

KIRKLEES SAFEGUARDING CHILDREN BOARD

MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2011 AT NHS KIRKLEES, BROAD LEA HOUSE, BRADLEY BUSINESS PARK, HUDDERSFIELD

<u>Present:</u>	
Bron Sanders	Independent Chair
Karen Hemsworth	Associate Director for Safeguarding Children & Adults, Calderdale & Huddersfield NHS Foundation Trust – KSCB Vice Chair
Eunice Cox	Temporary Safeguarding Children Board Manager
Noreen Young	Director of Nursing, Compliance and Innovation, South West Yorkshire Partnership NHS Foundation Trust
Andrew Pennington	Assistant Director Commissioning & Safeguarding Assurance, Directorate for Children & Young People, Kirklees Council
Paul Johnson	Assistant Director Family Support & Child Protection, Directorate for Children & Young People, Kirklees Council
Christina Quinn	Director of Clinical & Operational Services, Locala Community Partnerships CIC
Sally McIvor	Assistant Director Well-being & Integration, Well-Being & Communities Directorate, Kirklees Council
Tracey McErlain-Burns	Chief Nurse, The Mid Yorkshire Hospitals NHS Trust
Sue Cannon	Executive Director of Quality & Governance (Executive Nurse), NHS Kirklees
Gill Poyser-Young	Designated Nurse, NHS Kirklees
Thelma Walker	Head Teacher, Overthorpe C of E (C) J, I & N School
Rachel Taylor	Service Manager Lifeline and Chair of Voluntary & Community Sector Workstream
Jane Ford	Named GP for Child Protection, South Kirklees GP Consortia
Kirstine Park	Senior Legal Officer Kirklees Council - Legal adviser to the KSCB
Diana Flooks	KSCB Administrative & Information Officer – Minutes
<u>Apologies:</u>	
Alison O'Sullivan	Director for Children & Young People, Kirklees Council
John Edwards	Assistant Director Learning, Directorate for Children & Young People, Kirklees Council
Ged McManus	Superintendent, West Yorkshire Police
Richard Smith	Head of Integrated Youth Support, Directorate for Children & Young People, Kirklees Council
Kathy Loney	Assistant Chief Officer, West Yorkshire Probation Board
Janet Powell	Associate Director of Nursing, Calderdale & Huddersfield NHS Foundation Trust
Angela Maguire	Service Manager, NSPCC

Michael Frost	Non-Executive Member
Councillor Cath Harris	Council Lead Member – Participating Observer
<u>In attendance</u>	
Chani Mortimer	Safeguarding Children Co-ordinator, KSCB Unit (items 1 to 8)

