**TSCB Meeting**

**Minutes**

**Chairperson: Ian Ansell**

**Date: 22nd September 2016**

**Venue: Meadfoot Room, Tor Hill House, Torquay**

**Attendees:**

Ian Ansell (IA) Independent Chair, TSCB

Steve Parrock (SP) Chief Executive Torbay Council

Jude Pinder (JPr) Lead for Children, Public Health, Torbay Council

Cathy Hooper (CH) Designated Nurse Safeguarding Children, SD&T CCG

Libby Potter (LP) Primary Care Safeguarding Nurse, SD&T CCG

Andy Dempsey (AD) Director Children Services, Torbay Council

Cllr. Julien Parrott (JPt) Executive Lead for Adults and Children

Cllr Cindy Stocks (CSs) Children’s Champion for Corporate Parenting and Safeguarding

Chrissie Slaney (CSy) Lay Member (representing the Faith Sector)

Richard Kirkup (RK) Manager, Checkpoint, The Children’s Society

Keith Perkins(KP) Detective Superintendent, PPU, Devon & Cornwall Police

Jo Robinson (JR) Criminal Justice, Commissioning and Partnership Manager, Office of Police and Crime Commissioner.

Karen Elliott (KE) TSCB Practice Manager

Matt Tookey (MT) Headteacher, St Margaret Clitherow Primary School

Liz Lawrence (LL) Safeguarding Lead, South Devon College

John James (JJ) Probation Manager, National Probation Service

Cath Plewes (CP) TSCB Coordinator

**Apologies:**

Caroline Dimond Director of Public Health, Torbay Council

Jane Viner Chief Nurse, Torbay and South Devon NHS Foundation Trust

Mark Benden Assistant Chief Officer, National Probation Service

Anne Proctor Assistant Chief Officer, Dorset, Devon & Cornwall CRC

Karen Grimshaw Director of Wellbeing and Family Services, SD&T CCG

Thomas McCulloch Regional Manager, Action for Children

Mandy Davies Devon and Somerset Fire and Rescue Service

Jacqui Jensen Assistant Director, Children’s Services, Torbay Council

Maria Harding Lay Member

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| **Agenda Item 1 – Minutes of previous meeting, actions arising** |

1.1 Minutes of the previous meeting were agreed as an accurate record of the discussions that took place.

1.2 The actions of the previous meeting were reviewed as follows:

1.3 **08-06-2016 1.8** Nanette Tribble attended the Delivery Group and gave a presentation.

1.4 **23-03-2016 1.13** The rapid response service is directly funded by the CCG and not through the CDOP contract. CH advised that the local contractor for this is withdrawing from the service as of 1st April 2017. CH confirmed that she is in contact with the commissioner from the NEW Devon CCG. CH confirmed that she would highlight any issues to the TSCB should any occur.

1.5 **08-06-2016 1.11** IA advised that he has met with Nanette Tribble and has a meeting arranged with Dave Parsons, Lead for domestic abuse for the Community Safety Partnership. IA advised that he would highlight the lack of a children’s perspective within the current strategy. JPt stated that he did not feel that the Domestic Abuse Strategy was effective. JPt asked what the timescale is for a revision. JR advised that the current provider (Sanctuary Housing) contract ends in 2017 and therefore there is a sense of urgency.

1.6 AD stated that he would discuss with Caroline Dimond, what work has been done in respect to the Domestic Abuse Strategy, along with the getting a sense of where Torbay is from a Children’s Services point of view. He would circulate his findings to Board members ahead of the next meeting.

1.7 **08-06-2016 2.13** Completed.

1.8 **08-06-2016 2.18** AD agreed to provide minutes to the TSCB to circulate.

1.9 **08-06-2016 3.6** Board members agreed to respond to correspondence sent out marked for action or response required, even if they have no comment to make.

1.10 **08-06-2016 4.4** Completed.

1.11 **08-06-2016 5.4** AD updated that a meeting has been held with the DfE regarding the Integrated Care Organisation (ICO). The preferred option at the present time is for Children’s Services to join the Integrated Care Organisation. The intention is for there to be a quick and focussed piece of work undertaken, starting within the next week to be finished by December / January which will examine if moving to an ICO is the best way forward or not at this time. This will include looking at alternatives.

