

CALDERDALE SAFEGUARDING CHILDREN BOARD

THURSDAY 7 AUGUST 2014

2 PM – 5 PM

WAINHOUSE/HARDCASTLE ROOMS – 5TH FLOOR, F MILL, DEAN CLOUGH

PRESENT:

Richard Burrows (Chair)	RB	-	CSCB Independent Chair
Julia Caldwell	JC	-	CSCB Business & QA Manager
Iain Baines	IB	-	Head of Safeguarding & Quality Assurance, Adults, Health & Social Care - CMBC
Karen Hemsworth	KH	-	Associate Director/Safeguarding - CHFT
DI Sharon Hewitt	SH	-	West Yorkshire Police
Jeff Rafter	JR	-	Service Manager – Youth Offending Team (Upper Valley Early Intervention)
Jo Sewell	JS	-	Service Manager - CAF/CASS
Kevin Ball	KB	-	Head of service (Bradford & Calderdale) – West Yorkshire CRC (Probation)
Darren Burton	DB	-	ASB & Interventions Manager – Pennine Housing (Together Housing Group)
Stuart Smith	SS	-	Director – Children & Young People’s Services - CMBC
Councillor Colin Raistrick	CR	-	Lead Member – Children & Young People, CMBC
Beate Wagner	BW	-	Head of Early Intervention & Safeguarding – CMBC
Penny Woodhead	PW	-	Head of Quality – Calderdale CCG
Jacquie Hellowell	JH	-	CSCB Lay Member
Jeff Rafter	JR	-	Service Manager – Youth Offending Team (Upper Valley Early Intervention)
Jill Farrington	JF	-	Consultant in Public Health Medicine – CMBC
Dr Pamela Ohadike	PO	-	Designated Paediatrician - CHFT
Tim Breedon	TB	-	Director of Nursing, Clinical Governance & Safety – SWYPFT
Ian Hughes	IH	-	Head of Democratic & Partnership Services - Democratic and Partnership Services
Lisa Golding-Smith	LGS	-	CSCB Business Support Co-ordinator (minute taker)

IN ATTENDANCE (for Strengthening Families Item):

Toni Dawson **TD** - Independent Reviewing Officer - Children and Young People's Services

APOLOGIES:

Steve Blackman **SB** - Safeguarding Lead – North Bank Forum
 Leona Binner **LB** - Head Teacher – St Augustine’s School (Primary Heads representative)
 Julie Lodge **JL** - Named Nurse – SWYPFT
 Bev Maybury **BM** - Director, Adults Health & Social Care – Well Being and Social Care
 Maggie Smallridge **MS** - Head of Service, Bradford & Calderdale – West Yorkshire Probation
 Janette Pearce **JP** - Head of Pennine Housing/Together Housing Group (represented by Darren Burton)
 Chris Jones **CJ** - Principal – Calderdale College
 Claire Burgess **CB** - Improvement Board Chair
 Chief Superintendent
 Angela Williams **CSAW** - West Yorkshire Police (represented by DI Sharon Hewitt)
 Gill Poyser Young **GPY** - Designated Nurse Safeguarding – NHS Commissioners
 Angela Everson **AE** - Joint Chief Executive - WomenCentre

Subject	Discussion and Agreed	Responsible Person	Timescale
Welcome, Introductions and Apologies for Absence	Members were welcomed, introductions made and the apologies noted. RB confirmed that the CSCB are still in the process of: <ul style="list-style-type: none"> • Catching up on things • Shifting to a board led process • Working hard (all partners) in context of the new Business Plan 		
Minutes of the Last Meeting and Matters Arising (5 June 2014)	Amend to note JS’s apologies. Action – LGS to make above amendment - COMPLETE	LGS	

Page 3

LAC is on the Business Plan and looking to receive a 6 monthly report in October 2014.

RB confirmed that an integrated approach would be helpful.

Page 6

JC confirmed that a laminated acronym sheet is being produced.

Page 7

Take out “There is ongoing discussion around integration with Public Health led provision”.

