



**Minutes of a meeting of the Leicester, Leicestershire and Rutland Local Safeguarding Children's Board held at Highpoint Conference Centre, Leicester on Thursday 13 March 2008**

PRESENT

Glenys Johnston (Chair)

Leicester City Council

Kamal Adatia	Acting Head of Community Services Law
Pat Nawrockyi	Head of Service – Children's Safeguarding
Mark Sampson	Secondary Schools Representative
Andy Smith	Interim Service Director, Social Care and Safeguarding
David Thrussell	Deputy Head, Youth Offending Service

Leicestershire County Council

Vanessa Bishop	Acting Assistant Director, Children's Social Care
Mikesh Kotak	Youth Offending Team Leader
Bob Parker	Service Manager, Safeguarding, Children and Young People's Service
Jane Sharp	Headteacher Representative

Rutland County Council

Steven Attwood	Head of Inclusion, Youth and Adult Learning, Children and Young People's Service
Jen Hazell	Headteacher Representative

Health Community

Mandy Ashton	Director of Quality and Governance, Leicester City PCT
Dr Janet Bruce	Consultant (Adult) Psychiatrist, University Hospitals of Leicester
Michael Clayton	Head of Nursing Children's Services, University Hospitals of Leicester
Anne-Maria Olphert	Associate Director, Children's Health Services, Leicester City PCT
Dr Sudhir Sethi	Designated Doctor and Consultant Paediatrician, Leicester City PCT
Adrian Spanswick	Nurse Consultant, Safeguarding Children, Leicester City PCT
Helen Thompson	Associate Director of Children's Community

Service, Leicestershire County and Rutland PCT

Leicestershire Constabulary

DI Donna Thomson                      Crime Support, Leicestershire Constabulary

Other Agencies

Steven Atkinson	Leicestershire District Councils
Rosemary Beard	Chief Executive, Leicestershire Connexions
Anne Marsden	Unit manager, Family Welfare Association
Howard Robinson	Director of Community Safety, Leicestershire Fire and Rescue Service
Adam Suddaby	Vice Principal, Leicester College
Sarah Ward	Area Children's Service Manager, NSPCC

Officers in Attendance

Kat Bouch	LSCB Project Officer, Child Death Review
Elaine Felstead	LSCB Practice and Performance Review Officer
Sue North	LSCB Training Co-ordinator
Rosemary Palmer	Committee Officer
Inga Windley	LSCB Policy Officer

In Attendance – minute 13 refers

Peter Chester	Head of Planning and Commissioning, Leicestershire County Council Children and Young People's Service
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**1. Apologies for Absence.**

Apologies for absence were received from the following members:-

Jane Appleby	Lead Children, CAMHS and Safeguarding, east Midlands SHA
Steve Coe	Service Manager, CAF/CASS
Frances Craven	Assistant Director, Targeted Services, Leicestershire County Council Children and Young People's Service
Major Ernie Crew	Army Welfare Service
Martin Curran	Assistant Chief Officer, Probation Service
Bhupen Dave	Service Director – Community Services, Leicester City Council
Dr Ingrid Davison	Consultant in Child and Adolescent Psychiatry, CAMHS
Carole Devaney	Public Health Programme Manager, Domestic

Sue Disley	Violence, Leicester City PCT Assistant Director, Leicestershire County Council Adult Social Care Service
Meena Evans	Crown Advocate
Colin Foster	Director of Adult Social Services, Health and Housing, Rutland Council
Penny Hajek	Interim Service Director – Access, Inclusion and Participation, Leicester City Council
Sheri Holland	Assistant Head of Legal Services, Leicestershire County Council
Angela James	DAAT Co-ordinator
Dr Geth Jenkins	GP Partner/LMC Secretary
James Lynch	Bridges (Stephanie Dunckley substituting)
Helen McDermott	Leicestershire Headteacher Representative
Anne Spaight	General manager for Clinical Governance, Audit and Research, EMAS
Linda Stewart	Deputy Director, Nursing and Therapies, Leicestershire Partnership Trust
Det Supt Chris Tew	Crime Support, Leicestershire Constabulary

**2. Welcome.**

The Chair welcomed members of the Board to the meeting.

**3. Minutes of the meeting held on 13 December 2007.**

RESOLVED:

That the minutes of the meeting held on 13 December be confirmed and signed as a correct record.

**4. Matters Arising.**

Minute 5(ii): Matters Arising - Planning and Prioritising for the LSCB Business Plan 2008-09.

Pat Nawrockyi reported that she had attended an Executive Meeting of the Council of Faiths in January and had been invited to attend a full meeting. It was hoped that the Council would then appoint a representative to serve on the Local Safeguarding Children Board.

Minute 14: LSCB Constitution and Membership.

Glenys Johnston reported that she would circulate the membership list for comment following the meeting.

Minute 17: Joint Area Review Updates – Leicester and Leicestershire.

Andy Smith reported that Leicester City had received verbal feedback on the outcomes of the Joint Area Review. The draft report would be available at the end of March 2008, with the final report being produced at the beginning of June.