1.12 **08-06-2016 5.5** Completed

1.13 **08-06-2016 5.9** Update will be provided during the discussion on the Business Plan

1.14 **08-06-2016 5.12** Completed, although there has been a lack of response from Board members. IA and SP reiterated that when feedback is requested, it is expected that Board members respond to this in a timely manner.

1.15 **08-06-2016 6.1** KE updated that the Business Unit were still waiting for a response from the CCG in respect to their contribution to the TSCB Budget. KE advised that KG was going to take the revised figure to the CCG Board meeting for agreement. CH stated that she would ensure that KG came back to the TSCB within a week.

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| **Action:** | **By whom:** | **Deadline** |
| 2016-06-08 2.18 CIB reports to be circulated to Board members.**2016-09-22 update.** AD agreed to provide the TSCB with CIB minutes to circulate. | Andy Dempsey  | End November 2016 |
| 2016-06-08 1.11 IA to arrange a meeting to discuss the Domestic Abuse Strategy.**2016-09-22 update.** AD to discuss with Caroline Dimond, what work has been done in respect to the Domestic Abuse Strategy, along with the getting a sense of where Torbay is from a Children’s Services point of view. He would circulate his findings to the Board members ahead of the next meeting.  | Andy Dempsey | End November 2016 |
| 2016-06-08 6.1TSCB Business Unit to chase the CCG regarding their response to the proposed budget.**2016-09-22 update.** CH to ensure that KG replies to the TSCB in relation to the CCG’s contribution to the TSCB Budget. | Cathy Hooper | 30th September 2016 |

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| **Agenda Item 2 – Hampshire LSCB Feedback** |

2.1 IA gave an overview of the report from the HSCB Chair Maggie Blyth, which was circulated with the agenda.

2.2 JPt stated that at the time that the Graded Care Profile was produced, he was led to believe that it was an easy piece of work to produce a Neglect Strategy, but there has been significant delay around this which is concerning. AD asked whether Children’s Services were leading on the production of the Neglect Strategy. IA advised that neglect spans more than Children’s Social Care and all agencies should be represented at the task and finish group meetings to produce the strategy. KE agreed to convene a meeting of all partners in October 2016 to begin work on producing the Neglect Strategy for Torbay.

2.3 CH asked that all partners engage with this process.

2.4 KP asked that Board members be informed if their nominated representatives are not attending.

2.5 It is expected that the Neglect Strategy will be signed off before the next Board Meeting

2.6 In relation to the priority areas for action a & b AD advised that unless both documents pass through the council’s overview and scrutiny in October / November 2016, then this will cause serious problems.

2.7 IA confirmed that a draft Business Plan which will be shared with Board Members for further comment by 5th October 2016.

2.8 AD asked for IA to agree that the Business Plan will be presented to the Council in October unless there are dissenting views.

2.9 IA noted that HSCB have flagged up the importance of the relationship between CIB and TSCB. IA confirmed that there are several members of the TSCB who also sit on the CIB. In order to ensure that everyone is sighted on the improvement journey, IA suggested that the Children’s Services paper presented to the CIB is then circulated to TSCB Board Members.

2.10 **Priority areas for action: a)** IA advised that the HSCB colleagues believe that the TSCB Business Plan needs reviewing to become more strategic.

2.11 **b)** The Business Plan, as discussed will be presented to Overview and Scrutiny.

2.12 **c)** In order to meet the recommendation IA intends to set up a Seminar of Chief Executives / Leaders of partner agencies.

2.13 **d)** The relationship between CIB and TSCB has already been discussed.

2.14 **e)** IA advised that the Board structure has been reviewed. IA understood that there was feeling that some work is being duplicated across the Peninsula. It is likely that once the legislation following the Wood Report comes through, further review of the Structure would be made then. KE clarified that the HSCB think that there is duplication of work done by the Quality Assurance Subgroup and the Performance Information Management Subgroup. Once the data set has been finalised, it is likely that these subgroups will merge.

2.15 RK asked for clarification on the comment regarding the right people leading subgroups. KE clarified that the comment had been made in relation to the seniority of the membership, that some members were unable to make decision on behalf of their organisations.

2.16 **f)** IA advised that the Business Unit is very limited in its capacity. KE stated that she has yet to clarify what the HSCB mean by this. KE added that some support considered unnecessary for Subgroups has been pulled back to ensure that the TSCB Coordinators are able to support the Board more effectively.