Action – LGS to make above amendment - COMPLETE

LGS

Page 9

The CDOP 13/14 Annual Report is shared between Calderdale and Kirklees. It is usually ready in November and will be in a position to feed into the CSCB Annual Report.

Page 10

Amendments:

Delete the word “national” and replace with “combined Kirklees.

Add “Not formally published until Kirklees ready. National statistics available third week in July”.

Amend action to read “Calderdale section of CDOP report for 13/14 to be prepared for CSCB Annual Report Cycle and further item to be tabled for Board”.

Action – LGS to make above amendments - COMPLETE

LGS

The Early Help Assessment is on the CSCB website.

	<p><u>Page 15</u> Safeguarding week is being planned for March 2015, which will be a combined week with adult.</p> <p><u>Page 16</u> Shortlisting for LAY member tomorrow morning. Eight good candidates have applied. Looking for CSCB volunteers to be involved in the recruitment process and currently seeing what value involving young people would be.</p> <p>Action - JC to send out the suggested timescale for recruitment</p> <p><u>Page 18</u> JC attended the Adult Safeguarding Board meeting this morning and confirmed that a lot of work can be done together which will save duplication. The 2 Chairs will work together.</p> <p><u>Page 19</u> Geraldine Sands is no longer a CSCB member - it is Ian Currell. PW and GPY will be able to complete the action on 5.7.</p> <p>Action – PW and PW to complete action 5.7.</p> <p>The minutes of the meeting held on 5 June 2014 were agreed.</p>	<p>ALL</p> <p>JC</p> <p>PW/GPY</p>	
<p>LADO Report</p>	<p>Paper received and presented by BW. Unfortunately, Keith Watson (LADO) couldn't attend today's meeting. One of the key requirements of the CSCB is to make sure arrangements are in place for the management of allegations against people who work with children and that these are effective: Members agreed that this was a positive report that showed a</p>		

	<p>constructive and consistent approach.</p> <p>JF felt that further analysis would be helpful to better understand the trends/patterns by sector/profession, this would enable members to take this back into their own agencies. JC agreed that we should pick up reasons and for example split primary and secondary schools. This would help those Board members feedback into the school clusters.</p> <p>Action – JC/JF to liaise with KW regarding the above in order to consider format and expectations of future reporting</p> <p>Action - Business Group to review future reporting/analysis and frequency</p> <p>Action - Members to follow up any issues and feedback to Keith Watson/JC</p> <p>Action - Learning & Improvement Sub-group to further consider report and learning with a view to identifying any further learning or matters for the Board and its partners to consider</p> <p>BW was asked to thank Keith Watson for the report and the CSCB accepted the report.</p>	<p>JC/JF/KW</p> <p>Business Group</p> <p>ALL</p> <p>JL/JC</p> <p>BW</p>	
<p>Multi-agency Training Quarterly Report</p>	<p>2 papers received. RB noted and reminded members of previous discussions at Board meetings and the concerns that had been noted.</p> <p>JC presented and highlighted information in the reports.</p> <p>- Reports demonstrated that there was a better level and presentation of feedback from courses, and that there would be continuing efforts to develop more effective feedback/review and</p>		

evaluation so as to concurrently and retrospectively evaluate effectiveness and impact of individual events and the programme as a whole.

It was agreed that future reports needed to indicate what level each training course is at.

JC confirmed that she is going to write to every CSCB member to say, what courses their organisation has attended or not. This feedback would assist members in their role.

JC/AW

JC/AW

Action – JC to provide members with regular feedback re attendance and take up

JC/AW

It was felt accuracy could be improved to reflect membership and provision

Action - Move GP's out of the Foundation Trust and show them as a user group in their own right, this would support commissioners arrangements to monitor and support developments.

JC/AW

JH questioned the figure of 88 on page 3.

Action – AW to check the numbers

JC/AW

JH asked if E-learning could be added and JC confirmed that yes, this could be evaluated.

