



Safeguarding Children Board

Distribution of Minutes of the Meeting held on Monday, 3 October 2011

Distribution List:

Steve Clark	- Voluntary and Community Sector
Alison Cook	- NHS Cornwall and Isles of Scilly Community Health Services
Jack Cordery	- Cornwall Council – Children, Schools and Families
John Cousins	- Youth Offending Service
Mandy Cox	- NHS South West (South West Strategic Health Authority)
Trevor Doughty	- Director of Children's Services, Cornwall Council – Children, Schools and Families
Jon Dunicliff	- Cornwall and Isles of Scilly Safeguarding Adults Board
Dave Ellis	- Independent Chair
Paul Masters	- Cornwall Council – Assistant Chief Executive
Aiden Mitchelmore	- CAFCASS
Jon Nason	- Devon and Cornwall Probation Area
Felicity Owen	- Cornwall and Isles of Scilly Primary Care Trust / Cornwall Council
Penny Penn-Howard	- Director of Children's Services, Council of the Isles of Scilly
Christine Rashleigh	- Royal Cornwall Hospitals Trust
Michele Slevin	- Devon and Cornwall Police
Steve West	- Careers South West
Ellen Wilkinson	- Cornwall Partnership NHS Foundation Trust
Carol Williams	- Cornwall and Isles of Scilly Primary Care Trust
David Wood	- Cornwall Council – Children, Schools and Families
Andrew Yates	- Cornwall Faith Forum

Advisers:

Jane Black	- Cornwall Association of Secondary Headteachers
Karen Dale	- LSCB Manager, Cornwall Council – Children, Schools and Families
Debbie Galbraith	- Designated Doctor, Safeguarding Children Unit
Karen Jackson	- Cornwall Council – Corporate Support – Legal and Democratic Services
Judith Parsons	- Designated Nurse, Safeguarding Children Unit
Michael Rutter	- LSCB Business Manager, Cornwall Council – Children, Schools and Families

For Information:

Neil Burden	- Lead Member for Children's Services, Cornwall Council
Jinny Clark	- Vice Chair, Cornwall Council Children, Education and Families Overview and Scrutiny Committee
Trisha Hewitt	- Cornwall Council – Chief Executive's Department – Media Relations Manager
David Pearson	- Lead Member for Children's Services, Council of the Isles of Scilly
John Pollard	- Chair, Cornwall Council Children, Education and Families Overview and Scrutiny Committee
Christine Savill	- Chair, Isles of Scilly Children and Young People Committee



**Minutes of the Meeting held on Monday, 3 October 2011 in the
Trelawney Room, New County Hall, Truro**

Present:	Dave Ellis Steve Clark Jane Hampton (representing Jack Cordery) Mandy Cox Trevor Doughty Jon Dunicliff Paul Masters Jon Nason Michele Slevin Christine Walker- Booth (representing John Cousins) Steve West Ellen Wilkinson Carol Williams David Wood Andrew Yates	<ul style="list-style-type: none"> - Independent Chair - Voluntary and Community Sector - Cornwall Council – Children, Schools and Families - NHS South West (South West Strategic Health Authority) - Director of Children’s Services, Cornwall Council – Children, Schools and Families - Cornwall and Isles of Scilly Safeguarding Adults Board - Cornwall Council – Assistant Chief Executive - Devon and Cornwall Probation Trust - Devon and Cornwall Police - Youth Offending Service - Careers South West - Cornwall Partnership NHS Foundation Trust - Cornwall and Isles of Scilly Primary Care Trust - Cornwall Council – Children, Schools and Families - Cornwall Faith Forum 	<p>left 12.30</p> <p>left 12.55</p>
Advisers:	Jane Black Karen Dale Karen Jackson Judith Parsons Michael Rutter	<ul style="list-style-type: none"> - Cornwall Association of Secondary Headteachers - LSCB Manager, Cornwall Council – Children, Schools and Families - Cornwall Council – Corporate Support – Legal and Democratic Services - Designated Nurse, Safeguarding Children Unit - LSCB Business Manager, Cornwall Council – Children, Schools and Families 	<p>arrived 10.15</p> <p>arrived 11.10</p>
Observing:	Neil Burden David Pearson John Pollard	<ul style="list-style-type: none"> - Lead Member for Children’s Services, Cornwall Council - Lead Member for Children’s Services, Council of the Isles of Scilly - Chair, Cornwall Council Children, Education and Families Overview and Scrutiny Committee 	
Apologies:	Alison Cook Jack Cordery John Cousins Debbie Galbraith Aiden Mitchelmore Felicity Owen Penny Penn-Howard Christine Rashleigh	<ul style="list-style-type: none"> - NHS Cornwall and Isles of Scilly Community Health Services - Cornwall Council – Children, Schools and Families - Youth Offending Service - Designated Doctor, Safeguarding Children Unit - CAF/CASS - Cornwall and Isles of Scilly Primary Care Trust / Cornwall Council - Council of the Isles of Scilly - Royal Cornwall Hospitals Trust 	
Clerk:	Frances James	<ul style="list-style-type: none"> - LSCB Administrator, Cornwall Council – Children, Schools and Families 	

