborah Cameron in its current format.
- It is felt that a collective understanding of Thresholds by all agencies is still an issue and there is not enough multi-agency training in place to reach a common understanding.
- A workable document needs to be finalised and agreed urgently and will need to be formally launched. Colin Peak confirmed that this can be done at the next Community Sector meeting as he has already taken steps to put this in place. The forthcoming LSCB Conference to be held in March will also be an ideal launch pad.

**ACTION 1: Margaret Dennison and Colin Peak to finalise and produce a workable document in time for the next Core Group meeting in March.**

### **2.2 Safeguarding Training Strategy**

- The Safeguarding Training Strategy produced by Jane Dowdell has been circulated to members and comments fed back to the author. A revised version of the policy has been produced but feeling is that this still does not address the comments made.
- Concern was raised that the strategy is not achievable and will not fit all agencies.
- The author has attempted to identify what training exists but concern was raised that the LSCB can still not be satisfied that all agencies have robust training & monitoring systems in place for all staff as there is no evidence for this. The LSCB need to know what training is available and how it is accessed by specialist staff and the wider workforce. Quality assurance is needed.

**ACTION 2: All agencies to produce a statement detailing the nature of any training undertaken by their workforce, who has been trained (split between**

**levels of training) and how training is quality assured. This statement to be returned to Steve Beynon by 26<sup>th</sup> February 2010.**

### **2.3 Format and Reporting Requirements for the Annual Report**

- Commitment has been made to Cabinet and the Scrutiny Panel that the LSCB will produce an Annual Report this year.
- The deadline for return of data and summaries was yesterday (Wednesday 17<sup>th</sup> February). All members were reminded that if there is anything outstanding, to please return it urgently to the Board Manager.
- Discussion took place regarding the timing of the Annual Report and whether or not data should be included for the year January – December or for the Financial year, i.e. March – April. Data has been requested from the beginning of the financial year to date (1<sup>st</sup> three quarters). This will be updated later when data is available for the fourth quarter.

**ACTION 3: All Board members to return any outstanding data set requests to the Board Manager immediately.**

### **3. TO RECEIVE AN UPDATE ON THE LSCB BUDGET**

- The updated budget report circulated for the meeting does not appear to reflect the changes made in December and those which the Chair has written to agencies about.

**ACTION 4: Steve Beynon to discuss with Janet Giles to ensure that budget reflects the agreements made at last meeting.**

- A discussion took place regarding the revised fees for the Independent Chair and whether or not these had been set at the right level. It was agreed that the fees as advertised are in line with other LSCB areas and to ensure the LSCB receives value for money, the new chair will need to have a very clear role and responsibilities. Portsmouth LSCB has produced a document which sets out the role and responsibilities of their Independent Chair. The Isle of Wight will need to produce a similar document.

### **4. TO RECEIVE AN UPDATE FROM CDOP – Jennie Harmston**

- Jenny Harmston, Interim Manager attended the meeting and gave feedback from CDOP. Jenny gave apologies that this is the first time CDOP have attended the LSCB Strategy meeting.
- The CDOP Co-ordinator / Administrator has resigned from her post and will be leaving at the end of March. The CDOP Manager is currently off sick but is expected to return to work in the very near future.
- All child deaths within the 4LSCB area are notified to CDOP. The Panel review deaths in groups, i.e. all Road Traffic Accidents. There is a calendar of reviews scheduled for the year and at the last meeting the Panel reviewed Sudden Infant Deaths.
- The Annual Report for 2008/09 was circulated to members. In total for the period, 133 deaths were reported in the 4LSCB area although 25 of these were "out of area". There were 10 recorded deaths relating to the Isle of Wight, 3 perinatal / neonatal, 3 RTAs, 2 life threatening illness, 1 preventable and 1 other. For 2009/10 there have so far been 7 child deaths reported on the Island.
- Quarterly Reports will be produced and circulated to the LSCB.
- Any recommendations, particularly those relating to preventable deaths will be presented to the LSCB and it was agreed that CDOP will be specific about what action is required.
- Statistics for the Island are very low so it will take a few years to build up a picture and identify any trends. The DCSF gather statistics from every region so should be able to identify trends which can be used for preventative campaigns once they

release this data.

- The Rapid Response protocol is working well and has been a huge benefit to bereaved families. Health professionals are now undertaking joint home visits with the Police.
- Island representation on CDOP was discussed. It was felt that the Island may not be sufficiently represented on the Panel and CDOP should review its membership with this in mind.
- The CDOP Partnership Agreement was circulated to members for information and comment.