**5. Development Subcommittee Annual Report 2007-08.**

The Board considered a paper setting out details of activity in all areas within the 2007-08 plan which the Development Subcommittee has responsibility. A copy of the report marked 'B' is filed with these minutes.

Arising from discussion the following points were raised:-

- (i) Following the change to arrangements with regard to the Child Protection Register (Chapter 10 of the LSCB procedures), it was reported that the function of the custodian of the register would be carried out within the Children and Young People's services at the three local authorities for the immediate future.
- (ii) The safeguarding in Madrassahs conference would take place on 29 June. Representatives of Madrassahs would be encouraged to attend and the focus of the conference would be on working with them and developing infrastructure. A project plan would be produced following the conference.
- (iii) Work on Domestic Violence was also being undertaken by Community Safety Officers. It would be helpful for the Development Subcommittee to work closely with the Community Safety Programme Board.
- (iv) Concern was expressed that the workload of the Development Subcommittee was becoming unmanageable. It was felt that some projects would fit better in other subcommittees. However, project plans would remain with the Development Subcommittee.
- (v) The Voluntary Sector Reference Group intended to submit a paper to a forthcoming LSCB meeting which would consider how they could support LSCB projects. It would be helpful if all LSCB members could consider their level of involvement in projects in order to accelerate progress.

RESOLVED:

- (a) That Kamal Adatia and Pat Nawrockyi produce a briefing note for lawyers and the local judiciary on revisions to Chapter 10 of the LSCB

procedures;

- (b) That Pat Nawrockyi circulate the revised Chapter 10 to all members of the LSCB for comment;
- (c) That Sue North contact Helen Thompson about the possibility of her involvement with CAF.

#### **6. Training Subcommittee Annual Report 2007-08.**

Consideration was given to a report outlining the work undertaken by the Training Subcommittee during 2007-08, the Training Strategy 2007-10 and a report produced to assist the LSCB in making a decision on the way forward for both single and inter-agency safeguarding children training. A copy of the reports marked 'C' is filed with these minutes.

Arising from discussion the following points were raised:-

- (i) Concern was expressed that the LSCB was not making use of all available funding. The LSCB provided training in more areas than just child protection, for instance safer recruitment, which was also a HR issue and could possibly be funded from elsewhere.
- (ii) The numbers of people who had been trained was small in comparison with the overall numbers of target staff. It was important for those who had committed to a training session to ensure attendance, and also that training was targeting the right people. As the budget was limited, it was felt that the LSCB should weight its resources for training towards the largest number of people rather than detailed training which was not relevant to most people.
- (iii) It was felt that the definitions of categories for training lacked clarity. Concern was also expressed that teachers were not receiving the level of training that they required. This needed addressing in the strategy.
- (iv) The estimated cost of training did not include management time, which would be necessary if the LSCB was to become a larger training organisation. Consideration needed to be given to the role of the LSCB: was it as a commissioner or a provider? There was no legal requirement for the LSCB to provide all training in-house. By outsourcing multi-agency training the LSCB would be able to maintain its strategic role. The budgetary cost of such an approach would need to be compared to current arrangements.
- (v) Some LSCB members suggested that on-line training to raise basic awareness of safeguarding would be welcomed and would provide

assurance that all members of an organisation had some understanding of safeguarding issues.

RESOLVED:

- (a) That the following form a working group to reconsider the way forward for single and multi-agency safeguarding children training:-  
Vanessa Bishop  
Pat Nawrockyi  
Adrian Spanswick  
Jen Hazell  
Adam Suddaby  
Mandy Ashton  
Steve Atkinson  
Michael Clayton  
Anne Marie Olphert  
Andy Smith  
A representative from the voluntary sector  
A representative from the Police;
- (b) That Adrian Spanswick and Sue North produce terms of reference for the working group;
- (c) That the final report of the working group be submitted to the following bodies:-  
Training Subcommittee  
Core Business Group  
LSCB (June)  
Meeting with Chief Executives and Chief Officers (July)
- (d) That all agencies be asked to provide figures showing the total number of the workforce and the percentage that have received training, if they have not done so already.

**7. Quality Assurance Subcommittee Annual Report 2007-08.**

Consideration was given to a report setting out details of the work undertaken by the Quality Assurance Subcommittee during 2007-08. A copy of the report marked 'D' is filed with these minutes.

It was confirmed that the LSCB would received the annual report of the Local Authority Designated Officer (LADO).

RESOLVED:

That the report be noted.

**8. Communications Subcommittee Annual Report 2007-08.**

The Board considered a report outlining the work undertaken by the Communications Subcommittee during 2007-08. A copy of the report marked 'E' is filed with these minutes.

The bookmarks promoting the LSCB did not provide value for money and therefore would not be continued.

The Leicester Family Justice Council was holding a multi-agency conference in October on a child protection issue. It was suggested that this could be promoted in the newsletter.

