

KIRKLEES SAFEGUARDING CHILDREN BOARD

MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2011 AT NHS KIRKLEES, BROAD LEA HOUSE, BRADLEY BUSINESS PARK, HUDDERSFIELD

<u>Present:</u>	
Bron Sanders	Independent Chair
Karen Hemsworth	Assistant Director for Safeguarding Children & Vulnerable Adults, NHS Kirklees – KSCB Vice Chair
Eunice Cox	Temporary Safeguarding Children Board Manager
Alison O’Sullivan	Director for Children & Young People, Kirklees Council
John Edwards	Assistant Director Learning, Directorate for Children & Young People, Kirklees Council
Andrew Pennington	Assistant Director Commissioning & Safeguarding Assurance, Directorate for Children & Young People, Kirklees Council
Michael Frost	Non-Executive Member
David Knopwood	Temp Superintendent, West Yorkshire Police
Richard Smith	Head of Integrated Youth Support, Directorate for Children & Young People, Kirklees Council
Thelma Walker	Head Teacher, Overthorpe C of E (C) J, I & N School
Kathy Loney	Assistant Chief Officer, West Yorkshire Probation Board
Councillor Cath Harris	Council Lead Member – Participating Observer
Trish Hannen	Principal Legal Officer Kirklees Council - Legal adviser to the KSCB
Diana Flooks	KSCB Administrative & Information Officer – Minutes
<u>Apologies:</u>	
Noreen Young	Director of Nursing, Compliance and Innovation, South West Yorkshire Partnership NHS Foundation Trust
Sally McIvor	Assistant Director Well-being & Integration, Well-Being & Communities Directorate, Kirklees Council
Janet Powell	Associate Director of Nursing, Calderdale & Huddersfield NHS Foundation Trust
Angela Maguire	Service Manager, NSPCC
Paul Johnson	Assistant Director Family Support & Child Protection, Directorate for Children & Young People, Kirklees Council
Christina Quinn	Clinical & Operations Lead, Kirklees Community Healthcare Services
Jane Ford	Named GP for Child Protection, South Kirklees GP Consortia
Tracey McErlain-Burns	Chief Nurse, The Mid Yorkshire Hospitals NHS Trust
Sue Cannon	Executive Director of Quality & Engagement, NHS Kirklees

1.	<p>INTRODUCTIONS AND APOLOGIES</p> <p>Introductions were made. Superintendent Ged McManus and Councillor Cath Harris were welcomed to the meeting.</p> <p>It was noted that Justine Plumb from West Yorkshire Police is no longer a Board member. Apologies were recorded as above.</p>	ACTION
2.	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>	
3.	<p>MINUTES OF PREVIOUS MEETING (22 JULY 2011) AND MATTERS ARISING</p> <p>The minutes of the meeting held on 22 July were agreed as a true record. Matters arising were discussed as follows:</p> <p><u>Minute 3 – Child Death Overview Panel Data</u> BS reported that a draft regional data report has been prepared by Phil Coneron from Kirklees Safeguarding Unit and presented to the Regional Chairs of LSCBs. The report will be brought to a future Board meeting as well as the local CDOP.</p> <p><u>Minute 3 – Local Authority Designated Officer (LADO) report</u> BS is progressing the request for additional information to provide context around the LADO report.</p> <p><u>Minute 3 – E-Safety</u> EC reported that the nominated KSCB e-safety officer has now left the Council. The working group is still meeting regularly and has a new chair from within the Learning Service. All processes around e-safety are in place, but there will not in future be a nominated e-safety officer role. Members asked for an e-safety strategy document to be brought to a future meeting.</p> <p><u>Minute 4 – Cafcass membership</u> EC reported that she has written to Cafcass expressing the concerns and decision of the Board but as yet there has been no response.</p> <p><u>Minute 7 – ‘Day in the life of’ snapshot of front-line work</u> This can be looked at by the Communications Workstream re publication.</p> <p><u>Minute 9 – Budget</u> EC reported that work had been undertaken on the budget and, as requested, she had written to partners regarding contributions for subsequent years, looking for a rolling three year commitment. The projected budget had been looked at yesterday by the Development & Business Planning Workstream which had requested the fixed term officer posts be included as permanent posts and the figures adjusted accordingly. The three-year projection is</p>	<p>Fwd agenda</p> <p>BS</p> <p>EC</p> <p>Comms WS</p>