**ACTION 5: All members to feedback any comments regarding the CDOP Partnership Agreement to [jennie.harmston@ports.nhs.uk](mailto:jennie.harmston@ports.nhs.uk)**

#### **5. TO REPORT PROGRESS ON SECTION 11 AUDIT**

- Kate Freeman fed back on the progress made towards completing the Section 11 Audit.
- The Island has been part of the Pan-Hampshire approach to the audit lead by the board managers and a panel was held for 2 days last week in Netley where agencies were questioned on their self-evaluations. Strengths and weaknesses were reflected across all agencies. This is to be followed up with a formal letter and developments will be monitored in subsequent audits
- The original intention was to replicate these panel meetings on the Island but due to a number of factors, the decision was taken to change our approach and the LSCB Manager has been in discussion separately with each agency involved to ensure that their assessments are completed.
- The board manager had proposed that a peer evaluation approach was adopted locally with the 3 CEOs from each agency involved (Prison, LA and PCT) meeting to discuss their evaluations. Kevin Walton agreed to act as an independent Chair for this meeting.

**ACTION 6: Rosie Rae to arrange meeting with CEOs / Kevin Walton to discuss Section 11 Audit.**

**ACTION 7: Section 11 Audits to be stored electronically so that they can be reviewed at time of next audit.**

#### **6. FORWARD PLANNING**

Members reviewed the Forward Plan and made the following amendments:

- The Training strategy and policy will be reviewed by the Core Group in March 2010.
- Identifying and responding to neglect will form part of the LSCB Conference in March.
- Thresholds for access to services will go to the Core Group in March and the Strategy Group in April.
- The draft Annual Report will go to Strategy Group in April 2010.
- The review of LSCB sub-groups and SCRs will take place after the new Working Together is published (May / June).
- A self-assessment on changes within Working Together will take place in May / June.
- An Action Plan following the results from the Section 11 Audit will be discussed at Core Group in May and Strategy Group in June.
- Review of recruitment procedures, training arrangements and joint safeguarding strategy will be moved to later in the year.

**ACTION 8: Board Manager to update Forward Plan to reflect the changes.**

#### **7. TO DISCUSS THE SAFEGUARDING CONFERENCE ARRANGEMENTS**

- The draft Agenda for the conference was discussed. It was felt that the agenda is

very packed and the presentation by Jan Horwath with a section on SCRs and Training would be enough for one conference. Other items could be removed or amalgamated and could possibly be held back for another conference at a later date.

- It was suggested that the whole day could be videoed and provided on disk after the conference.

**ACTION 9: All members to feedback any comments / suggestions for the agenda to Steve Beynon by the end of this week.**

## **8. TO RECEIVE FEEDBACK FROM THE WORKING GROUPS**

### **8.1 POLICY DEVELOPMENT & PRACTICE GROUP**

A report from the sub-group has been circulated to members.

- The last meeting was held on the 19<sup>th</sup> January where thresholds for intervention, development of joint protocols between Adult and Childrens Services, Bullying, E-Safety, safe practice, recruitment and supervision and young runaways were discussed.
- The Child Protection Conference Protocol was discussed in depth and suggested amendments have been fed back to the author. Once these changes have been made, the group will review the document further and sign off.
- The focus for their next meeting will be on Safe Practice, E-safety and Young Runaways.

A concern was raised that this group could be duplicating work, for example, the Young Runaways protocol will also be reviewed by the Staying Safe group. Discussion took place regarding the TOR for working groups and the relationship between the LSCB and Children's Trust. There is still confusion around roles and responsibilities.

**ACTION 10: Steve Beynon to discuss duplication of work with Rosie Rae.**

### **8.2 PERFORMANCE MONITORING & EVALUATION – Kate Freeman**

A report from the sub-group has been circulated to members along with a calendar of audits for the year ahead.

- The last meeting held on 20<sup>th</sup> January was extended by 2 hours as there was a concern that some agencies may not have mechanisms in place to collect the required data for the PMF. The group satisfied themselves that collection of the data is achievable and have identified a lead for each section of the framework.
- Advice from Clinical Governance is that multi-agency audits should have a very specific focus.
- The group have explored various audit tools and requested a £1500 budget for a consultant to review / re-brand a tool for use on the Island.

