

MEETING OF ROTHERHAM SAFEGUARDING CHILDREN BOARD
Friday, 11th September, 2009, 10.00am – 12.30pm, Rotherham Town Hall

Present

Members:

Alan Hazell (Chair)	<i>Independent Chair, Rotherham Safeguarding Children Board</i>
Sonya Chambers (Minute Taker)	<i>Directorate Secretary, Safeguarding Children Unit</i>
Tracey Wrench	<i>Deputy Nurse Director, RDASH</i>
Adele Jones	<i>Service Manager, CAFCASS</i>
Shona McFarlane	<i>Director of Health and Wellbeing, Neighbourhood and Adult Services</i>
Simon Palmer	<i>Public Protection Unit Inspector, South Yorkshire Police</i>
Joyce Thacker	<i>Strategic Director, Children and Young People's Services</i>
Jackie Bird	<i>Chief of Quality & Standards/Chief Nurse, Rotherham NHS Foundation Trust</i>
Yvonne Weakley	<i>Head of Children and Young People's Services, NHS Rotherham</i>
Simon Perry	<i>Director of Targeted Services, Children and Young People's Services</i>
Councillor Shaun Wright	<i>Elected Member, RMBC</i>

Advisors:

Catherine Hall	<i>Interim Safeguarding Children Board Manager</i>
Frances Jeffries	<i>Service Solicitor, Legal Services RMBC</i>

In attendance to present reports:

Julia Burrows	<i>Specialist Trainee in Public Health, NHS Rotherham</i>
Viv Woodhead	<i>Assistant Safeguarding Children Manager, Operational Safeguarding Children Unit, Children and Young People's Services</i>
Sue Wilson	<i>Performance & Quality Manager, Children and Young People's Services</i>
Sue Melrose	<i>Performance Management Officer, Children and Young People's Services</i>
Karen Potts	<i>Service Manager - Business Development, Children and Young People's Services</i>

Apologies

Members:

Maryke Turvey	<i>Head of Rotherham Delivery Unit, National Probation Service</i>
Pam Allen	<i>Director of Locality Services, Children and Young People's Services</i>
Pete Horner	<i>Public Protection Unit Manager, South Yorkshire Police</i>
John Radford	<i>Director of Public Health, NHS Rotherham</i>
Karen Bates	<i>Children's Services Manager, NSPCC</i>

Maryann Barton *Service Manager, Action For Children*
Geraldine Sands *Strategic Lead Safeguarding and Partnerships*
 NHS Yorkshire and the Humber
David Radford *Assistant Director, NSPCC North Division*

Officers:

Cherryl Henry *Domestic Violence Co-ordinator, Neighbourhood and Adult Services*
Annie Redmond *Operational Safeguarding Children Unit Manager*
Zafar Saleem *Community Engagement Cohesion Manager, RMBC*

Agenda

Action:

Item:

1. Introductions and apologies:

Introductions were made beginning with Alan Hazell, the newly appointed Independent Chair of Rotherham Safeguarding Children Board, and apologies were noted.

2. Previous minutes (6.2.09, 27.3.09, 3.6.09 and 31.7.09) and matters arising:

Due to time constraints, Mr Hazell requested that discussion be limited to the last minutes from 31st July, 2009, unless anyone wished to raise any particular issues from the other previous minutes. The key points were as follows:-

- 6th February, 2009 minutes – page 6, 4th bullet point – Ms Woodhead clarified that this should read: “The percentage of children who have ceased to have Child Protection Plans but whose plans had been in place for over 2 years, has significantly reduced over the third quarter.”
- Ms Thacker stated that it needs to be recorded when scheduled Board meetings have been cancelled. This year, to date, the following meetings could no longer go ahead due to them not being quorate: 25th June, 2009, and 1st May, 2009.
- Ms Thacker circulated hard copies of the new Children and Young People’s directorate structure, which includes Directors’ revised job titles.
- Ms Bird requested that her apologies be recorded for the 31st July, 2009, meeting.
- 31st July, 2009, minutes – item 3, 4th bullet point – it was agreed that this bullet point could be removed as the issue of partner agencies assisting with transitional arrangements following the operational/strategic division

SC

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of the Safeguarding Children Unit has not yet been resolved.