The meeting commenced at 10.00 am.

Action

1 Apologies

Please see above.

2 Declarations of Interest

Any declarations of interest would be taken throughout the meeting, if necessary.

3 Quoracy

Under the terms of the LSCB partnership agreement, a representative from the Council of the Isles of Scilly was required to be present in order that a Board meeting was quorate. As no Isles of Scilly representative was present, the Board agreed as follows:

- The Board would be considered quorate for any decisions relating solely to Cornwall.
- Decisions on any issues relating specifically to the Isles of Scilly would be deferred to the January meeting.

1 – NON-CONFIDENTIAL SECTION

4 Non-Confidential Minutes

The non-confidential minutes of the meeting held on 4 July 2011 were approved as a correct record of that meeting.

5 Non-Confidential Action Lists and Matters Arising

The matters arising updates outlined on the templates were noted, with the following additions:

Actions and Matters Arising from 4 July 2011:

(i) Chair's Verbal Update – National Institute for Health and Clinical Excellence

Dave Ellis agreed to follow this up with Jack Cordery.

Dave Ellis

(ii) Proposed Safeguarding Children Standards Unit

This action remained outstanding as some posts in the new unit were still to be filled.

(iii) Feedback from Improvement Board – Protocol between Children's Social Work and Supporting Families

This protocol had not yet been distributed to Board members for comment as work on the protocol remained ongoing.

(iv) Multi-Agency Practice Issues – Attendance at Workshops

A report on attendance at these workshops would be submitted to the November Executive Group meeting.

(v) Section 11 Report

The letter to governing bodies had been delayed. David Wood would be

meeting with the Cornwall Gatekeeping Unit the following day to discuss Section 175 issues.

Action
David Wood

6 Operation Mansfield

DI Simon Snell, Devon and Cornwall Police, attended the meeting for this item and gave a presentation on child sexual exploitation and, specifically, on Operation Mansfield in Torbay.

He advised that child sexual exploitation (CSE) remained a hidden crime and its extent was unknown but a UN report in 2002 estimated that 150 million girls and 73 million boys under 18 were forced into sexual abuse/violence.

There was a strong link between CSE and missing children; one in nine young people were sexually assaulted whilst missing. This had been the case in Torbay and Operation Mansfield had worked successfully with the Torbay Missing Persons Forum.

The effects of CSE on the young people involved were both physical and mental and could manifest in any of the following:

- self-destructive behaviour
- self mutilation
- eating disorders
- overdosing
- crime

There were financial costs associated with CSE and also hidden costs to both the young people and to society. The estimated cost over the lifetime of an exploited child was £45,784. Intervention was currently crisis-led and Simon Snell emphasised the need for earlier intervention and local strategies to identify those at risk. He advised that it was estimated that every £1 spent by Barnardos on specialist intervention saved £12.

