



**Leicestershire and Rutland LSCB
Board meeting
Framland Committee Room, County Hall
Wednesday 19th January 2011**

PRESENT

Mary Robertson LSCB, Independent Chair

Health Community

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| Anne-Maria Olphert | Associate Director of Children's Health Services |
| Mark Roberts | Acting Associate Director Children's Services (Representing Carmel O'Brien) Leicestershire County & Rutland Community Health Service |
| Caroline Trevithick | Deputy Director of Quality (Corporate Clinical Governance) NHS Leicestershire County & Rutland |
| Joan Hawkins | Representing Jackie Ardley, LPT |
| Louise De Groot | EMAS |
| Pamela Palmer | Head of Safeguarding, NHS LCR |
| Dr Sudhir Sethi | Designated Doctor for Child Protection, Specialist Health Services |

Leicestershire Constabulary

Peter Jackson Detective Chief Inspector, Crime Support

Leicestershire County Council

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| Chris Nerini | Head of Safeguarding |
| Gretta Tharratt | Representing Sue Foreman – FE College Representative |
| Jane Sharp | Primary Schools Headteacher Representative |
| Lauren Haslam | Assistant Head of Legal Services |
| Lesley Hagger | Assistant director- Strategic Initiatives |
| Walter McCulloch | Assistant Director, Specialist Services, CYPS |
| Sue Disley | Assistant Director, Adults & Communities |
| Tim Woodward | Project Officer, Childrens' Workforce Development |

Rutland County Council

Carol Chambers
Sharon Milner
Steven Attwood

Strategic Director, Services for People
Head teacher Brook Primary School
Assistant Director, Children and Young People's
Service.

Other Agencies

Rosemary Beard
Steve Atkinson
Vera Boyes
Wendy Brickett

Chief Executive, Connexions Leicestershire
Chief Executive, Leicestershire District Councils
Head of Service, CAF/CASS
Voluntary Action Leicester

In Attendance

Cllr Ivan Ould
Cllr Heather Wells

Lead Member for Children and Young People's
Services, Leicestershire.
Portfolio Holder for CYPS Rutland

Officers in Attendance

Chris Tew
Lisa Hydes
Sue North

LSCB Board Manager
CDOP Review Manager
Training Co-Ordinator

Minutes

Chrissie Stallibrass

Administrator

1. **Welcome and Introductions**

Action by

All members were welcomed to today's meeting, and introductions were made around the table.

Apologies for Absence

Apologies for absence were received from:

Carmel O'Brien (Mark Roberts attending on her behalf)
Carole Ribbins
Colin Pinfold
Frances Craven
Gareth Williams
Howard Robinson
Jackie Ardley (Joan Hawkins is attending on her behalf)
Jane Phillips
Jill Haigh
Dr Lina Gatsou
Liz Rowbotham (Caroline Trevithick, Pamela Palmer attending)
Rama Ramakrishnan – will attend from March
Sue Foreman (Gretta Tharratt is attending on her behalf)

2. **Declarations on Interest**

Chris Tew declared an interest for himself, Chrissie Stallibrass and Sue North (for Agenda Items 5 &6).

Mary advised that the order of the meeting would be amended so that Dr Joanna Downes would present her report first, and then Items 5 & 6 would be taken next, with LSCB staff returning for the rest of the meeting. Alternative minuting arrangements were agreed for these items.

Other agenda items needed to be moved to allow members to leave as needed to attend other meetings.

3. Deafness in Children Presentation

Dr Joanna Downes presented her report to the Board, highlighting the issues relating to gaps in services provided to deaf children and the parents of deaf children.

Dr Downes confirmed that not one referral had been made from Leicestershire.

Chris Nerini confirmed that deaf children had been identified as invisible children in safeguarding – and this had been identified as a priority for the coming year.

The Board members agreed that the Audit Tool should be looked at and implemented.

Mark Roberts commented that whilst the Audit Tool would highlight gaps, its' use was not mandatory but would reflect positively as being willing to assist/support.

Mary Robertson thanked Dr Joanna Downes for her information, which had raised very important issues and agreed that Leicestershire & Rutland have a lot to do to improve services for deaf children and parents of deaf children.

Actions:

2.1

LSCB business office to forward copies of the following reports from the National Deaf Children's Society with the minutes:-

LSCB Business Office

An audit framework to assist LSCBs to review the effectiveness of their duties and functions in respect of deaf children

and

The impact of integrated Children's Services on the scope, delivery and quality of social care services for deaf children and families.