SC

- Mr Hazell asked for a progress update on the business case for extra funding for the Safeguarding Board Unit. Ms Potts replied that a meeting has already been held regarding this matter but that actual writing of the business case has not commenced.
- 31st July, 2009 minutes – item 4, 4th bullet point – Ms Woodhead confirmed that the issue of Chairs taking their own minutes has now been addressed by means of additional administrative support.

3. Feedback from Unannounced Inspection (Joyce Thacker)

An unannounced inspection of Children and Young People's Services by Ofsted took place on the 4th and 5th August, 2009. The main concerns highlighted by Ofsted where:-

- Heavy staff workloads.
- High job vacancy levels.
- Difficulty of ascertaining safety of children as data inputting not fully up to date.

In response to these findings, immediate requests for additional staff, including both qualified Social Workers and additional administrative support, were circulated to other directorates within the authority, which has helped to fill some of the vacancies and thereby ease the workload of existing staff. Ms Bird raised the issue of the requirement for these new staff to be appropriately risk assessed for their new roles.

ACTION: Ms Thacker to circulate the response letter from Ofsted.

JT

4. Budget review and update (Karen Potts)

Ms Potts explained that this report was an update to the previous meeting's report, as some costs had been omitted.

An underspend of £12,420 will be carried forward to 2009/ 2010.

Page 4 of the report shows staff structure and related costs. The proposal is to change the previous arrangement whereby the Board contributed 50% towards the cost of the Operational Safeguarding Children Managers and instead transfer this cost to RMBC (Rotherham Metropolitan Borough Council). The Board would then be responsible for the costs of independent serious case review chairs and authors.

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Two funding options are proposed – one option would be to use the existing funding formula, the other option would be to remove training costs. These two options are detailed in separate tables at the end of the report.

Mr Palmer stated that he would be happy for the Police to contribute towards the cost of independent chairs and authors for the Strategic Safeguarding Children Unit provided that the Operational Safeguarding Children Unit costs were removed.

Ms Hall stated that as the two assistant managers within the Operational Safeguarding Unit undertake significant multi agency work in conjunction with the Strategic Safeguarding Children Unit, the cost of this should perhaps be picked up under 'hidden costs'. Mr Palmer stated that this was also the case within the Police and Ms Woodhead added that all of the case conference meetings and strategy meetings covered by the Operational Safeguarding Children Unit are chaired on the Board's behalf.

Mr Palmer questioned the reasons for an operational / strategic split of Rotherham's Safeguarding Children Unit, as this is not the case in neighbouring authorities. Councillor Wright noted that this is an ongoing concern and should go to the Children's Board for consideration once the budget has been finalised by the Safeguarding Children Board. Mr Perry expressed concern that as not all RSCB (Rotherham Safeguarding Children Board) members also attend the Children's Board, they would not therefore be present to influence a decision that would affect RSCB. It was therefore suggested that RSCB should make a recommendation to the Children's Board.

Mr Hazell requested opinions regarding the two funding options for multi agency training, as outlined in recommendation 7 of the budget report, option 1 being as part of the partnership funding formula and option 2 being to charge each agency on the basis of course bookings. Option 1 was agreed at this stage.

It was agreed that recommendation 8 of the budget report, for partner agencies to complete and return the hidden costs template by 30th October, 2009, would be a valuable exercise to complete in order to inform decision making around the Safeguarding Children Board's budget. Mr Perry pointed out that if this exercise is based upon 2009, it will reflect the unusually high proportion of serious case reviews, which would not be indicative of normal workload. It was therefore agreed that agencies would work from the financial year 1st April, 2009, to 30th September, 2009.

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ACTION: All agencies to complete and return the hidden costs template to Karen Potts by 30th October, 2009.