	<p>therefore to be revised and will be sent out again to partners. BS asked that it be on the agenda for the next Board meeting.</p> <p><u>Minute 11- Communications Strategy</u> MF reported that a template showing the various stages of communication around serious case reviews is being developed. It was also noted that although the last workstream meeting did not take place because of the number of apologies work is going on behind the scenes and the meeting has been re-arranged.</p> <p><u>Minute 14 – GMC child protection guidance for Doctors</u> As discussed at the last meeting the guidance document had been circulated for comments. No comments had been received, but KH and JF had completed the response and KH confirmed that it would be submitted. The completed document had recently been circulated to Board members for information. BS remarked that the response had been very thorough and thanked KH and JF for their work on this.</p>	Fwd agenda
4.	<p>SERIOUS CASE REVIEWS</p> <p>This section contains information about individual children who are subject of serious case reviews. The information is confidential and has been removed from these public minutes.</p>	
5.	<p>CHILDREN'S TRUST</p> <p>The Decision Summary from the July meeting had been circulated. Key matters being discussed by the Trust are:</p> <p><u>Early Intervention</u> This is a big and complex review of service provision. The Trust has been involved in Council discussions about the shaping of services.</p> <p><u>Children & Young People Plan</u> This has been signed off by Council recently. The Youth Council has been involved in drawing it up. Links with the trust have ensured it reflects the Board's priorities.</p> <p><u>Youth Justice</u> Interventions by the Youth Offending Team are having a significant impact on reducing crime rates and re-offending rates in Kirklees. This was welcomed by the Board.</p> <p>It was noted that BS, AOS and AP are all members of the Children's Trust Board, as is the head of children's trust management and development who is a member of the KSCB Development & Business Planning group. Councillor Harris is Chair of the Children's Trust. These arrangements are enabling an effective and positive working relationship between the Board and the Trust.</p>	

6. THE CHANGE AGENDA/ISSUES FROM AGENCIES

West Yorkshire Police

GM reported that the police are facing significant financial challenges but he will work hard to ensure these do not impact on this Board.

Kirklees Council

AOS reported that the recently established Health and Wellbeing Board is a new mechanism for looking at issues for the whole Kirklees population. The Joint Strategic Needs Assessment provides underlying information. How the Health and Wellbeing Board fits with the KSCB, the Children's Trust and other partnerships will be worked on together.

West Yorkshire Probation

KL reported that probation is faced with more cuts and redundancies next year. Work in partnership with the police, health and the Local Authority has led to a significant reduction in adult re-offending. There is currently an inspection looking at transitions from YOT to adults.

Integrated Youth Support

RS reported that there is to be government funding for social work posts in youth offending institutions.

NHS Kirklees

KH reported that work to create the GP and clinical consortia is gaining momentum.

KH explained that this will be her last Board meeting as she is taking up a new post within the Calderdale and Huddersfield NHS Foundation Trust. She will probably still be coming to the Board but in a different capacity. KH advised the Board that it needs to consider the position of vice chair and chair of the SCR Workstream. KH said she would be happy to continue in those roles, but the Board will need to decide what is best. BS and EC expressed huge thanks to KH for all the work she has done and the wealth of experience and knowledge KH has brought to so many aspects of the Board's work. All present at the meeting were in favour of KH continuing her roles with the Board.

Schools

TW reported that a supervision pro-forma is being circulated looking at support for head teachers in schools. The work is being steered by head teachers for head teachers. Board members were pleased that this important work is progressing.