Action – E learning take up and completion rates to be added

JC/AW

JF raised the question as to how do we know if the training people attend is actually appropriate for them?

improvement in the cancellation rate, and although this was a quarter 1 report given the concerns raised re the last years programme this was potential matter of concern,

Action – Detailed analysis of cancellations and options to address risk to be presented to the next CSCB Meeting

Members discussed the overall situation and concerns and noted the following:

- A level of responsibility rests with the individual professional, their organisation and the respective Board member
- However CSCB staff need to ensure that the training is advertised and promoted.
- The programme and therefore the events need to reflect the strategic priorities of what we think it is important for the workforce to be able to do, and how they should do this in order to protect children on a joint working basis.
- It will be helpful to better understand whether we are matching “supply” to “demand” and whether other factors are impacting on take up.
- It will be helpful to better understand whether the right people are going on the right courses and whether the courses are at the right level
- Whether the current booking process is successful in helping with this and if it is promoting access and take up
- The current Voluntary Sector contracts support the feeding of information about training through, and SB is a member of the Learning & Improvement Sub-group.
- The Board had previously considered the introduction of a charging for non attendance policy but had not followed this through

JC/JL/AW

	<p>Action – To review the booking process</p> <p>Action – SB to ensure that training is escalated through the Voluntary Sector</p> <p>Action - Learning & Improvement Sub-group to re-visit the issue of charging</p> <p>RB summarised: Board members had correctly raised some questions and challenges about the quality and detail of information presented in respect of the proposed Multi Agency Training Programme for the current year as well as the delay in this being available.</p> <p>This has resulted in the need for the Board to consider and support progress in respect of these concerns at each meeting.</p> <p>It has also resulted in the formal identification of there being a risk that this aspect of the Boards responsibilities not being met in the current year, and this has been reported to the Improvement Board and the Minister.</p> <p>The Board has agreed that the current programme should be implemented but has been unable to sign this of until it can be assured that the necessary measures and mechanisms regarding monitoring, reporting and evaluation are in place.</p> <p>RB therefore felt that it was important that members maintained their level of support and scrutiny, so as to reduce and manage risk both in terms of delivery of this years programme and the need to ensure a longer term strategy as well as being able to demonstrate the impact multi agency training and learning was having on practice and therefore outcomes for children and young people.</p> <p>It was agreed that the CSCB endorse the journey of travel and</p>	<p>JC/JL/AW</p> <p>SB</p> <p>JL</p>	
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<p>Performance Management Report</p>	<p>to receive the next report at the October Meeting.</p> <p>Papers received. BW summarised progress to date – the Performance sub group are drawing on the NW/Midlands LSCB Performance Information Framework in order to agree key indicators for the Board to look at in respect of key points in the child’ journey as these impact on multi agency working in the context of the Continuum of Need (threshold arrangements). In order that we can demonstrate scrutiny, challenge and assurance that these arrangements are working well, and that each agency is doing what they have agreed to. The sub group is also working on a wider set of indicators (to be called output data) that will help set the context and backdrop to the above including the capacity to make comparisons with other areas. BW presented and highlighted information in the reports. It was agreed at the Business Group to do a story board rather than the yellow/grey report. The story board is cross referenced back to the Business Plan. Lead Authors will be a member of the Performance Management Sub-group. BW shared some examples of the initial analysis the sub group had undertaken and that they were actively addressing both the method and the gaps in order for a fuller report to be presented to the next Board, so that members could engage and scrutinise so as to provide feedback, challenge and direction.</p> <p>BW brought to the attention of the Board the need to identify resources to progress this work to collect the data, chase people and then send the information to BW. The time required is 3 ½ days of the reporting period. BW made a request that members go away and see if they have resource/or someone in their organisation who could volunteer for</p>		
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	<p>had been difficulties in getting the right people together resulting in the cancellation of meetings, which had they have taken place may have facilitated a more informed discussion at the Board. JC confirmed that we are starting to monitor attendance at meetings but PW stated that we need to know now.</p> <p>Action - Attendance at all sub groups to be monitored and reported on</p> <p>Action - Business Group to manage risk re above and report to the Board</p> <p>Action - Business Group/Sub Group to consider whether learning from historical audits can be formulated and presented to the Board</p>	<p>JC</p> <p>JC/Business Group</p> <p>Business Group/L&I Sub-group</p>	
<p>Strengthening Families Report and supplementary report from West Yorkshire Police</p>	<p>2 papers received which TD presented.</p> <p>RB reminded members that this initiative had been previously proposed at a Board and it had been agreed that a pilot was undertaken, when the Board reviewed the results from this pilot it was agreed to extend this and be clearer about the potential benefits and implications for members.</p> <p>He noted that the report before the Board was of a high standard. He also noted that there were some difficulties in maintaining the pilot alongside the present system, and that perhaps there was some learning for us all in how we go about introducing and taking for partnership based initiatives.</p> <p>RB also informed the meeting that all partners had been requested to consider and highlight any concerns they might have about committing to this different way of running conferences. He noted that one partner had raised some concerns and a report was before</p>		

