

**Minutes of a meeting of the Leicester, Leicestershire and Rutland Local Safeguarding Children's Board held at Highpoint Conference Centre, Leicester on Thursday 13 December 2007**

PRESENT

Glenys Johnston (Chair)

Leicester City Council

Andrew Bunyan	Service Director, Family Support and Safeguarding Services
Laurence Jones	Acting Deputy Head of Service, Youth Offending Service
Pat Nawrockyi	Head of Service – Children's Safeguarding
Adam Suddaby	Vice Principal, Leicester College

Leicestershire County Council

Sue Disley	Assistant Director, Adult Social Care Service
Bob Parker	Service Manager, Child Protection, Children and Young People's Service
Wendy Poynton	Head of Youth Offending Service

Rutland County Council

Steven Attwood	Head of Inclusion, Youth and Adult Learning, Children and Young People's Service
----------------	--

Health Community

Jane Appleby	Lead Children CAMHS and Safeguarding, East Midlands SHA
Mandy Ashton	Director of Quality and Governance, Leicester City PCT
Michael Clayton	Head of Nursing Children's Services
Carole Devaney	Public Health Programme Manager, Domestic Violence, Leicester City PCT
Sharon Robson	Leicester City PCT
Dr Sudhir Sethi	Designated Doctor and Consultant Paediatrician, Leicester City PCT
Anne Spaight	General Manager for Clinical Governance, Audit and Research, EMAS
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

DCI Chris Redfern Crime Support, Leicestershire Constabulary

Other Agencies

Steven Atkinson Leicestershire District Councils  
Martin Curran Assistant Chief Officer, Probation Service  
Stephanie Dunckley Bridges  
Ros Kershaw Leicestershire Connexions  
Angela James DAAT Co-ordinator  
Liz Pearson CAF/CASS  
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

**1. Apologies for Absence.**

Apologies for absence were received from the following members:-

Rosemary Beard Chief Executive, Leicestershire Connexions (Ros Kershaw substituting)  
Dr Janet Bruce Consultant (Adult) Psychiatrist, Leicester General Hospital  
Mary Campagnac Youth Offending Service, Leicester City Council  
Simon Catchpole Assistant Director, Leicester Secondary Education Improvement Partnership  
Steve Coe Service Manager, CAF/CASS (Liz Pearson substituting)  
Frances Craven Assistant Director (Targeted Services) Leicestershire County Council Children and Young People's Service  
Major Ernie Crew Army Welfare Service  
Bhupen Dave Service Director – Community Services, Leicester City Council  
Dr Ingrid Davison Consultant in Child and Adolescent Psychiatry, CAMHS  
Meena Evans Crown Advocate

Gary Fenwick	Assistant Director of Operations, Lincolnshire and Rutland Connexions
Colin Foster	Director of Adult Social Services, Health and Housing, Rutland Council
Guy Goodman	Head of Community Services Law, Leicester City Council
Jen Hazell	Rutland Headteacher Representative
Sheri Holland	Assistant Head of Legal Services, Leicestershire County council
Dr Geth Jenkins	GP Partner/LMC Secretary
James Lynch	Bridges (Stephanie Dunckley substituting)
Anne Marsden	Unit Manager, Family Welfare Association
Helen McDermott	Leicestershire Headteacher Representative
Flick Schofield	Assistant Director (Specialist Services) Leicestershire County Council Children and Young People's Service
Jane Sharpe	Leicestershire Headteacher Representative
Linda Stewart	Deputy Director, Nursing and Therapies, Leicestershire Partnership Trust
Det Supt Chris Tew	Child Abuse Investigation Unit, Leicestershire Police (DCI Chris Redfern substituting)
DI Donna Thomson	Child Abuse Investigation Unit, Leicestershire Police
David Thrussell	Deputy Head, YOS, Leicester City Council

It was noted that Sue Disley and Laurence Jones were not able to attend the whole meeting.

**2. Welcome.**

The Chair welcomed members of the Board to the meeting. She reported that Guy Goodman was leaving Leicester City Council and that Flick Schofield would be spending a year on secondment. Both members were thanked for their contributions to the Board.

**3. Minutes of the meeting held on 17 April 2007.**

RESOLVED:

That the minutes of the meeting held on 17 April 2007 be confirmed and signed as a correct record.

**4. Minutes of the meeting held on 4 October 2007.**

It was noted that Angela James had attended the meeting in the afternoon.