KSCB Unit

EC reported that details of two vacancies will be sent round to partners: 18.5 hour Safeguarding Officer for Schools and Learning, and a 37 hour Learning & Development Officer.

<p>7.</p>	<p>UNANNOUNCED OFSTED INSPECTION</p> <p>The letter from Ofsted with the findings of the recent unannounced inspection of contact, referral and assessment arrangements within children’s services had been circulated. AOS expressed thanks to the contribution all partners make in these areas of work. She explained that inspectors stay for two days and they take an objective and intensive look at practice, collaborative work, and how concerns are followed up with other agencies. The inspection identified some areas for improvement and the service welcomes that. The inspection found that areas from the previous inspection had been followed up and the KSCB is mentioned in collaborative work in learning lessons from serious case reviews. AOS asked that thanks be passed on to all concerned and remarked that the outcome is a good validation of what we know.</p> <p>MF observed that there was no overall conclusion that could be publicised to the press. AOS explained the unannounced inspection is viewed more as a safety check, seeing a snapshot of practice and highlighting any gaps. She explained that a judgement is made after the full inspection, and the Directorate had been notified yesterday of a full inspection in two weeks time. Regarding press contact AOS felt that the ‘Day in the life of’ story could still be considered for publication, and that there could be reference to the positive outcome of the unannounced inspection.</p> <p>BS asked AOS if there could be a paper to the next meeting on what is being done with regard to the areas for development and AOS said she would arrange that.</p> <p><u>Full Ofsted Inspection</u></p> <p>With regard to the forthcoming full inspection AOS explained that this would focus on safeguarding and looked after children, looking in depth at the work of the Children and Young People Directorate and wider arrangements across the partnership. The inspection will last for two weeks. The overall objective is whether children are safe and their welfare is promoted, also taking account of the wider welfare of children. The first week of the inspection will focus on case files held within the local authority, then the inspectors will work outwards following the tracks. The inspectors will talk to young people, carers and families and other professionals involved. They will look at what arrangements are in place within the Safeguarding Board and will interview the chair and the Board manager to get an in-depth view of arrangements. A self-assessment from the Directorate will be provided. The inspectors will want focus groups to be established who they will meet with in the second week of the inspection. Dates and briefing information will be circulated soon.</p> <p>Regarding a focus group of the Board it is for the Board to advise who should be in that group. Questions are likely to be around what difference particular actions or processes make, what the outcomes are, what has changed and what has improved, and what impact particular actions or processes have.</p> <p>The Board spent some time considering questions from the recently published</p>	<p>MF/ Comms WS</p> <p>AOS / PJ</p>
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	<p>Ofsted document entitled 'Good Practice by Local Safeguarding Boards'. Members acknowledged that 'engagement of young people' is an area that the Board needs to further develop. Young people have been involved in interview processes and young people are coming to today's meeting. Members acknowledged that for many months KSCB has had focus all its efforts on serious case review work to the detriment of some other areas, and although the Communication Workstream has 'bringing the voice of children and young people and their families into the discussions and decision making of the Board' in its terms of reference it is recognised that it is an area that is too broad for one workstream.</p> <p>TW suggested the Board receives a report containing feedback from schools from termly pupil questionnaires which cover whether pupils feel safe at school. The Board could also look at schools' Ofsted reports as well. This suggestion was welcomed and will be considered further by the Business Planning Group.</p> <p>Members concluded that there is no actual need for young people to come to the Board as there is a very wide range of work already going on from where views can be drawn. One of the issues for the Board however is finding out about everything that is going on. AP explained that he has staff working on that and will bring information to the next meeting.</p> <p>Regarding quality assurance work this is felt to be an area of strength, with the section 11 process and audit work that is undertaken, also extensive work embedding learning from serious case reviews, and robust training.</p> <p>In preparation for the inspection it was felt that it would be useful for all partners to spend a little time thinking about the questions in the Ofsted document, giving examples of evidence and challenges. It was therefore agreed that the pro-forma should be circulated for completion where possible. Responses would be required quite quickly and EC was asked to telephone anyone not present at the meeting.</p> <p>KH reported that with regard to speaking to health the pre-inspection material submitted by the local authority would need to be submitted to the Care Quality Commission. AOS said she would arrange this with KH.</p>	<p>EC/BS</p> <p>AP</p> <p>EC</p>
<p>8.</p>	<p>LOCAL RESPONSE TO MUNRO</p> <p>KH and EC, with input from PJ also, had looked at the themes and recommendations to try to populate what is happening locally. For some of the areas we will have to wait for revised guidance. It was agreed that the work should be circulated.</p>	<p>EC</p>
<p>9.</p>	<p>BEING A LAY MEMBER</p> <p>BS had asked MF to provide a brief summary of his experience to date of being a lay member. MF spoke to the report which had been circulated which included a summary of his induction to Board work, meetings attended and</p>	