the meeting. He reminded members that this was a positive indication of effective process, but that it might mean that we were not able to reach a final decision about the adoption of the Strengthening Families approach.

Discussion followed –

- Developing a parental Feedback Form (TD)
- Had discussions with the MA Champion Group (TD)
- Making sure capturing everybody's view (TD)
- BW has received feedback that people (parents and professionals) are clearer of what needs to be achieved when they come out of the meeting and it is empowering
- The child's voice is very much in the room
- There appear to be clear benefits however there are also implications for members

These were identified as

- Sufficient capacity and assurance that the IRO service can manage implementation and risk
- SH agreed that being child focussed is a very good process but the time and commitment has doubled using the Strengthening Families method (and not just for the Police)
- SH confirmed that Calderdale police attendances at initial conference is the highest in the country, which makes their concerns significant
- RB felt that the lack of detailed data the Board has about multi agency attendance and reports at Initial and Review Conferences significantly impacted on our capacity to make an informed judgement in respect of this proposal
- RB also felt that members needed to exercise caution as this

was a significant and a critical point in the “child’s journey” and that members would be aware of past concerns re the quality and effectiveness of assessment, decision making and planning, and therefore any risk of compromising progress in these areas.

- TD said there is a higher risk of cancellation if agencies don’t get the information in and she and Cheryl Baxter are making the decision not to cancel un-necessarily. They are monitoring this

Members to think about:

- Risks to be addressed
- Direction of travel and partners committing

RB indicated that although the matter in hand was about a specific proposal this might also be in fact a wider discussions about the standards we set for multi agency participation in and contribution to this key decision making stage?

- Were we as a Board presently in a position to clarify and form judgements about member contribution and performance in relation to attendance and contribution to meetings conducted in the conventional way?
- How quickly would we know if members were deviating from what had been agreed either in the current approach or in the proposed way of doing things?
- Clearly there is a willingness from members to adopt this approach, there are some indications of this resulting in an increase in resource and time commitment and a lack of clear data as to the current meeting of standards
- WY Police have highlighted their concerns and also raised the issue as to whether current standards and expectations are achievable

ALL

There followed a discussion as how best to take this forward and the following was noted:

- Members are in general supportive of any way of doing things together that improves quality and is more child focused.
- The pilot, especially in the light of this report shows that the IRO's have extended the sample group, further identified and addressed risk and offered a positive and constructive contribution to the Board's consideration.
- On partner has formally expressed a concern that they will not be able to meet the expectations without some renegotiation of standards and expectations overall.
- The Board acknowledges its formal role in ensuring that clear standards are set and met in respect of attendance, participation and outcomes around initial and review child protection conferences.

It was therefore agreed that:

- **The Board endorses the development and that discussions take place to**
- **Identify clear standards and arrangements for attendance and participation by member organisations at initial and review child protection conferences**
- **Put in place regular monitoring and reporting of this to the Board**
- **To negotiate and identify the arrangements for any member seeking to change these standards/expectations and/or how to address any failure to meet these standards.**

Action - The Business Group to address the above points in order to bring back to the Board agreed standards