RESOLVED:

That Kamal Adatia draft an item on the Family Justice Council conference for the newsletter.

**9. Leicester City Serious Case Review Subcommittee Annual Report 2007-08.**

The Board considered a report outlining the work of the Serious Case Review Subcommittee during 2007-08. A copy of the report marked 'F' is filed with these minutes.

RESOLVED:

That the report be noted.

**10. Leicestershire and Rutland Serious Case Review Subcommittee Annual Report 2007-08.**

The Board considered a report outlining the work of the Serious Case Review Subcommittee during 2007-08. A copy of the report marked 'g' is filed with these minutes.

RESOLVED:

That the report be noted.

**11. Performance Management Reports.**

It was noted that the performance management report from the Leicestershire Constabulary would be circulated with these minutes.

**(a) Leicester City Council Children and Young People’s Service.**

The Board considered a report providing statistical information in relation to the Leicester City Child Protection Register and information about safeguarding activity within Leicester Children and Young People’s Service. A copy of the report marked ‘H’ is filed with these minutes.

RESOLVED:

That the report be noted.

**(b) Leicestershire County Council Children and Young People’s Service.**

The Board considered reports providing statistical information in relation to the Leicestershire Child Protection Register and information about safeguarding activity within Leicestershire County Council Children and Young People’s Service. A copy of the reports marked ‘I’ and ‘J’ is filed with these minutes.

RESOLVED:

That the reports be noted.

**(c) Rutland Council Children and Young People’s Service.**

The Board considered a report providing statistical information in relation to the Rutland Child Protection Register and information about safeguarding activity within Rutland Children and Young People’s Service. A copy of the report marked ‘K’ is filed with these minutes.

RESOLVED:

That the report be noted.

**(d) Health Services.**

The Board considered a report providing child protection medical statistical data and information about safeguarding activity within the Health services. The report also contained information relating to the child protection audit of GP practices which had been carried out by Leicestershire County and Rutland PCT. A copy of the report marked ‘O’ is filed with these minutes.

RESOLVED:

That the report be noted.

**12. Budget Report.**

Consideration was given to a report reviewing the current and future budget position of the LSCB and aiming to ensure that the LSCB was able to meet its commitments over the next few years. A copy of the report marked 'L' is filed with these minutes.

In the light of the earlier discussion on training (minute 6 refers), it would be necessary to revisit the budget report. It was recognised that the LSCB either needed more resources or would have to accept that it was limited in what it could provide. It would be helpful if estimated costs were worked into business plans to create more clarity over funding levels.

RESOLVED:

- (a) That Steve Atkinson speak to other District Council Chief Executives to enquire if they would be willing to contribute to the funding of the LSCB;
- (b) That all agencies which do not currently contribute to the funding of the LSCB consider doing so
- (c) That any invoices or estimates of spending for the current financial year be sent to Bob Parker by the end of March 2008;
- (d) That Glenys Johnson obtain a copy of the funding formula for the LSCB to identify current levels of contribution.

**13. Leicestershire's Children and Young People's Plan 2008 – 2011.**

Consideration was given to Leicestershire's draft Children and Young People's Plan 2008 to 2011, a copy of which marked 'M' is filed with these minutes.

Arising from discussion the following points were raised:-

- (i) The next draft would contain more detail on partnership working. However, it was also felt that more reference needed to be made to the involvement of health services with children under the age of two and child obesity.

- (ii) The draft Plan did not contain sufficient emphasis on very young children, especially those with a Child Protection Plan.
- (iii) The Plan needed to integrate a multi-agency approach to educate children on areas such as road safety and water safety so that they could become safe citizens.
- (iv) The link to Adult Services in relation to parenting and families was not sufficiently emphasised.

RESOLVED:

That any further comments on the draft Plan be made to Peter Chester by Friday 14 March 2008.

**14. Child Death Review Position Statement.**

The Board was updated on the current position in the establishment of the Child Death Overview Panel.

A training event was being held on 28 April at the Town Hall. Relevant agencies would be asked to nominate representatives. Preparations for the start of the Panel would take place between April and June. Information gathering would commence on 1 April and it was hoped that the Panel would be launched in early June.

RESOLVED:

That the current position be noted.

**15. Health Protocol for Responding to Sudden Unexpected Death in Children (SUDC) Incorporating Sudden Unexpected Death in Infants (SUDI).**

The Board was updated on the current position in developing the protocol for responding to SUDIC. A multi-agency meeting planned for the previous week had been cancelled which had created a delay. However, funding had now been identified. Some of the positions on the model for Leicester had also been recruited to.

RESOLVED:

That the current position be noted.

**16. Biennial Overview Reports of Serious Case Reviews.**

The Board received a summary report of the recent Serious Case Review documents produced by the Department for Children, Schools and Families. A copy of the report marked 'N' is filed with these minutes.

RESOLVED:

That the report be noted.

**17. Any Other Business.**

There was no other business.

9.15am – 1.20pm  
13 March 2008

CHAIRMAN