ALL

5. Safeguarding Toolkit (Maryann Barton)

Due to the absence of Ms Barton, this item was not discussed. However, Mr Hazell asked that Board members look at this report prior to the next meeting and note any comments they may have.

6. Hospital Admissions – deliberate injuries in children and young people (Julia Burrows)

Ms Burrows circulated hard copies of the recommendations to her report as these had not been included in the original document.

This audit was requested by RSCB in February 2009. However, Ms Woodhead stated that incidents known to the Safeguarding Children Unit have not been captured; therefore there would be a need for a wider audit in order to capture a broader range of information.

Mr Hazell requested clarification of the definitions used within this report. Ms Burrows confirmed that national coding had been used throughout.

A high proportion of the reported incidents came from schools, which led to the question of whether a recommendation should be made to education services. Mr Perry added that 8 out of 10 venues for serious incidents are secondary schools. Secondary Head Teachers are aware of this and are seeking further guidance. A lot of work has been done in schools with the Police to address this issue and there is an agreed protocol between RMBC, schools and the Police for what type of incidents should and should not be referred.

Ms Bird confirmed that by June 2010, a safeguarding section will form part of a patient's electronic health record. Ms Wilson added that the possibility of the SWIFT system used by RMBC linking in to A & E records is currently being investigated.

Ms Hall stated that hospitals admissions are not made lightly and that it would perhaps prove useful to keep evidence in order to identify persistent problem venues.

The general consensus in relation to recommendation 4 of this report was that only emergency admissions will be referred to LACYP and Police.

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**7. Child Death Overview Panel Data 01.04.08 – 31.03.09
(John Radford)**

Mr Hazell expressed concern no report had been submitted for this item.

ACTION: Dr Radford to present the Child Death Overview Panel Annual Report to the next RSCB.

JR

8. Annual Report/Refreshed Business Plan (Catherine Hall)

Ms Hall thanked Judith Dodd (previous RSCB Independent Chair - not in attendance) and Ms Potts for their help with writing the annual report.

Ms Hall acknowledged that as only herself, Ms Dodd and Ms Potts had been involved with the writing of the report, this did not constitute a multi-agency approach, therefore Ms Hall invited comments from all agencies regarding the Business Plan and also requested volunteers to assist with future work on the Business Plan.

ACTION: Agencies to submit any comments regarding the Business Plan to Catherine Hall by 21st September, 2009.

ALL

With regard to the attendance record table for RSCB contained within the Business Plan, it was noted that an amendment is required, as per Councillor Wright's suggestion, that an extra column needs to be added to reflect the total possible number of meetings that each person could have attended (i.e. to take into account those attendees that have only recently left/joined the Board).

Ms Hall confirmed that the Strategic Safeguarding Children Unit is now receiving additional support with policies and procedures, following the appointment of the new Safeguarding Policy Officer, Angie Heal, who is now working for the unit on a part-time basis.

Ms Hall highlighted the work being done by the E-Safety Sub-Committee, with a particular mention being given to the issue of internet access for Looked After Children (LAC). This is a complex issue with the LAC's own need for equality to their peers versus their own personal safety, hence why LAC are currently subject to restrictive internet filtering systems.

ACTION: Ms Wilson (Chair of E-Safety Sub-Committee) to submit E-Safety Strategy to next RSCB.

SW

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With reference to pages 46 – 47 of the Business Plan, Mr Hazell pointed out that the reference to someone named 'Bev' needs to be removed for the purposes of anonymisation.

With regard to the budget implications of the publication of positive press stories about safeguarding by the Communications Team, it was suggested that this be included under 'hidden costs'.

9. Safeguarding Manager's Report – Attendance 2008-2009 (Catherine Hall)

Ms Hall expressed concern that there has been no previous robust system in place to capture the attendance at meetings of the various sub-committees of RSCB. However, this can be identified from previous minutes. It was agreed that the attendance for each sub-committee would be taken back to April 2009 for the purposes of this report.

ACTION: Ms Chambers to collate attendance records for each of the Board's sub-committees.