JC/Business Group/ALL

	<p>arrangements and measures</p> <p>Action - As a part of this process to identify the agreement of all partners and if this is not possible to bring this back to the Board with options for next steps</p> <p>Action - The Strengthening Families approach is adopted in principle but pending resolution of the above is reliant on the capacity and willingness of members to commit</p>	<p>JC/Business Group/ALL</p> <p>JC/Business Group/ALL</p>	
Female Genital Mutilation	<p>Paper and presentation received. RB apologised that due to pressure on the agenda/GPY being ill, it would be necessary to ask members to review the presentation and information in their own time.</p> <p>RB felt however it was important that as a Board we formed a view as to any implications for our current priorities, any need to amend joint working policies and procedures, definitions of abuse, multi agency training and awareness raising. It might also be helpful to consider whether any partners were in a position to lead on this issue for the Board?</p> <p>Action – JC to ask the Business Group to collate any thoughts and make recommendations to the CSCB</p> <p>Action - All members to review and consult within their own organisations and share information/developments</p> <p>RB noted and thanked (in her absence) GPY for her work on this.</p>	<p>JC</p> <p>ALL</p>	
Section 11 (2013/14)	<p>2 papers received which JC presented.</p> <p>JC reminded the Board that we had a 3 year approach to the development of Section 11 and that this was the first year, so</p>		

	<ul style="list-style-type: none"> • Further consideration and analysis of information we have • Focus initially on any red rated but also identify a sample of amber/green to sample against • Business Group re-visit to match resources to the above • Some concern over the conversation – focus of the conversation (not the 4 questions) this is to be clarified • Agencies to do a 6 month report – format and approach to this to be agreed • Pull out the learning from this year – especially around role of commissioners, how to reach the non commissioned voluntary sector and how best to explain/develop/support and inform the process • Identify the 40% of schools that have not complied in order to include in the Annual Report • Identify and present to the Board the options for how to respond to a failure to comply with a request from the Board for information <p>Action - JC/Business Group to address above points</p> <p>Action - RB to write to the non-complying schools and copy in the Chair of Governors</p>	<p>JC/Business Group</p> <p>RB</p>	
<p>Annual Report for Private Fostering</p>	<p>Paper received which BW presented. Members noted that the Board has a responsibility to ensure that the arrangements for Private Fostering are effective and that the LA has a lead role in this.</p> <p>RB suggested that members consider the report in the context of “Is there more that we could do/should be doing”?</p>		

	<p>Members considered and discussed the paper and concluded that progress was continuing to be made and that both the LA and its partners could evidence how and what they had done in the last year. Numbers of identified private fostering arrangements remained low but in line with numbers elsewhere. It was suggested that it might be helpful to have a case study at some stage as this might help us to identify better with the types of situations represented by private fostering and what we were asking people to be aware of?</p> <p>Action – Members to double check and review private fostering arrangements in their organisations</p> <p>Action - CSCB will deliver a targeted awareness raising campaign before the end of the year</p> <p>N.B. RB confirmed that as a Board we are exploring social media as a part of our revision of the website and promotions activity.</p>	<p>ALL</p> <p>CSCB</p>	
Minister’s Letter (dated 17 July)	Paper received. Members noted and did not raise any questions		
SIIP Update	Paper received. Members noted and did not raise any questions		
Interim Business Plan Update	<p>Paper received.</p> <p>JC explained that the plan was subject to continuing revision on the basis of review of progress, clarification of priority and the need to ensure it was accessible and fit for purpose. This relied upon the Business Group who were sometimes finding it hard to meet and or achieve full attendance especially in respect of the Sub-group chairs.</p> <p>BW wondered whether or not this was working as well as it could in terms of how did comments made at the Business Group feedback into the Board?</p> <p>Discussion took place where different views were explored, it was</p>		