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| **Action:** | **By whom:** | **Deadline** |
| 2.2 Meeting to be convened in October 2016, to be attended by all partners, to begin work on producing the Neglect Strategy for Torbay.  | Karen Elliott | End October 2016 |

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| **Agenda Item 3 – Initial Impressions** |
| [attached to email ] |

3.1 AD presented his ‘Initial Impressions’ to the meeting, a copy of this is attached above.

3.2 In relation to Early Help, JPt asked whether it might be appropriate to have a stock take of services available to provide Early Help in Torbay.

3.3 JR noted that there are some gaps in Early Help, particularly around mental health services. These are services that haven’t been included in any mapping work already undertaken. JR stated that she would welcome a short sharp mapping exercise of services out there that are able to support the Early Help offer.

3.4 CH questioned who ‘Health’ refers to within the presentation. AD clarified that the data refers to School Nurses, Health Visitors and Midwives.

3.5 AD stated that he believes there is a place for a stock take, as suggested, but that there are also cultural barriers to overcome. AD stated that there was a need for the strategic context of the Early Help offer to be explicit.

3.6 KE noted that any Early Help offer has to align to The Child’s Journey Threshold Document.

3.7 AD suggested that a meeting between PCC, Health, Voluntary Community Sector and Children’s Services strategic leads be set up to devise a strategic set of purposes for Early Help.

3.8 LL stated that South Devon College provide services to their pupils that she would consider Early Help, but is concerned that when she attempts to put in a referral, that she is advised to fill in an Early Help form.

3.9 AD advised that when referring into Children’s Services for any level of service, a form will always be required.

3.10 RK advised that Working together isn’t helpful in its definition of Early Help.

3.11 IA confirmed that there are some organisations that are providing good Early Help services in Torbay.

3.12 IA noted AD’s frustration with the two ‘front doors’ operating in Torbay. IA advised that he and KP had had a conversation about other local authorities within the Devon and Cornwall Police area that operate a single point of access. AD confirmed that he has already started a dialogue with the Assistant Director and Heads of Service regarding the management of access points. AD stated that going forward he would like to see that all referrals are triaged to the most appropriate service. AD confirmed that he would keep the Board updated on any proposed changes.

3.13 SP asked about the cost implications to all partners should the service be redesigned. AD advised that if the priority families offer could be better linked into Early Help, there would be financial benefits to partner agencies, such as Police, although these would not necessarily be uniformly distributed.

3.14 MT stated that at an operational level, practitioners such as teachers are not aware of the services available.

3.15 AD agreed to review the ‘front door’.

3.16 JR added that the MASH model was always sold on the basis of one front door.

3.17 RK stated that mental health services should form part of the Early Help offer. AD agreed that Tier 2 services for children could be on the map, but a one front door model would not become an access point for CAMHS services currently.

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| **Action:** | **By whom:** | **Deadline** |
| 3.7 Meeting between PCC, Health, Voluntary Community Sector and Children’s Services strategic leads be set up to devise a strategic set of purposes for Early Help.  | TSCB Business Unit | End November 2016 |
| 3.16 Review of Children’s Services ‘front door’  | Andy Dempsey | 7th December 2016 |

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| **Agenda Item 4 – Business Plan** |

4.1 IA advised that the Business Plan is being revised and will be presented to Overview and Scrutiny, as detailed earlier in the meeting.

4.2 IA advised that the TSCB Data performance indicators have been agreed.

4.3 IA confirmed that performance data has been received from Children’s Services and Police.

4.4 IA said that other agency data has been more problematic, a report was circulated with comments regarding the difficulties in providing data and offers of alternative data.

4.5 KE asked for any data that is provided to the Board to be in a usable format, with narrative about what the data means.

4.6 JPr confirmed that she would liaise directly with KE in relation to obtaining data in respect of CAMHS.

4.7 KP suggested that the Performance Subgroup look at the data, establish what the priority areas are and then bring it back to the Board to consider.

4.8 KE agreed that the Performance Subgroup membership would be revised to enable that work to be undertaken.

4.9 IA added that the members of the Performance Subgroup are not analysts outside of their own agency data. The interpretation of the data, therefore, is extremely important.