Simon Snell advised that there was guidance from Government on the role of LSCBs in CSE, which should involve a sub-group to lead on this issue. He advised that, nationally, only a quarter of LSCBs had a sexual exploitation sub-group and only a quarter had a protocol for dealing with CSE. None of the four peninsula LSCBs had either.

Simon Snell informed the Board that he would like to see peninsula LSCBs working together to a joint protocol (he had produced a draft document), with a strategic peninsula missing and exploited children working group and a multi-agency CSE operations unit. There was currently a tactical local missing and exploited children forum in both Torbay and Devon and work was ongoing to establish such a group for Cornwall and the Isles of Scilly.

It was agreed that the draft joint protocol should be circulated to members of the Executive Group for further work on behalf of the Board.

Frances James

Karen Dale advised that the new Safeguarding Children Standards Unit included a Vulnerable Young People Officer post, which was currently vacant. It was hoped to strengthen this role into a child exploitation specialist post, which could link tactically to the proposed peninsula groups. Trevor Doughty added that performance measures would need to be built in, in order to ascertain how well the post was working and whether it was adding value.

Karen Dale agreed to discuss the role profile for this post with Simon Snell and, once the role and its reporting arrangements were clear, she would provide a report to the Executive Group; this would probably be in the New Year. The Executive Group would then provide staged reports to the Board for approval.

Karen Dale

7 Chair's Verbal Update

Action

Dave Ellis reported on his activities and highlighted the following:

- *Domestic Abuse and Sexual Violence Members Engagement Day*
This event had stressed the need for adequate support and strategies for domestic abuse and sexual violence. Dave Ellis felt that the lack of attendance by Elected Members had been disappointing.
- *Chief Executive, Cornwall and Isles of Scilly PCT*
Meetings were now being held with the PCT Chief Executive on a two-monthly basis. In future Dave Ellis hoped to include the Chair of the Safeguarding Adults Board in these meetings.
- *Scrutiny Committee*
The Scrutiny Committee had called for updates as follows:
 - CAMHS
 - Performance report, including operation of the new structure
 - Section 11/175 update
- *Multi-Agency Risk Assessment Training*
Dave Ellis expressed thanks to those Board members who had been present at the risk assessment training sessions, all of which had been well attended.
- *National Independent Chairs Conference*
Dave Ellis would be attending this conference in November, where Tim Loughton MP and Eileen Munro would be speakers.
- *LSCB Development Day – 19 October*
Dave Ellis stressed the importance of attendance at the development day.
- *LSCB Support Team*
Dave Ellis advised that, following the Children, Schools and Families staffing review, the LSCB Support Team was now smaller and the Board would need to take account of this in the future.
- *LSCB Audit*
A report on the recent audit would be presented to the Executive Group on 12 October.
- *Child Death Overview Panel*
The peninsula recommendation was that a further waiver be adopted for 2012/13 and Dave Ellis would be attending the CDOP meeting on 5 December on behalf of the peninsula Chairs.
- *Young Witness Support Service*
This would be ending in March 2012. Decisions would need to be made regarding future support for vulnerable young witnesses and Dave Ellis would be taking a report to the Children's Leadership Group in the near future.

8 Feedback from Improvement Board

Dave Ellis reported that the Improvement Board Independent Chair was confident that progress was being made. He advised that further inspections would be taking place and Trevor Doughty confirmed the details, as follows:

- *Progress inspection*
This had been commissioned by the Council and would take place on 7

November for a week. This would provide a valuable independent view of progress with the Improvement Plan; it would concentrate on safeguarding and specifically the following four areas:

- live work
 - leadership and management
 - partnership
 - performance management and supervision
- *Further unannounced inspection*
This would be the second of a series of two unannounced inspections of referral processes. It was likely to take place before the end of December but could be at any time up to the end of March.
 - *Full looked after children / safeguarding inspection*
This would take place before the end of July. As this would be a re-inspection, it would be undertaken using the current methodology.