	<p>agreed.</p> <p>Action - To further consider and explain how aspects of the new structure and arrangements should work</p> <p>Action – To explore at tomorrow’s Business Group Meeting</p>	<p>JC</p> <p>JC/Business Group</p>	
<p>SCR Updates</p>	<p>Paper received which JC presented. RB thanked JC for the paper, and noted that it was important that we were clear about the terminology and language we used, as it was important that we were able to demonstrate how we were applying the new standards for SCR as set out in Working Together 2013 and our interim Learning and Improvement Framework. RB confirmed that publication is a formal decision for the CSCB to decide, alongside its consideration of the report and adoption of findings/recommendations (or not) and extra-ordinary meetings are in the diary to consider the above.</p> <p>It was agreed to provide a succinct background of the cases (3 lines) on future reports to the CSCB as this would help reference and promote engagement.</p> <p>An SCR framework is currently been written which includes how to involve family members in the process and Lucy Bradwell is helping write a Communication Plan for consideration by the Board and the member organisations involved directly in the reviews .</p> <p>PW confirmed the SCR process which included:</p> <ul style="list-style-type: none"> • How and when members would receive the recommendation’s for the meetings on 16 and 17 September 2014 (to be signed off). 	<p>JC</p>	

	<ul style="list-style-type: none"> • Case Review Sub-group, RB and legal will quality assure. 		
Annual Report Update	<p>There has been one meeting of the Task & Finish group. We have about 70% of the information we need for a report. There has been some difficulty in assessing information due to the different ways it has been recorded.</p> <p>There will be a draft ready by the end of August 2014 which will be emailed to members in September 2014 for comment, as the next meeting is not till October 2014.</p>		
Ofsted Readiness and Inspection Preparation	<p>Work is progressing on revisiting the self assessment completed in October 2013, a group has met to consider the current descriptors and benchmarks, and the learning from LSCB's who have recently been inspected. Arrangements have been agreed with the LA re hosting information on a portal and ensuring that the Appendix A information cross references where applicable. The readiness process has been agreed as a standing activity as it helps us to focus on ongoing development and effectiveness.</p> <p>Further work is being undertaken and required from partners in terms of;</p> <ul style="list-style-type: none"> - Development of story boards against key lines of enquiry - Practical arrangements for supporting the process - Drawing in the learning from the Annual Report - Ensuring members are prepared - Ensuring the website is up to date, ready for inspection and fully functioning - <p>Action – Members to have a fuller update and risk assessment re readiness at October meeting</p>	JC/RB	
Board Governance Development	Draft proposals are being written and will be circulated to CSCB members for comment/and or presented to the next Board	JC/RB	
Board Capacity & Capabilities	Paper received which JC presented. JC outlined progress and thanked Board members who had stepped		

	<p>forward with offers of help and additional resourcing, these have been taken up in respect of the Sect 11 audit, and discussions are ongoing regarding additional input from WYP and the CCG (re risk management consultation).</p> <p>Within the LA discussions are taking place to look at ways of optimising current resources line managed by the LA on behalf of the Board</p> <p>RB noted that the need to match capacity and capability to demand continued in his view to be a significant risk and challenge for Board members to address.</p>		
Minutes from other Boards and Sub-groups	<p>Papers received from:</p> <p>CYPPE – 13 June 2014</p> <p>Safeguarding Adults Board – 5 June 2014</p> <p>HWB – 8 May 2014</p> <p>Business Group – 25 July 2014</p> <p>Case Review – 27 June 2014</p> <p>Multi-agency Audit – 9 June 2014</p> <p>Performance Management x 2 – 1 July 2014</p> <p>Learning & Improvement x 2 – 12 May 2014</p> <p>Communication & Engagement – 17 July 2014</p> <p>Early Help & Prevention – 16 June 2014</p> <p>Proactive & Response – 30 June 2014</p>		
Feedback from Joint Board Conference in March 2014	<p>Paper received and noted for information</p>		
Board response to Office of Children’s Commissioner, re LSCB position re CSE	<p>Paper received and noted for information.</p> <p>Action - To be further considered by the Sub-group as a part of the strategy being prepared</p>		
Budget Update	<p>Paper received. No exceptions or areas of concern were raised or noted</p>		

Any Other Business	There was no other business.		
Dates of Future Meetings	<u>Extra-ordinary meetings:</u> Tuesday 16 September 2014 – 9 am – 1 pm – Savile Room, Northbridge Leisure Centre Wednesday 17 September 2014 – 9 am – 12 noon – Room 2, Halifax Library Thursday 2 October 2014 – Crossley Heath School Thursday 4 December 2014 – Crossley Heath School	MEMBERS TO NOTE CHANGE IN VENUES	