RESOLVED:

That, subject to the above amendment, the minutes of the meeting held on 4 October 2007 be confirmed and signed as a correct record.

**5. Matters Arising.**

**(i) Minutes of the meeting held on 17 April 2007.**

Minute 8: Annual Performance Management Report.

It was noted that Leicestershire Constabulary had not yet been able to break the statistical information down into the different local authorities (minute 8(i) refers).

It was also reported that Leicestershire County Council's Children and Young People's Service had seen a significant increase in the number of referrals and child protection conferences since May 2007 (minute 8(iv) refers).

**(ii) Minutes of the meeting held on 4 October 2007.**

**(a) Minute 3(i): Local Safeguarding Children's Boards: A Review of Progress.**

The Chair reported that she had been interviewed for the third joint Chief Inspector's report. The line of questioning taken in the interview indicated that wider safeguarding issues would be a future priority. It would therefore be important to ensure that standards were being maintained in each agency, and to clarify the responsibilities of the LSCB.

**(b) Minute 12: Planning and Prioritising for the LSCB Business Plan 2008-09.**

Pat Nawrockyi reported that she had approached the Council of Faiths with the intention of attending a meeting. It was likely that this would take place in January 2008.

**6. Draft Health Protocol for responding to Sudden Unexpected Deaths in Children (SUDC) [ Incorporating Sudden Unexpected Deaths in Infants (SUDI)].**

The Board considered a paper setting out the outline health response to SUDIC requirements, which was tabled at the meeting. A copy of the report is filed with these minutes.

It was positive that the Health Community had reached an agreement on the contribution they could make to the SUDIC response process. However, concern was expressed that the East Midlands Ambulance Service (EMAS) already had a heavy workload and may not always be able to complete the 'rapid response scene checklist'. There was also uncertainty as to whether processes were consistent across the area covered by EMAS.

It was felt that the draft Health protocol did not have sufficient focus on inter-agency work. The decision to make, for example, a scene visit should be taken on an inter-agency basis.

**RESOLVED:**

- (a) That the principle of a variegated response to SUDIC from the Health Community be endorsed;
- (b) That the Inter-Agency Working Group be reconvened in order to consider the draft protocol and how it will impact upon existing procedures;
- (c) That a report incorporating the views of the Inter-Agency Working Group be submitted to the LSCB Core Business Group for consideration;
- (d) That the Board receive a progress report once the protocol has been implemented.

**7. MAPPA Annual Report**

Consideration was given to the Multi-Agency Public Protection Arrangements (MAPPA) Annual Report 2006/07 for Leicestershire and Rutland. A copy of the report marked 'C' is filed with these minutes. The Board also received a presentation on the Annual Report from Bob Petrie, the MAPPA manager. A copy of the presentation slides is filed with these minutes.

In response to a query regarding the enrolment of adult students by colleges, the Board was informed that MAPPA offered a facility providing advice on contact as to whether the adult was on their list and if so the name of their key worker. If the named person was an imminent risk the college would be informed.

- (a) That Bob Petrie be thanked for his informative presentation;
- (b) That a sentence be added to the LSCB constitution to the effect that a MAPPA representative must serve on the LSCB.

## **8. Child Death Review – Update Report.**

The Board considered a briefing paper outlining the proposed implementation and procedural arrangements for the Child Death Overview Panel. The training strategy for the launch of the Child Death Procedures was also set out. A copy of the report marked 'D' is filed with these minutes. Details of the costing arrangements were made available to members at the meeting.

It was envisaged that the costs for setting up the Panel would be covered in the existing budget. On-going costs would be absorbed by similar work already being undertaken by Health or the LSCB. The database would not generate on-going costs. It was hoped that on-going training costs would fit into the current package of LSCB updates, which operated on a three year cycle. It was also possible that funds for the Panel were available through the Local Area Agreement (LAA).

It was felt that it would be more appropriate to have six monthly progress reports in the initial period and to consider moving to an annual report after the first year of operation.

### **RESOLVED**

- (a) That the pilot Child Death Overview Panel period be agreed;
- (b) That the procedural paper for implementation and running of the child Death Overview panel be accepted and that appropriate changes be made for it to become a procedure;
- (c) That the Public Health representative chair the Panel;
- (d) That the proposed training strategy be implemented;
- (e) That the envisaged cost for implementation and running of the Child Death Overview Panel be agreed;
- (f) That Adrian Spanswick investigate the possibility of extending Kat Bouch's secondment; and that Bob Parker advise on the availability of funds to support this.
- (g) That it be written into the constitution that the Chair of the LSCB can attend Panel meetings as an observer.