	<p>time invested. MF had had a long career in engineering and had no previous experience of working with children or young people in a professional capacity prior to being appointed as non-executive member of the Board. MF said he had found everyone friendly and helpful and the time he was spending on Board work was at about the right level. He commented that he enjoys attending Board meetings but commented that general meetings are mainly administrative. However, he has found that the extra-ordinary Board meetings held to consider serious case reviews bring home to him what the Board is all about. Overall he is enjoying the role and has now completed a six-month probation.</p> <p>AOS said that it is refreshing to have someone asking challenging questions; MF has brought his own skills to the Board and he adds real value to the discussions. All members concurred and thanked MF for the valued contributions he is making to the Board and to the communications function.</p> <p>On behalf of the Board BS confirmed MF as a permanent Board member.</p> <p>It was agreed that arrangements will be put in place to advertise for a second non-executive member and that MF will be involved in that process. BS suggested that it might be useful for the second person to be involved in the quality assurance work of the Board. This was agreed and it was also suggested that the Board should target recruitment from the BME community if possible. It was agreed that EC would progress recruitment as planned this October/November.</p>	<p>EC</p>
<p>10.</p>	<p>DOMESTIC HOMICIDE REVIEWS</p> <p>KH spoke to a briefing paper that had been circulated giving an overview of the work of Kirklees Safer Stronger Partnership in implementing domestic violence homicide reviews and learning lessons. Reviews must be undertaken in accordance with new statutory guidance took effect from 13 April 2011.</p> <p>Since April two cases have been through the process, and very recently there has been a third case. The partnership is looking at using independent chairs and authors in the process and so there will be a high cost aspect. A local protocol has been developed with representation from KSCB, Kirklees Safeguarding Adults Board, NHS Kirklees, West Yorkshire Police and the Council's domestic violence team. If there are any children in the family they are considered as part of the process.</p> <p>The work of the partnership was noted.</p>	
<p>11.</p>	<p>E-SAFETY IN SCHOOLS</p> <p>A report had been circulated setting out e-safety work that is taking place in schools. The work links with the KSCB e-safety working group, the Education & Learning Workstream, and links to regional and national bodies ensure that schools are provided with the most up-to-date information and guidance. The report gave details of projects carried out last year, incidents that have been dealt with, and proposed future work in schools. It was noted that schools have been provided with a single telephone number to the IT help desk where they can get 'first responder' advice and it was agreed that it would be useful</p>	<p>DF</p>