4.10 KE suggested that Board members take this back to their own agency data provider to ensure that it is being provided with an appropriate level of narrative / analysis. Once this is done, the Performance Subgroup can look over the data and pick out anything to be escalated to the Board.

4.11 KE stated her concern about adding further data to an already large data set.

4.12 It was agreed that the TSCB Data Table and partner’s responses would be circulated to Board members. Comments on this to be returned within two weeks.

4.13 IA noted that an agreed set of Data for the Board is paramount to the Improvement Journey. IA advised that he would contact Board members virtually, for sign off to the Data Set.

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| **Action:** | **By whom:** | **Deadline** |
| 4.12 It was agreed that the TSCB Data Table and partner’s responses would be circulated to Board members.  | TSCB Business Unit | End October 2016 |
| 4.12 TSCB Members to comment on the data that is proposed. | All | 6th October 2016 |
| 4.13 IA advised that he would virtually contact Board members for sign off of the Data Table. | Ian Ansell | End October 2016 |

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| **Agenda Item 5 – CSE Coordinator** |

* 1. AD presented a paper circulated with the agenda.
	2. KP noted that as Chair of the Peninsula CSE Group, it is clear that Torbay are ahead of the other Peninsula Authorities in respect of CSE.
	3. AD stated that he did not feel that this was an optimum solution, but the paper proposes a strategy for sharing the CSE Coordination. AD suggested that the proposed shared working arrangements go ahead for a period of 3 months, with review at that time. If it is thought to be ineffective, then the issue will be brought back for further discussion.
	4. CH asked that there be clear communication of the new working arrangements, as many CSE Champions seek Katie Buckley out for advice and support. AD confirmed that he would ensure that there is clear communication of the new arrangements to all CSE Champions.
	5. IA noted that the Ofsted report was very positive in respect of CSE services within Torbay Children’s Services.
	6. IA asked that the CSE Coordination is reviewed at the December 2016 Board Meeting
	7. RK advised that the MET Subgroup could monitor and flag up any issues that arise. IA advised that the MET subgroup is chaired by Lisa Jennings, who is aware of the issues.
	8. IA asked that members of the meeting to feedback at the next Board meeting if there are any issues in the new model.

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| **Action:** | **By whom:** | **Deadline** |
| * 1. CSE Coordination review to be presented at the December 2016 Board Meeting.
 | Andy Dempsey | 7th December 2016 |

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| **Agenda Item 6 – MASH Referral Form** |

6.1 Members of the meeting reviewed the proposed new MASH referral form, as circulated with the agenda.

6.2 SP questioned whether there was an interactive e-form version available. AD agreed to consider putting in a resource to making an e-form version.

6.3 MT noted that the new MASH form refers to Signs of Safety throughout. MT suggested that further basic work is undertake with practitioners regarding what Signs of Safety is.

6.4 KE stated that Signs of Safety courses are available to book through I-learn.

6.5 CH agreed to do some work with GPs in relation to the new form and how Signs of Safety works.

6.6 KE said that Vashti Wickers, Head of Service with responsibility for the MASH has agreed offered to speak to any groups of practitioners regarding the referral form if they were experiencing any problems.

6.7 CSy noted that there are occasions in which referrals are made across borders and questioned whether other authorities would be aware of how Signs of Safety works.

6.8 LP noted that, as a practitioner, it is not necessary to be trained in Signs of Safety to be able to fill out the form. The questions are self explanatory.

6.9 All members of the TSCB agreed to endorse the MASH form.

6.10 AD stated that he would provide the launch date to the TSCB Business Unit, for the new form to be uploaded to the website.

6.11 It was agreed that an audit of the effectiveness of the new form should be undertaken, and AD agreed Vashti Wickers could be asked to present the findings of this at the next Board meeting.

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| **Action:** | **By whom:** | **Deadline** |
| 6.2 Consider putting in a resource to making a MASH e-form version. | Andy Dempsey | 7th December 2016 |
| 6.10 Launch date of MASH referral form to be provided to TSCB Business Unit | Andy Dempsey | End October 2016 |
| 6.11 Audit of effectiveness of MASH referral form to be undertaken and findings presented to the next Board meeting | Vashti Wickers | 7th December 2016 |

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| **Agenda Item 7 – TSCB Training paper** |

7.1 KE presented the paper regarding the TSCB Training post, as circulated with the agenda.

7.2 IA advised that he had contacted all SW Peninsula LSCBs to ask whether the TSCB could join their existing training, but all three LSCBs currently have their training contracted out.