SC

10. RSCB Lay Membership (Joyce Thacker)

Ms Thacker informed Board members that she had received a request from a member of the public who expressed a wish to attend future Board meetings further to the mention of lay membership in the Lord Laming Review.

Lay membership raises a number of complex issues, including confidentiality, data sharing, CRB checks, etc.

ACTION: Mr Hazell to look at what is happening regionally with regard to lay membership.

AH

11. RSCB Development Day

There was originally an RSCB Development Day scheduled for June 2009 which was cancelled. Mr Hazell emphasised the importance of development days as a useful opportunity to share practice and to be challenged and requested that the RSCB be rearranged.

ACTION: Mr Hazell to contact Tony Morrison to find out his availability to lead the next RSCB Development Day.

AH

12. Election of Vice-Chair

Mr Hazell requested volunteers for the position of Vice-Chair to Rotherham Safeguarding Children Board. Ms Weakley requested that a copy of the job description be circulated to

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Board members in order for people to make an informed decision.

ACTION: Ms Chambers to circulate Mr Hazell's contact telephone number to Board members to enable Board members to contact him outside of the meeting with regard to the position of Vice-Chair.

SC

13. Protection of Young People from Sexual Exploitation – Annual Report (Viv Woodhead)

Ms Woodhead explained that the growing public awareness in Rotherham of sexual exploitation has created growing demands and challenges for the Safeguarding Children Unit that need to be addressed. Resource implications and capacity issues were highlighted as key areas of concern.

In relation to other regions in the country, Rotherham is reported to have taken the most proactive approach to dealing with the issue of sexual exploitation. Mr Perry responded that Rotherham therefore has a responsibility to share good practice and added that a recommendation should be made for the Board to commend the work done by staff in this area.

Risky Business has only delivered training in 5 secondary schools. Mr Perry explained his concern that some schools are reluctant to accept the training, citing funding as an issue. As the plan is for Head Teachers to attend the next Board, this issue can be raised with them then.

Ms Woodhead explained that an action plan should have been circulated with this report.

ACTION: Ms Chambers to circulate the action plan from Ms Woodhead.

SC

It was noted that Risky Business requires more appropriate premises and that issue needs to be taken forward.

14. RSCB Performance Monitoring Data Set (Sue Melrose and Sue Wilson)

The data set that was done previous to this one had focused on Social Care and was therefore not comprehensive.

Ms Melrose explained that although she has sent the data set out to all agencies to populate, she is unsure of who and which departments to contact in health and requires clarification on this.

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If this report and data set are approved by the Board, 6 months' worth of results can be reported at December's Board.

Mr Perry felt that the format of the data set was too detailed and, therefore, too unrealistic to monitor on a regular basis. It was confirmed that the majority of information will be needed quarterly with just some costings being required on an annual basis. Mr Perry expressed the concern that some agencies will only keep information annually.

Ms McFarlane stated that the performance report should reflect the Board's priorities and added that Ms Melrose and Ms Wilson may find it helpful to speak to John Mansergh in Neighbourhoods and Adult Services, as he has recently undertaken a similar exercise.

Mr Perry noted that as the RSCB agenda is generally lengthy, it could prove difficult to fit in quarterly discussions on performance. Mr Hazell responded that whilst all of headings within the data set were relevant and appropriate, and that he would want to receive a full version of the performance report for information, only particular areas of concern/key issues would need to be discussed at Board meetings rather than going through the entire report.

Ms McFarlane explained that Neighbourhoods and Adult Services have a specific sub-group that deals with performance issues and suggested that this practice could be adopted by Children and Young People's Services also.

15. Progress of Serious Case Reviews (Catherine Hall)

Ms Hall requested that the anonymised codes be used in minutes when discussing individual cases.

The Safeguarding Children Unit has not yet received confirmation from Government Office that the 3 recently submitted action plans (X, Y and Z) have been signed off.

The action plan for Child V is still ongoing and requires further input from the Serious Case Review Panel.

The FP case has now been re-submitted to Ofsted and Government Office, following a request for further information, and the Child T case has also now been submitted. Ofsted has confirmed receipt of both cases.