1.	INTRODUCTIONS AND APOLOGIES Introductions were made. New members Sue Cannon and Gill Poyser-Young were welcomed. Apologies were recorded as above.	ACTION
2.	DECLARATIONS OF INTEREST None.	
3.	MINUTES OF PREVIOUS MEETING (20 SEPTEMBER) AND MATTERS ARISING The minutes of the meeting held on 20 September were agreed as a true record. Matters arising were discussed as follows: <u>Minute 3 – Child Death Overview Panel Data</u> BS said that the regional CDOP data can be circulated for information. <u>Minute 3 – Local Authority Designated Officer (LADO) report</u> BS reported that this is still progressing and a report should come to the next meeting. <u>Minute 3 – E-Safety</u> EC reported that a draft strategy has gone to the working group and it will come to the next Board meeting. <u>Minute 6 – Schools</u> TW reported that the supervision pro-forma has been successfully piloted in special schools. It is to be rolled out to all mainstream schools in December/January. <u>Minute 9 – Lay Member</u> EC reported that arrangements are in place to recruit the second lay member and the interview date is to be 8 February. Three more Board members are needed to take part in the interview process. Members who are interested should contact EC after the meeting.	EC Forward agenda Forward agenda All to note
4.	SERIOUS CASE REVIEWS 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>	<p>THE CHANGE AGENDA/ISSUES FROM AGENCIES</p> <p><u>Education</u> TW reported that the model safeguarding policy recently sent out to all schools and other education establishments has been well received.</p> <p>An issue being discussed by the Safeguarding in Education and Learning Workstream is involvement of independent schools and academies on the workstream and ensuring that we are communicating effectively with them. EC reported that the Safeguarding Officer for Schools and Learning makes an appointment to visit academies as soon as they are announced to maintain links and offer support, and confirmed that they take part in the annual audit process. It was noted that government guidance and the legal framework applies equally to academies and independent schools.</p> <p><u>Kirklees Council</u> Partners were informed that a strike is planned to go ahead on Wednesday which will have an impact on provision of Council services.</p> <p><i>Children & Young People Directorate:</i> PJ reported that a consultation has just been launched on a review of early intervention services. This is looking specifically at work undertaken by children’s centres, how some of the work they do might be re-directed, and how concerns facing a wider age range of the most vulnerable and needy children and young people in Kirklees are identified and picked up. PJ asked partners to publicise the consultation to colleagues and encourage them to participate. Full information can be found at: http://www.kirklees.gov.uk/community/yoursay/Family_Support_CC_Services_Survey.pdf</p> <p><i>Well-Being and Communities Directorate:</i> A safeguarding unit has been established. The unit will determine responses to all safeguarding issues that arise for adults.</p> <p><u>Calderdale & Huddersfield Foundation NHS Trust</u> KH reported that she has recently commenced in her new post within the Trust. She is working closely with other health colleagues re the Care Quality Commission (CQC) inspection.</p> <p><u>GP Consortia</u> JF reported that work is continuing around defining roles within the consortia. It is hoped to identify a member who will represent the North Kirklees Consortium.</p> <p><u>NHS Kirklees</u> SC reported that recruitment to the designated nurse post is in hand. GPY has been appointed as acting designated nurse in the interim.</p>	<p>All to note</p>
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	<p><u>Locala (previously Kirklees Community Healthcare Services)</u> TQ reported that KCHS is now called Locala. A safeguarding committee has been created to ensure continuity of the safeguarding agenda. Locala provides NHS services to the whole of Kirklees including health visiting, school nursing, community nursing and some therapies.</p> <p><u>South West Yorkshire Partnership NHS Foundation Trust</u> A new named doctor for safeguarding children is in post.</p> <p><u>Voluntary and Community Sector</u> RT reported that she has commenced as the new chair of the Voluntary and Community Sector Workstream. A conference for the sector, held at the National Children’s Centre on 8 November, was well attended and feedback has been very positive. Section 11 for the sector is being rolled out.</p>	
6.	<p>CHILDREN’S TRUST</p> <p>Decision summaries from the September and November meetings of the Trust had been circulated. Key matters being discussed by the Trust include:</p> <p><u>Common Assessment Framework (CAF).</u> The Trust is driving this work forward and is to explore any challenges to implementation of the CAF process across Kirklees.</p> <p><u>14-19 Education</u> The Trust is contributing to and influencing the development of policies and practice regarding the education strategy for 14 to 19 year olds in Kirklees.</p> <p><u>Early Intervention</u> Trust Board is actively participating in the early intervention review.</p>	
7.	<p>OFSTED</p> <p>(a) Action plan from the Unannounced Ofsted Inspection</p> <p>PJ spoke to the report that had been circulated. He explained that this was a two-day inspection of referral, duty and assessment processes within Children’s Social Care. The inspection took place in July and the findings were published on 11 August. The inspection identified some areas for development and the action plan drawn up to address these was attached to the report. PJ said that the action plan is to be subsumed into that resulting from the full inspection.</p> <p>(b) Full Inspection of Safeguarding and Looked After Children</p> <p>PJ explained that this was the two-week inspection that took place in October. Six inspectors had attended, two focussed on safeguarding, two focussed on looked after children, one focussed on learning, and one focussed on health. The aim was to inspect partnership working in these areas. The full report</p>	