2.2

The LSCB agreed to establish an audit tool and implement an improvement plan

**Safeguarding
Effectiveness Group**

4 Report on the future of LSCB Training

Members of the LSCB Business Office, Chris Tew, Sue North and Chrissie Stallibrass, left the meeting for the next two items of discussion:-

Walter McCulloch recorded the following minutes:-

- i) Training – Lesley Hagger and Tim Woodward attended
 - Lesley Hagger presented the paper regarding the work of the task and finish group, including the extended membership. Two key areas were debated at that meeting; the respective roles of LSCB and the importance of making training work, and an acknowledgement that this area is very difficult.
 - The recommendations were presented as per the paper at paragraphs 1.1, clarifying the notes of the LSCB and the Children's Trusts for Leicestershire & Rutland.
 - Support to private and separately the Voluntary and Independent sector by training was highlighted.
 - Transition arrangements proposed up to September 2011 with a view to new arrangements to be in place thereafter.
 - Lesley Hagger asked if the Board had clear view re who should lead the next phase of the work,

Questions

- Anne-Maria Olphert - Equity of approach between City and this Board this was agreed as essential.
- Sue Disley updated re discussion at SAB, re potential join up with Adults Safeguarding training needs General approval to explore that.
- Steve Atkinson endorsed the report as fully recording content of work, echoed by Peter Jackson and the way the paper offers the outline map of how to go forward.
- Carole Chambers echoed previous comments, added that link across geography and life stages as long as momentum can be maintained.
- Mary Robertson acknowledged how tight the time scale is to deliver this work

- Pamela Palmer reminded the meeting of how this paper links closely to the pending budget paper.

Actions:

- i) Mary Robertson nominated Pamela Palmer to take forward on behalf of the LSCB, this to develop the strategy and bring that back to next Board for approval.
- ii) Agreed similar membership of the training delivery development group to the start and finish group
- iii) Chris Nerini reminded re additional task to take this matter urgently to Children's Trust. Board. Lesley Hagger confirmed matter will go to Leicestershire Children's Trust on 26 January 2011.
- iv) Therefore recommendations in the report agreed as written.

5. Joint LSCB and SAB Arrangements

Lauren Haslam recorded the following minutes:-

Walter McCulloch presented Paper C setting out the proposal to establish a joint business unit supporting both the LSCB and SAB. Noted that the paper had been discussed at SAB on 19th January. Sue Disley reported that the SAB welcome the opportunity presented by a joint business unit but had concerns in relation to the timescales for the proposed efficiency savings suggesting that the Boards should aim for resolution of the position by September 2011. Considered the recommendations in turn noting the following:-

Recommendation 1

The Board agreed to the retention of two separate Boards and that, in principal, these should meet on the same day to assist partner agencies who attend both, subject to overcoming practical difficulties which may be presented by such an arrangement.

Recommendation 2

Agreed that the Boards will retain separate Executive Groups and Procedure and Development sub-groups but that there be an amalgamation of:-

- Quality Assurance Group
- Safeguarding Effectiveness Group
- Training Group and
- Serious Case Review sub-group

Recommendation 3

Agreed HR advice will be sought in relation to the review of the business office. Mark Roberts indicated that it was difficult to track the financial information on the report. Walter McCulloch agreed to provide a table showing more detail for clarification purposes and to circulate this to Board Members.

**SD
WMcC**

Recommendation 4

Walter McCulloch expressed concern (in his capacity as SCR sub-group chair) that the budget as drawn only allows £20,000 for SCRs. Noted that each SCR is likely to exceed this amount and the only areas in which there is any flexibility are the staffing and training budget. This recommendation was subject to further discussion in relation to recommendations 5 and 6 below.

Recommendation 5

Pamela Palmer indicated that as the Board is intending to resolve the training arrangements by September 2011 that it would be inappropriate to extend posts until March 2012 as the efficiency savings need to be achieved in a timely way. Sue Disley reminded the Board that the SAB were also working towards any changes being in place by September 2011. Steven Atkinson confirmed that the Board should aim for this date as well. Noted that Sue Disley will be progressing the HR issues arising out of this recommendation and recommendation 3.

SD

Recommendation 6

Noted that the £70,000 efficiency savings referred to need to be identified before March 2012. Walter McCulloch reminded the Board that the national average frequency for Serious Case Reviews is slightly over 1 per Local Authority per annum. Mary Robertson confirmed the requirement for early identification of efficiencies and the requirement that additional funding should be allocated to

SCRs. Walter McCulloch suggested that a revised budget be presented to the Executive meeting in February and finalised at the LSCB Board in March. Carol Chambers proposed and it was agreed that the issue be delegated to the Executive Group to consider and determine how any additional SCR funding should be met. Cllr Ivan Ould queried whether attempts had been made to undertake a zero- based budget approach to this issue and Mary Robertson and Sue Disley confirmed that this is the approach that had been adopted. Walter McCulloch emphasised that it is clear that the only way to increase the SCR budget allowance is to make savings in either the training and/or staffing contingent and that the Executive group will consider one or other or both.