## **9. Chair's Six Monthly Report.**

The Board considered a report setting out the work undertaken by the independent Chair of the LSCB over the previous six months. A copy of the report marked 'E' is filed with these minutes.

RESOLVED:

That the Vice Chairs of the LSCB be given the authority to refresh Glenys Johnson's contract for a two year period from July 2008.

**10. Annual Subcommittee Reports:-**

(i) Development Subcommittee.

The Board considered a report from the Development Subcommittee providing details of activity since April 2007. A copy of the report marked 'F' is filed with these minutes.

With regard to the work undertaken on Domestic Violence, it was reported that the Subcommittee was recruiting through secondment for extra capacity for the 'Break-Thru' pilot project. The aim was to produce a strategic model as a template of good practice which would identify the processes for delivery and implementation of the project.

Concern was expressed regarding the sustainability of the Madressah project without pump-priming. However, it was felt that the project required long term commitment and was beginning to reap dividends.

RESOLVED:

- (a) That Andrew Bunyan discuss with relevant agencies the potential for providing continued funding to the Madressah project;
- (b) That the Guidance for Safer Working Practices for Adults who work with Children be circulated with the minutes of this meeting.

(ii) Quality Assurance Subcommittee, Performance Indicators for LSCB and LSCB Performance Management.

Consideration was given to a report setting out the work undertaken by the Quality Assurance Subcommittee over the previous year. A copy of the report marked 'G' is filed with these minutes. It was also thought appropriate to consider the report entitled Performance Indicators for LSCB and the report entitled Core Performance Data Set at this point in the meeting. Copies of the reports, marked 'H' and 'Q' respectively, are filed with these minutes.

It was reported that the performance indicators referred to in report G were actually standards for the LSCB. It would be useful if each agency developed its own set of standards. The standards would be kept under review, as recent discussions with Ofsted indicated that more would be identified. It was possible that the standards for the LSCB would become regional in the future.

The Quality Assurance Subcommittee was currently considering what performance information should be provided by all agencies to the LSCB.

RESOLVED:

- (a) That those agencies currently providing statistical information continue to do so on the current basis (CYPS, Police, Probation and Health) while ensuring that relevant elements of the data set are met for their own agencies (regarding allegations against professionals and CRB checks);
- (b) That all other agencies provide information on allegations and CRB checks.

(iii) Training Subcommittee

The Board considered a report outlining the Training Subcommittee's progress against the LSCB business plan 2007/08. A copy of the report marked 'I' is filed with these minutes.

The LSCB was not currently using an e-learning package for training. It was felt that inter-agency training, delivered face-to-face, was cost effective. Concern was expressed that attitudes towards children could not be addressed through e-learning. However, e-learning was thought suitable for agencies such as EMAS. It was also convenient for training large numbers of people, but would have to be supplemented with a degree of face-to-face training.

With regard to the inter-agency training posts, it was noted that permanent funding would not be available from the LSCB for 2008/09. However, it was possible that funding would be found from existing resources. A bid for permanent funding would be made in the 2009/10 budget. It would also be helpful to investigate the possibility of LAA funding.

RESOLVED:

- (a) That the LSCB endorse the response to the draft options appraisal

of the revised Level B training as set out in the report, and receive the option appraisal at its first meeting in 2008. The Board will then be requested to reach an opinion on the two options and a timescale if accepted for implementation;

- (b) That, in order to support permanent funding for the inter-agency training post, the Training Subcommittee submits a report to the LSCB providing the following details:-
- (i) The training provided by each agency;
  - (ii) How the training is provided;
  - (iii) Who delivers current training.

(iv) Communication Subcommittee Report

The Board considered a report of the Communication Subcommittee providing an update on current work. A copy of the report marked 'J' is filed with these minutes.

Arising from discussion the following points were raised:-

- The executive summary of the LG Serious Case Review had been made available on the website.
- It would be useful if there was a mechanism for identifying how many hits on the website were from children.

RESOLVED:

That any issues or relevant links be sent to Adrian Spanswick who will consider their inclusion on the website.

(v) Communication Strategy

The Board considered a report setting out the LSCB Communication Strategy for July 2007 – March 2009. A copy of the report marked 'K' is filed with these minutes.