	<p>from Ofsted was published on 18 November and this had been circulated.</p> <p>In the main findings Kirklees scored outstanding in two categories, good in 17 categories and adequate in two categories. PJ asked that thanks be passed on to all staff for this excellent achievement overall. Although a press release had been prepared and sent out the Council has felt let down by the lack of positive press. Huddersfield Examiner, for example, had published one small paragraph about the outcome.</p> <p>Some issues of concern had been identified in the inspection, and these included the quality of recording which was found to be good in description but light on analysis, and the quality of the social care IT system which was found poor. The quality of basic services provided was found to be good, and the inspection was complimentary about the Board, in particular about learning from serious case reviews.</p> <p>PJ felt the inspection did not reflect full partnership working, in particular there was no reflection of work undertaken with police or probation services. It was noted that the methodology for inspections is due to change next year.</p> <p>Health colleagues said that the report of the parallel Care Quality Commission (CQC) inspection had been received today in draft. It was felt that a couple of areas were not factually correct and comments will be fed back to the CQC by the deadline of 20 November.</p> <p>BS asked if members had any particular comments on the Ofsted inspection reports. The following actions were agreed:</p> <ul style="list-style-type: none"> - Members felt it was important to celebrate good practice and give feedback to staff. It was agreed that BS would put together a letter that agencies can send out to staff. - All agencies to include the outcome and thanks to staff in their internal newsletters. - To prepare and send out a KSCB press release on the outcomes of the full inspection. - Full action plan to come to the next Board meeting. - CQC report and actions to come to the Board separately. 	<p>BS</p> <p>All to note</p> <p>EC/DF</p> <p>Forward agenda</p>
<p>8.</p>	<p>AUDIT OF INITIAL CHILD PROTECTION CONFERENCES</p> <p>A report of findings from the recent audit had been circulated. CM explained that the audit had looked at cases that had resulted in a child protection conference being called because of concerns of neglect. Discussion has taken place with the independent reviewing officers about how to take the learning from the audit forward.</p> <p>The audit identified some good practice and some areas for improvement. A key finding was around supporting the involvement of children in the conference process. TMB said that this issue had been discussed in Wakefield where the recommendation was for advocacy to be arranged to</p>	

	<p>support children. This suggestion will be passed on to the reviewing officers.</p> <p>PJ asked if the audit had looked at whether agencies are providing reports to conferences as required. CM said the audit had not included that aspect. Current procedure is that if an agency is asked to go to a conference they have to submit a report if they have information about the child, family, or significant adults. It was noted that one of the recommendations from the audit is to develop more targeted invitations which clearly identify if the conference requires information or professional attendance. It was agreed that CM would closely monitor this recommendation and report back to a future meeting.</p> <p>The Board asked how the recommendations are going to be implemented and monitored. This will be through the Evaluation and Effectiveness Workstream.</p> <p>BS reported that the inspectors had noted this audit as good practice. She thanked all concerned for the good quality report.</p>	EC/AP
9.	<p>CAF UPDATE REPORT</p> <p>A report had been circulated. Points noted included:</p> <ul style="list-style-type: none"> - A lead professional development day in November had been attended by 74 delegates. As a result of the event a number of practitioners are to become CAF champions who will support colleagues with and promote the CAF process. - The first quarter of this year has seen a sharp decline in the number of CAFs authored. This is worrying as we want to promote CAF and make it work properly. - Schools and Locala have taken on the majority of lead roles within the CAF process over the last 12 months. <p>TW raised the issue of schools taking the lead professional role and how bureaucratic and time-consuming the process is. It is very frustrating in terms of staff deployment within schools and it is not the role that a head teacher or SENCO should be undertaking. TW asked whether the Board and the Children’s Trust could consider appointment of suitably qualified and skilled staff who could take on the role so that staff can concentrate on their own primary roles. It was agreed that BS would take this to the Children’s Trust.</p> <p>Overall it was felt that progress is being made with regard to CAF but more work needs to be done.</p>	BS
10.	<p>SURVEY OF DESIGNATED AND NAMED PROFESSIONALS</p> <p>Results of a national survey commissioned by the Association of Directors of Children’s Services had been circulated. The results showed that vacancy rates have risen dramatically since 2009, some posts being lost through consequences of the change agenda and in some cases responsibilities have been watered down as a result of clustering. It was noted that Kirklees remains well served with the designated nurse and named doctor posts being</p>	