7.3 AD stated that over time it would be sensible to consider a regional solution to training; however the proposal was an expedient solution in the interim.

7.3 Members of the meeting agreed the proposal.

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| **Agenda Item 8 – AOB** |

8.1 **Times newspaper article**

8.2 JPt asked members of the TSCB to consider a newspaper article that he circulated, attached.

8.3 JPt queried whether the concerns were applicable to Torbay, and whether the TSCB could seek assurance from the relevant agency regarding this. IA agreed to speak to CH outside of the meeting regarding this.

8.4 **TSCB Website**

8.5 IA advised that the TSCB Website has been launched.

8.6 **Section 11 audit**

8.7 IA noted that the last Section 11 audit was undertaken in 2014.

8.8 An audit tool will be sent out to partners for completion and return by mid November 2016.

8.9 The process will include review of completed returns by CH and KE initially, additional information will be requested and it is anticipated that the completed audits will be ready for panel by end November 2016.

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| **Chairs Signature** |

As Chair of this Torbay Safeguarding Children Board Subgroup, I agree that these minutes are an accurate representation of the discussion and decisions that took place at this meeting.

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| SignatureH:\childrens services\Restricted\LSCB & SUB GROUPS\Signatures\Ian Ansell signature.jpg | Date: 3rd November 2016 |
| **Mr I Ansell** |

**Torbay Safeguarding Children Board Subgroup Actions**

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| **Agenda Item** | **Minutes No** | **Action** | **Action Owner** | **Deadline** |
| 1 | 2016-06-08 2.18 | CIB reports to be circulated to Board members.**2016-09-22 update.** AD agreed to provide the TSCB with CIB minutes to circulate. | Andy Dempsey  | End November 2016 |
| 1 | 2016-06-08 1.11 | IA to arrange a meeting to discuss the Domestic Abuse Strategy.**2016-09-22 update.** AD to discuss with Caroline Dimond, what work has been done in respect to the Domestic Abuse Strategy, along with the getting a sense of where Torbay is from a Children’s Services point of view. He would circulate his findings to the Board members ahead of the next meeting.  | Andy Dempsey | End November 2016 |
| 1 | 2016-06-08 6.1 | TSCB Business Unit to chase the CCG regarding their response to the proposed budget.**2016-09-22 update.** CH to ensure that KG replies to the TSCB in relation to the CCG’s contribution to the TSCB Budget. | Cathy Hooper | 30th September 2016 |
| 2 | 2016-09-22 2.2 | Meeting to be convened in October 2016, to be attended by all partners, to begin work on producing the Neglect Strategy for Torbay.  | Karen Elliott | End October 2016 |
| 3 | 2016-09-22 3.7 | Meeting between PCC, Health, Voluntary Community Sector and Children’s Services strategic leads be set up to devise a strategic set of purposes for Early Help.  | TSCB Business Unit | End November 2016 |
| 3 | 2016-09-22 3.16 | Review of Children’s Services ‘front door’  | Andy Dempsey | 7th December 2016 |
| 4 | 2016-09-22 4.12 | It was agreed that the TSCB Data Table and partner’s responses would be circulated to Board members.  | TSCB Business Unit | End October 2016 |
| 4 | 2016-09-22 4.12 | TSCB Members to comment on the data that is proposed. | All | 6th October 2016 |
| 4 | 2016-09-22 4.13 | IA advised that he would virtually contact Board members to sign off the Data Table. | Ian Ansell | End October 2016 |
| 5 | 2016-09-22 5.6 | CSE Coordination review to be presented at the December 2016 Board Meeting. | Andy Dempsey | 7th December 2016 |
| 6 | 2016-09-22 6.2 | Consider putting in a resource to making a MASH e-form version. | Andy Dempsey | 7th December 2016 |
| 6 | 2016-09-22 6.10 | Launch date of MASH referral form to be provided to TSCB Business Unit | Andy Dempsey | End October 2016 |
| 6 | 2016-09-22 6.11 | Audit of effectiveness of MASH referral form to be undertaken and findings presented to the next Board meeting | Vashti Wickers | 7th December 2016 |