The Child W case is currently in the process of being finalised with the aim to submit this to Ofsted and Government Office

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next week.

The Q family case has not yet been discussed in detail at the Board.

16. Fostering Service Report (Simon Perry)

Ofsted had previously given the Fostering Service an inadequate rating following an earlier inspection. However, a subsequent inspection resulted in a satisfactory rating, with scores of good in 4 areas.

An action plan has now been established in order to monitor progress.

ACTION: Mr Perry to provide a progress update report at the next Board.

SP

17. Government's Response to Lord Laming Report (Catherine Hall)

Ms Hall emphasised that this action plan is currently in draft format and shows the result of agencies' responses to areas of the Lord Laming Review, with agencies having 'RAG' (red, amber, green) rated themselves.

Ms Hall requested volunteers for a task group to work on finalising the action plan.

ACTION: Ms Hall to email Board members to request volunteers for an action plan task group.

CH

Ms McFarlane commented that the focus of the action plan should be on self assessment, with the Board to quality assure the end result.

18. Safeguarding Training to Schools and Educational Establishments (Annie Redmond)

Ms Woodhead presented this item in the absence of Ms Redmond.

Ms Woodhead explained that the demand from schools for safeguarding training is growing further to schools becoming subject to inspections.

Ms Wrench requested clarification on what progress has been made in relation to mandatory requirements.

Mr Perry suggested referral of this item until the next Board when Head Teachers will be present – this was agreed.

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19. Strategy Meetings (Annie Redmond)

Ms Woodhead presented this item in the absence of Ms Redmond.

Ms Woodhead explained that there are a growing number of referrals, which has resulted in an increased number of strategy meetings. The number of strategy meetings has been doubling year upon year.

Mr Perry stated that the developing theme of capacity issues should be raised at the RSCB Development Day.

Mr Hazell accepted this report.

20. Any Other Business

- Ms Wilson explained that she is currently studying towards a qualification for which she will be carrying out a work based project on e-safety with regard to Looked After Children. Ms Wilson sought assurance that she would be able to contact managers for any information on this project.
- Ms Hall explained that the Drugs and Alcohol Team would like to circulate a leaflet in Rotherham regarding their service but that they do not wish this to be solely an NHS leaflet and that if the Board accepts, they would like to use the RSCB logo on the leaflet as well.

ACTION: Ms Hall to circulate the leaflet to Board member for approval.

CH

- Ms Bird gave apologies for December's Board.
- Ms Jeffries recommended that RSCB minutes should be produced in 2 separate parts, with part 1 being the main body of minutes and part 2 containing confidential information (i.e. regarding serious case reviews) that is not for publication.

21. Dates of Future Meetings

- Friday, 4th December, 2009, 10.00am – 12.30pm, Rotherham Town Hall

The following dates for 2010 were put forward by Mr Hazell:-

- Friday, 5th March, 2010

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- Friday, 11th June, 2010

22. Future Agenda Items

December 2009

- Review of Safeguarding Practice in respect of Young People in Prison/Custody – Annual Report (Simon Perry)
- Multi-agency Training Update (Annie Redmond)
- Policy Updates for Information (Joyce Thacker)
 - Appendix 6 Managing Individuals who Pose Risk of Harm
 - Appendix 11 Fabricated or Induced Illness
 - Appendix 13 Forced Marriage
 - Appendix 15 Trafficked Children
 - Appendix 17 Private Arrangements for Fostering
- Safeguarding Toolkit (Maryann Barton)
- Child Death Overview Panel Annual Report (John Radford)
- Update on Fostering Services progress following inspection (Simon Perry)
- Safeguarding training to schools and educational establishments (Annie Redmond)
- Hidden Cost Template (Karen Potts)
- E-Safety Strategy (Sue Wilson)

March 2010

- Children and Young people who run away – Annual Report (Morri McDermott)
- Conference Attendance, Quoracy and Distribution of Minutes of Conference Decisions and Recommendations and full Conference Minutes (Annie Redmond)
- Annual Report and Business Plan (Catherine Hall)