	<p>seen as very important. The designated nurse role vacated by KH is being covered by a secondment arrangement, so there will not be a gap in provision.</p>	
11.	<p>CHILD DEATH OVERVIEW PANEL (CDOP) ANNUAL REPORT</p> <p>The full report and executive summary of the joint Kirklees and Calderdale CDOP had been circulated.</p> <p>Attention was drawn to the most significant factors prevalent in the deaths of children including smoking, high body mass index of women, co-sleeping, deprivation and health inequalities, and consanguinity.</p> <p>The Infant Mortality Report has just been published and there are a lot of common messages. That report is on the agenda for the next meeting.</p> <p>The Board noted that there is more to do to ensure that the learning emerging from CDOP is tied into Public Health policy.</p> <p>The Board noted that the CDOP report has not yet been finalised by CDOP. Once this has happened it was agreed:</p> <ul style="list-style-type: none"> - The final Kirklees report should be submitted to the Children’s Trust - Aspects of the report that relate to Kirklees can be published on the KSCB website. <p>BS expressed thanks to all contributors to the report.</p>	
12.	<p>PRIVATE FOSTERING UPDATE</p> <p>This item was deferred to the next meeting.</p>	
13.	<p>ADOPTION PERFORMANCE DATA</p> <p>PJ spoke to the report that had been circulated. Although the Adoption Service in Kirklees has been judged as outstanding by Ofsted timeliness of adoptions is of concern and the service is currently failing to meet the 12 month timescale. Issues that can contribute to delays include poor quality reports, difficulty in obtaining medical reports, delays in matching with families, and delays due to local procedures in courts. Although nothing can be done where the issue is length of proceedings PJ and others in the local sub-region are arranging to meet with one of the judges to see how adoption and other proceedings can be speeded up. Other factors that affect adoption are financial considerations and the time it takes for potential adopters to get through the system. It was clear that not all delay is in the hands of the Local Authority but the Authority is taking action to improve the things it can.</p> <p>PJ reported that the Family Placement Unit is proud of the work it does and is very committed. There are now two adoption panels in Kirklees. Issues have been raised at the panels and staff are looking closely at the way the process operates with partners and where improvements can be made.</p> <p>It was agreed that an update report on improvements would come to the Board in the Spring.</p>	<p>Forward agenda</p>
14.	<p>COMMUNICATIONS WORKSTREAM UPDATE & COMMUNICATIONS STRATEGY</p>	

	The update report was noted and the revised Communications Strategy was approved.	
15.	BUDGET A statement of expenditure at week 32 was tabled for information. It was noted that expenditure is in line with the projected budget for the year.	
16.	SOCIAL WORK MATTERS CAMPAIGN AOS is sponsoring a large regional project details of which had previously been sent to Board members. The project has its own website and the aim is to try to increase interest in social work as a profession. There has been some national publicity in Community Care magazine. Members felt the website is extremely informative. A link has been provided to it from the homepage of the KSCB website.	
18.	FUTURE AGENDA ITEMS Items should be sent to EC.	
19.	ANY OTHER BUSINESS There was no other business.	
20.	DATES OF FUTURE MEETINGS Friday 20 January 2012 13:30 – 16:30 Friday 16 March 13:30 – 16:30 Friday 25 May 09:00 – 12:00 Wednesday 18 July 14:00 – 17:00 Tuesday 25 September 14:00 – 17:00 Wednesday 21 November 14:00 – 17:00	