**ACTION 11: Margaret Dennison to investigate whether or not the DCSF can provide any audit tools.**

- £500 was requested for a consultant to map current training, however it was agreed that agencies should be able to provide this information and a request has already been made (see ACTION 2) so it should not be necessary to employ a consultant.
- The Board agreed that this group have a challenging schedule of work to complete and the group need to focus on areas where they have skills.
- The focus for the next meeting will be on CAF audit analysis, preparation for a multi-agency audit looking at emotional abuse and feedback and actions required from the section 11 audit.

### **8.3 COMMUNICATIONS – Andy Hollebon (obo Claire Robertson)**

A report from the sub-group has been circulated to members.

- The main focus of the meeting was the LSCB Conference but the Communications

Strategy, TOR for group, and communication processes were also discussed.

- Leads will be identified for each topic on the schedule for communication and a proforma briefing will need to be completed for submission to the working group before any work is undertaken.
- LSCB Display Boards have been purchased and display materials produced. These will be used at the "Partners Against Crime" event on Saturday, at the LSCB Conference and all future events.
- The LSCB have been approached by an agency working for the PCT offering advertising space on 5 interactive display boards in the Hospital. There would be a significant cost for this and it has been agreed that this would not be an appropriate use of the LSCB budget.

## **9. TO DISCUSS RATIFICATION OF THE 4LSCB BRUISING PROTOCOL**

- The Pan-Hampshire "Bruising in Children who are not Independently Mobile" Protocol has been circulated to members. The protocol is aimed at front line clinical staff within the Health service and its aim is to provide professionals with a knowledge base and action strategy for the assessment, management and referral of children who are not independently mobile who present with bruising or otherwise suspicious marks.
- 3 training events have already been held in Hampshire to launch the protocol and it was agreed that there should also be some local training. The protocol will form part of the forthcoming GP Training sessions but also needs to be disseminated to other staff.
- It was suggested that all Pan-Hants Protocols / documents should have a corporate front sheet / logo.
- The LSCB formerly agreed to ratify the Protocol.

**ACTION 12: All members to consider existing meetings / events that could be used to launch the protocol and feedback any suggestions to Carol Alstrom.**

## **10. ANY OTHER BUSINESS**

### **10.1 Suitable venue for future Board meetings**

- A new venue for the LSCB Strategy Group meetings needs to be found. The current venue has cost implications and is not suitable as there is no disabled access. Members were asked to consider if they know of any suitable "free" venues and if so to contact the LSCB Operational Support Officer.

**ACTION 13: All members to contact Lorna Neale with suggestions for a suitable new venue.**

## **11. DATE OF NEXT MEETING**

- **Thursday 15<sup>th</sup> April 2010**
- **10.00am – 1.00pm**
- **Venue – TBC**

### ACTIONS FROM MEETING OF 18<sup>th</sup> February 2010

	Action	Responsibility	Due Date	Actioned
1	To finalise and produce a workable Threshold document in time for the next Core Group meeting in March.	Margaret Dennison / Colin Peak	17.03.10	
2	To produce a statement detailing the nature of any training undertaken by their workforce, who has been trained (split between levels of training) and how training is quality assured. This statement to be returned to Steve Beynon.	All Agencies	26.02.10	
3	To return any outstanding data set requests to the Board Manager immediately.	All Board Members	ASAP	
4	To discuss finance report and ensure that budget reflects the agreements / changes made at last meeting in December.	Steve Beynon / Janet Giles	26.02.10	
5	To feedback any comments regarding the CDOP Partnership Agreement to <a href="mailto:jennie.harmston@ports.nhs.uk">jennie.harmston@ports.nhs.uk</a>	All Board Members	ASAP	
6	To arrange meeting with agency CEOs / Kevin Walton to discuss Section 11 Audit.	Rosie Rae	12.03.10	
7	Section 11 Audits to be stored electronically so that they can be reviewed at time of next audit.	Lorna Neale / Rosie Rae	12.03.10	
8	To update Forward Plan to reflect the changes.	Rosie Rae	05.03.10	
9	To feedback any comments / suggestions for the LSCB Conference agenda to Steve Beynon.	All Board Members	19.02.10	
10	To discuss duplication of work by sub-groups.	Steve Beynon / Rosie Rae	18.03.10	
11	To investigate whether or not the DCSF can provide any audit tools.	Margaret Dennison	12.03.10	
12	To consider existing meetings / events that could be used to launch the Bruising protocol and feedback any suggestions to <a href="mailto:carol.alstrom@iow.nhs.uk">carol.alstrom@iow.nhs.uk</a>	All Board Members	15.04.10	
13	To contact Lorna Neale with suggestions for a suitable new venue for Strategy Group meetings.	All Board Members	26.03.10	