9 LSCB Agency Response to Embedding Threshold / Continuum of Need Guidance

Dave Ellis expressed thanks to Karen Dale and Jane Hampton for their role in managing the training sessions and asked representatives present to update on action taken to embed the guidance.

(i) Cornwall Partnership Foundation Trust

Ellen Wilkinson advised that she, senior staff and some front-line staff had attended the training, following which she had produced a summary briefing with links to relevant documents. This had been shared with all employees via a regular bulletin and with service line managers face to face. The intention was that service line managers should include this guidance in regular meetings and agendas for such meetings would be tracked. The complete pack had also been distributed to all Children's Services staff by Alison Cook and the guidance would, in due course, be incorporated into other specific internal training.

(ii) Royal Cornwall Hospitals Trust

Judith Parsons advised that resourcing issues made it difficult for staff to attend this training. However Jane Hampton had attended a specific meeting at the hospital. The guidance was being incorporated into all in house training and had been included in a recent newsletter and on the Trust's intranet.

(iii) Cornwall Council

Paul Masters advised that safeguarding advocates from all areas of the council met regularly. Karen Dale had provided a presentation, jointly with the Safeguarding Adults Board, to a recent meeting of the Corporate Safeguarding Steering Group and a training matrix for all staff was being produced.

(iv) Children, Schools and Families

Trevor Doughty confirmed that CSF staff were fully involved in the threshold training as it continued to be a priority to have a common understanding of thresholds. He and David Wood acknowledged some issues regarding communication and partnership working within locality teams and between these teams and schools. These issues were being addressed.

(v) Careers South West

Action

Steve West and a number of Careers South West staff had attended the training sessions. The learning from these sessions would be addressed by the Management Team.

(vi) Devon and Cornwall Probation Area

Jon Nason advised that the guidance had been distributed to all operational staff and a series of internal events was being held based on the guidance pack.

(vii) Voluntary and Community Sector

Steve Clark advised that the guidance had been widely disseminated throughout the VCS.

10 Performance Report

Jon Nason presented the performance report, which, he advised, was work in progress. The Executive Group had discussed the content of the performance report but unfortunately some of the data required was not routinely collected. Further work would be undertaken to produce a RAG rated report for future meetings.

Jon Nason advised that the level of information provided to the QAAG had improved dramatically and the Board discussed the three high-level indicators as follows:

- *Percentage of referrals to children's social care going on to initial assessment*
There was a query regarding the outcome for contacts that did not become referrals. This data was not currently available but it was felt desirable to monitor these outcomes. Karen Dale advised that a number were 121As and many others were notifications from other authorities of missing children or families that had moved. Further work was being undertaken on these contacts and improved analysis would be available in the future. She stressed that all agencies needed to consider the quality of their referrals.
- *Number and percentage of children made subject to a child protection plan during the year who were subject to a plan for the second or subsequent time*
The increase in this indicator represented an adjustment in thresholds. Further data would be available shortly.
- *Percentage of repeat referrals to social care within 12 months*
This indicator was better than target and represented a significant improvement from last year. In response to a query from Neil Burden, Jon Nason agreed to provide previous years' figures and trends as part of future performance reports.

Jon Nason

The Board discussed the Single Referral Unit conversion rates, with comments made as follows:

- The number of contacts that were not accepted as referrals reinforced the need for the current threshold training to be cascaded to all front-line staff.
- Were there adequate resources to cope with the number of referrals? Jane Hampton advised that there was a clear staffing development programme and she was confident that an appropriate level of numbers and quality of staff could be provided to manage the current level of referrals.

The administrative data was considered and Jon Nason stressed the need for all agencies/group members to provide the required documentation promptly.

The Board noted the report and acknowledged that it remained work in progress.

11 Information Update from Executive Group

Action

The Board noted the information update. Jon Nason drew attention to the difficulties encountered in obtaining business plan updates in a timely manner. Board members were requested to ensure all future reports were provided when requested.