	<p>to put that information on the website. Thanks were expressed to the author for the positive and useful report. CH added that e-safety had been discussed at the Learning Board.</p>	
<p>12.</p>	<p>PRACTICE REVIEWS IN KIRKLEES</p> <p>A paper had been circulated detailing a proposal to establish a broader programme of case reviews in Kirklees. Time and resources would be needed to commit to developing the programme but it was felt that it could be done if brought in in a measured way. BS suggested that the Board accept the framework in principle but more work would need to be done on the process for deciding which cases would be subject of review. The report was not clear about the proposed scale of the work and how many cases would be considered. With many demands on busy agencies this is an important factor. On discussion it was felt that it would be a small number of cases, but this would need to be reflected in the document. It was felt that if the SCR Workstream considers the cases then different agencies would be part of that decision-making. EC pointed out that it would give the Board the opportunity to practice the systems approach to reviewing work. It was agreed that the SCR Workstream would do some further work on the proposal, how results could be published, and how lessons could be learned.</p>	<p>SCR WS</p>
<p>13.</p>	<p>ROAD SAFETY CHAMPIONS</p> <p>The Board extended a warm welcome to two representatives from the Kirklees Youth Council Road Safety Champions initiative. The young people had been invited to give a presentation to the Board on their work to raise awareness of road safety issues by passing on information to peers. Within this they work closely with West Yorkshire Fire & Rescue Service, West Yorkshire Police, Kirklees Street Scene, British Transport Police and Yorkshire Ambulance Service.</p> <p>The young people explained how the initiative had come about following a 'Big Picture' event in 2009 and a 'Stay Safe' event in 2010. The group of young people had been recruited and trained and they now go out to schools and youth clubs to pass on road safety messages and to raise awareness. They valued their training highly and said it had included road safety issues for pedestrians and all the potential distractions that there are. They give out pledge cards to other young people to get their commitment to safety, for example, removing headphones and not texting, and so far they have nearly 200 pledges. Since the initiative started there has been a significant reduction in 999 calls and a reduction in calls to the West Yorkshire Fire Authority some of which could be as a result of the road safety champions. There is a lot more intelligence to be gathered, for example, from British Transport Police. There are 11 champions in the group and they are supported by staff from the IYCE (involving young citizens equally) service. Asked whether other young people continue to be interested in joining them the champions said many young people are interested as it is seen as something interesting to be involved in, it is voluntary work, there is input into the community, and it is a valuable personal experience.</p> <p>In addition to pledges they promote the messages using 'viral' clips on facebook and youtube. The viral clips were launched in June so are in their</p>	

	<p>infancy. There will be a big promotion of the project in national Road Safety Week in November.</p> <p>The champions were asked if road safety is a problem in particular parts of Kirklees. They replied that together with Streetscene they ask children to mark on maps where they think accidents happen, then they show the children a map, populated by actual information from the police and fire services, of real accidents and blackspots. They find this is a really powerful way of communicating.</p> <p>The champions said one of the big strengths of the initiative is because it is young people talking to other young people, the respect that there is in that, and the way that messages are passed on by word of mouth.</p> <p>Board members asked the champions if there were any ways that the Board could help, and the following were suggested:</p> <ul style="list-style-type: none"> • Information about the initiative and links to the viral clips to go on to the KSCB website • Resource pack for Road Safety Week to go on KSCB website • The initiative can be promoted in schools through head teacher groups – this will be discussed in the Education & Learning Workstream • Help to feed out information about the initiative through all parts of the Council and partners • The Communication Workstream is hoping to arrange regular ‘slots’ in newspapers for promoting any positive activities that help get safety messages out to the community and the initiative will be promoted as appropriate. <p>The champions ended their presentation adding that they had applied to the award ‘Hearing Unheard Voices’ for recognition. Their work has been short listed down to the last 25 projects in the country and the champions will be going to London for the event.</p> <p>Board members congratulated the champions and thanked them enormously for their informative presentation, acknowledging that they had learned a lot about the important and valuable work they are doing. BS asked the champions to contact the Board if KSCB can be of assistance in the future. Board members wished the champions every success for the future and at the London event.</p> <p>A summary of the Road Safety Champions initiative will be sent out with the minutes.</p>	<p>DF</p> <p>DF</p> <p>JE</p> <p>All to note</p> <p>DF</p>
14.	FUTURE AGENDA ITEMS - Items should be sent to EC.	
15.	ANY OTHER BUSINESS – There was no other business.	
16.	<p>DATES OF FUTURE MEETINGS</p> <p>Monday, 28 November 2011, 14:00 to 17:00</p> <p>Dates for 2012 to be arranged.</p>	DF