It was felt that the objectives were implicit rather than explicit regarding the need to promote awareness to children and young people themselves.

RESOLVED:

That action 1 be amended to read as follows:-

'To promote public awareness in the wider community – including faith, black and minority communities and children and young

people – about how everybody can contribute to safeguarding and promoting the welfare of children’.

#### **11. Budget Report.**

Consideration was given to a report which discussed the LSCB budget arrangement, identified some issues and made proposals. A copy of the report marked ‘L’ is filed with these minutes. An updating report providing the latest position was tabled.

It was expected that the carry-forward from the previous year would fund the review of the LSCB support structure. It was essential that specific funds would be available for this from 2009/10.

The expectation was for the LSCB to increase its workload; this would require an increase in funding. It would therefore be necessary to consider what might be forthcoming and the funding that would be required. This would enable the Chair to set out a clear position regarding future commitments when reporting to the Chief Executives.

RESOLVED:

That the position and estimated outturn for 2007/08 be noted;

#### **12. Draft Business Plan.**

Consideration was given to the draft LSCB Business Plan, which contained details on the core work of the LSCB and the developmental workstreams that had been identified. A copy of the report marked ‘M’ is filed with these minutes.

RESOLVED:

That the report be noted.

#### **13. LSCB Review.**

With the agreement of the Board, the Chair changed the order of business to that set out on the agenda in order for the survey of LSCB members as to the functioning and effectiveness of the Board could be considered before agreement for the Constitution was sought.

It was noted that any substitutes should be agreed with the Chair of the LSCB.

RESOLVED:

- (a) That the number of meetings of the LSCB be increased to four per annum, this to include three half days and one whole development/business planning day;
- (b) That the LSCB agenda makes clear those reports that are for discussion and decision and those that are for information only;
- (c) That papers and minutes of the Core Business Group be made available promptly via email to all LSCB members so that they have a better understanding of work in progress between meetings and that members be reminded that they have a responsibility to convey matters outside the meeting to their own agencies;
- (d) That, on an annual basis, links between the LSCB Business Plan, agency business plans and the CYPSP plans be identified to demonstrate how the LSCB is supporting the delivery of relevant agendas;
- (e) That the membership of the subcommittees and working group be reviewed to increase the involvement of LSCB members and reduce the burden on key staff;
- (f) That the LSCB agenda be kept under regular review to ensure it includes wider safeguarding matters.

#### **14. LSCB Constitution and Membership.**

Consideration was given to the first edition of the LSCB Constitution, a copy of which marked 'N' is filed with these minutes.

RESOLVED:

- (a) That Glenys Johnston circulate the membership list for comment;
- (b) That details of any amendments be sent by Inga Windley to Andrew Bunyan.

#### **15. Dates of LSCB/Core Business Group Meetings 2008/09.**

A paper detailing meeting dates and provisional agendas for meetings for the LSCB and Core Business Group for the period December 2007 to March 2009 was tabled at the meeting. A copy of the paper is filed with these minutes.

RESOLVED;

That future meetings take place on the following dates:-

Local Safeguarding Children Board

13 March 2008  
26 June 2008  
9 October 2008  
11 December 2008  
12 March 2009.

Core Business Group

24 January 2008  
22 May 2008  
4 September 2008  
13 November 2008  
22 January 2009.

**16. Youth Justice Presentation.**

Consideration was given to a report which outlined how the work of the Youth Offending Services in Leicester and Leicestershire contributes to and promotes safeguarding issues. A copy of the report marked 'P' is filed with these minutes.

It was reported that a consultation document had been issued the previous week entitled 'Improving Health, Supporting Justice'. It was aimed at Health and Social Care Professionals.

RESOLVED:

- (a) That the report be welcomed;
- (b) That Jane Appleby consider the relevance of the 'Improving Health, Supporting Justice' consultation and if appropriate submit a paper to the next meeting of the LSCB.

**17. Joint Area Review Updates – Leicester and Leicestershire.**

It was reported that Leicestershire County Council's JAR was completed. The final report would be received in February. The data analysis at Leicester City Council would start on 2 January, with February 8 being the last day of field work.

RESOLVED:

That the Annual Performance Assessment Reports for Leicestershire County Council, Leicester City Council and Rutland Council be considered in terms of safeguarding at the next meeting of the LSCB.

9.15am – 1.20pm  
13 December 2007

CHAIRMAN