Executive Group

Anne-Maria Olphert referred the Board to the deficit in relation to the Child Death Overview Panel and advised that the City Board has agreed to fund a pro-rata proportion of the deficit. Walter McCulloch agreed that he discuss this Anne-Maria outside of the meeting. Noted that the CSE project is being funded outside of the LSCB arrangement.

WMcC

Members of the LSCB Business Office returned to the meeting

6 EMAS – Safeguarding Update Report

Louise De Groot presented on overview of East midlands Ambulance Service and confirmed that all staff are now undertaking safeguarding training. The new Safeguarding procedure had gone live in the last 6 weeks and was working well. Referrals have increased by 300% due to staff recognition of the incidents of significant concern.

Louise confirmed that whilst significant progress had been made, EMAS were still looking to improve the service, with a new safeguarding workbook, a link to social care and reporting back. Louise offered to revisit the Board when the annual report was available, and would include in this a breakdown of information from Leicestershire and Rutland separately.

Mary Robertson thanked Louise De Groot for the full report.

Action:

Walter McCulloch agreed to discuss the comments on page 4, with Louise De Groot, outside of the meeting.

WMcC

7. Minutes of the previous meeting and matters arising - Paper A

Minutes of the meeting held on 18th November 2010 were approved as a true and accurate record, subject to the following amendments:-

Matters Arising:-

Page 8 Item 12:- Mary Robertson still needed to meet with Carmel O'Brien to discuss the background to Transforming Community Services.

All other actions had been completed.

Safeguarding Adult Board meetings would be held on the same day in future, therefore the size of the room needs to be checked for future meeting.

LSCB Business Office

8 SCR Update Report

Walter McCulloch updated the members on the progress of Serious Case Reviews.

Discussions took place regarding how long information relating to Serious Case Reviews remains on the website. It was agreed that the SCR Subgroup establish a discussion paper to present to a future Board meeting.

Action:

SCR Subgroup to establish a discussion paper for how long SCR Executive Summaries remain on the LSCB website

Jane Phillips

WMcC

9 SILP Draft Process

Walter presented the SILP information to the Board, and gave credit to Jane Phillips for the work undertaken.

Members noted the contents of the report and agreed that this procedure is fit for purpose to be used for the current SILP, with a formal review to take place for any amendments to the future process, following the current SILP, i.e. after four to six months.

Walter McCulloch assured the members that the SCR Subgroup would proactively check whether escalation was needed.

Action:

Ensure learning from the current SILP is reviewed and the process amended. WMcC

**10 Safeguarding Effectiveness Report
Multi Agency Case File Audit (MACFA)**

Chris Nerini presented the report to the members and explained that the sample had been too large and therefore needed to be scaled down, to include 5 cases from Leicestershire and 1 from Rutland. This could have an impact on the results.

A recurrent theme identified was that agencies may not be routinely following referral procedures and not sharing and recording information effectively, with 80% of agencies not using the Multi Agency Referral Form, and the majority of cases examined should have been escalated to S47 but remained coded at S17

Action:

It was agreed that the Safeguarding Effectiveness Group should decide how to address this issue **Chris Nerini**

11. Single Agency Caseloads

Chris Nerini presented the report to the Board to examine the impact of increasing referrals on the caseloads of Social Workers, Health Visitors, Police and School Nurses in Leicestershire and Rutland.

It was decided that information could not be compared as Leicestershire had not included initial assessments, whereas Rutland had. Walter McCulloch will liaise with Steven Attwood regarding this information **McC, SAtt**

It was agreed that the next question for the SEG to consider is 'What is the Impact on Outcome?' and What is the Level of Risk?' **CN**

12. LSCB Business Plan Process

It was agreed that now the Training Strategy had been agreed progress could be made with the Business Plan. Each Subgroup should be involved and should bring their proposals to the March meeting.

17. A.O.B.

The meeting closed at 4.15pm

19. Date of next meeting

Wednesday 16th March 2011
3.00pm – 5.00pm

Anglian Water Birdwatching Centre
Rutland Water Nature Reserve
Egleton, Oakham
Rutland LE15 8BT

Future Meeting Dates in 2011

Wednesdays - 2.00- 4.00pm

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|--------------|------------------------|---------|
| 18 May | - Syston Health Centre | |
| 20 July | - Anglian Bird Centre | Rutland |
| 21 September | - Syston Health Centre | |
| 16 November | - Anglian Bird Centre | Rutland |