12 Revised Terms of Reference for Executive Group

The Board made one amendment – Alison Cook now represented Cornwall Partnership Foundation Trust and not Cornwall and Isles of Scilly Community Health Services.

With this amendment, the revised terms of reference were approved.

The one year term of office for all sub-group and task group chairs and vice chairs was also approved.

13 Budget Report

Michael Rutter presented the updated budget for 2011/12. Income had increased due to the unexpected receipt again this year of a grant for child death purposes and the large reserve was due to no recent serious case reviews, a reduction in the Training Manager's hours and no appointment having yet been made to the Development Manager post.

A draft 2012/13 budget was now being drawn up; this would be considered by the Executive Group on 12 October and presented to the Board, for ratification, in January. He requested that contributing agencies give consideration to their level of funding for 2012/13.

Michele Slevin questioned a possible collaborative approach to training across the peninsula. She was advised that the Board would be supportive of such an approach and that the Executive Group would be discussing future training needs and methods at its next meeting.

Paul Masters advised that the Council would be setting its budget early again this year and Trevor Doughty confirmed that savings would come from administration/management and that there would be no reduction in front-line safeguarding services.

The budget report was noted.

14 Government White Paper on Public Health – Update

Carol Williams presented the paper on public health and highlighted the following:

- The Government had provided a response to the recent consultation and re-issued guidance, including:
 - Local government would have a leadership role across public health, health improvement, health protection and population healthcare.
 - Public Health England would be established in April 2013.
 - Proposed mandatory public health functions for local authorities.
 - It was not yet clear how much of the budget would go to Public Health England and how much to local authorities.
 - The Director of Public Health would be a local authority role with an expectation that it would be at chief officer status.

Action

- A Transition Board had been set up, comprising representatives from Cornwall Council, the Council of the Isles of Scilly and NHS Cornwall and Isles of Scilly, to oversee the smooth transition of public health services.
- The public health budget would be published in December 2011 and the funding formula had yet to be agreed.
- The final public health outcomes framework was expected to be published in the next few weeks. This, alongside other policy updates, would provide more detail regarding different roles and responsibilities around children's public health.

Mandy Cox updated the Board on the situation regarding the Strategic Health Authority, advising that, from 3 October 2011, NHS South West had become part of a cluster across the whole of the south of England – NHS South. The role of the Strategic Health Authority in respect of LSCBs would remain unchanged in the short term and Mandy Cox would continue to attend Board meetings.

It was agreed that regular updates to the Board should continue.

15 Update on GP Commissioning

Carol Williams updated on developments within GP commissioning, as follows:

- There were now three clinical commissioning groups (CCG).
- It was anticipated that most CCGs would have completed the authorisation process by April 2013.
- The PCT cluster was working with the groups and assigning staff to work with them.
- The CCGs had chosen to take responsibility for budgets for elective long term conditions and urgent care in the first instance.
- They would not be assuming responsibility for children and mental health services in the near future.
- The NHS Commissioning Board would assume responsibility for performance management and commissioning of primary care.
- The Board would be establishing a field force of people, with teams assigned around geographies.
- As yet, it was not known where the statutory posts of the designated health professionals would be situated.

Dave Ellis stressed the need for meaningful engagement with GPs and Carol Williams confirmed that she was actively seeking a GP to sit on the Board. Alternatively, she suggested that perhaps the GP named doctor could fulfil this role.

Master classes were being held for GPs on various topics and, in order that the role of the LSCB could be understood and reflected in their decisions, Carol Williams agreed to arrange one on the statutory responsibilities of GPs around safeguarding.

Carol Williams

Carol Williams agreed to provide a further update at the next meeting.

16 Any Other Business

There was no other business.

17 Next Meeting

The next meeting would take place at 10.00 am on Monday, 9 January 2012, the venue being the Trelawney Room, New County Hall, Truro.

The meeting closed at 1.10 pm.