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**Torbay Safeguarding Children Board**

**Minutes**

**Independent Chair: Ian Ansell**

**Date: 8th June 2016**

**Venue: Meadfoot Room, Town Hall, Torquay**

**Attendees:**

Ian Ansell (IA) TSCB Independent Chair

Clare Farquhar (CF) TSCB Coordinator (Minute taker)

Karen Elliott (KE) TSCB Practice Manager

Jacqui Jensen (JJ) Assistant Director, Children’s Safeguarding, Children’s Services

Keith Perkin (KP) Detective Superintendent, Devon and Cornwall Police

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

Julian Hook (JK) Head of Operations, CSW Group Ltd

Rickard Kirkup (RK) Area Manager, Torbay and Devon, The Children’s Society

Matt Tookey (MT) Head Teacher, St Margaret Clitherow Primary

Mandy Davis (MD) Devon and Somerset Fire and Rescue Service

Jane Viner (JV) Torbay and South Devon NHS Foundation Trust

Mark Benden (MB) Assistant Chief Officer, National Probation Trust

Anne Proctor (AP) Asisstant Chief Officer, Dorset, Devon and Cornwall Community Rehabilitation Company

Liz Lawrence (LL) South Devon College

**Apologies:**

Laraine Dibble Designated Doctor, Torbay and South Devon CCG

Richard Williams Director of Children’s Services, Torbay Children’s Services

Jullian Parrot Executive Lead for Adults and Children

Thomas McCulloch Regional Manager, Action for Children

Chrissie Slaney Lay Member

Steve Parrock Executive Director, Torbay Council

Liz Wilson Service Manager, CAFCASS

Amanda Patterson Manager, Youth Offending Team

Sarah Thompson Manager, South Western Ambulance Service

Vashti Wickers Principal Social Worker, Torbay Children’s Services

Cathy Hooper Designated Nurse, Torbay and South Devon CCG

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| **Agenda Item 1 - Minutes of previous meeting, matters arising and review of actions** |

**TSCB Meeting – 9th March**

1. The minutes of the meeting were accepted as an accurate reflection of the discussions that took place.

Actions

1. Action 6.1 This action relating to the improvement plan is complete.
2. Action 7.2 This action was agreed as complete.
3. Action 7.4 This action has been picked up by the Quality Assurance subgroup and is in progress.

**TSCB Executive – 11th May**

1. IA noted that the Executive had now been discharged under the new structure and so the minutes and actions need to be signed off.
2. The minutes of the Executive meeting were accepted.

Actions:

1. Action 2: Nanette Tribble (NT) is due to present the Domestic Abuse Strategy at the next Delivery Group. To be added to the Delivery Group Agenda in September.
2. Action 3: This action is on todays agenda
3. Action 1.13: This action is still outstanding. The TSCB Business Unit to chase the CCG for an update.
4. Action 1.1: It was noted that this action was still outstanding. It was thought this would be picked up by SWIFT however the Perpetrator programme was still to be established. It was noted that this programme was unlikely to be in place before next April. JJ confirmed that she had not met with Lisa Jennings (LJ) due to her being on annual leave. This work sits with Gail Rogers however there is a conflict with the work NT is undertaking. It was noted that there was an offer from an organisation called Safe Lives who have a potential offer of coordinated support. There is work taking place on the Devon Integrated Strategy and it is important for cross border agencies that there is a corresponding approach.
5. Action 1.3: JJ noted that there would be no role for LJ in discussing the DA strategy. IA agreed to arrange a meeting with Nanette Tribble to discuss further.
6. Action 1.4: IA confirmed that LJ asked him not to send the letter and that she would speak directly to the provider as the chair of the subgroup.
7. Action 1.7: This action is complete
8. Action 1.10: JJ advised that this has not been completed however she will be submitting a full Early Help report to the next Children’s Improvement Board. This action is closed.
9. Action 1.11: This action has been completed
10. Action 1.14: This will be discussed under the budget agenda item.
11. Action 2.16: KP confirmed that he and Vashti Wickers (VW) visited the MASH and have put some immediate actions in place. KP has a meeting with all four Local Authorities on 16th June to debrief on the Central Safeguarding Teams. They have been in place for 6 months, there are critical issues around referrals which need to be discussed. KP and VW will also be visiting Hampshire to see how their MASH functions.
12. Action 2.18: This action is complete
13. Action 2.20: This action is complete
14. Action 3.3: This action is complete
15. Action 3.9: This action is complete
16. Action 4.4: This action is complete
17. Action 4.7: This action is complete
18. Action 5.6: This action is complete

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| **Action:** | **By whom:** | **Deadline** |
| Nanette Tribble to be invited to the July Delivery Group to present the Domestic Abuse Strategy (1.8) | TSCB Business Unit | 15th July 2016 |
| Domestic Abuse to be added to the September TSCB Agenda (1.8)) | TSCB Business Unit | September 2016 |
| TSCB Business Unit to chase up the following action:   * CH to contact Alex Drennan for reassurance from the Serious Case Review Subgroup regarding commissioning of the Rapid Response (CDOP) service   (1.10) | TSCB Business Unit | 8th July 2016 |
| IA to arrange a meeting to discuss the Domestic Abuse strategy (1.11) | Ian Ansell | 8th July 2016 |

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| **Agenda Item 2 – Children’s Improvement Board** |

1. JJ explained that Torbay Children’s Services had been found by Ofsted to be inadequate in a number of areas including partnership working and issues around safeguarding. There are 17 recommendations. Because of this a Commissioner has been appointed and Hampshire Council has been comissioned as an improvement partner. John Coughlan (JC), the Chief Executive of Hampshire has been appointed as the Commissioner and is Chair of the Children’s Improvement Board.
2. JC is clear that the Children’s Improvement Board needs to be a multiagency partnership board as services cannot improve with Children’s Services alone.
3. JJ continued that the appointment of the Commissioner doesn’t remove the responsibility of the Council but assists and supports the council to improve services. The Commissioner has also been asked to give his view on Children’s Services future in relation to the Integrated Care Organisation (ICO). The Commissioner will write a report for consideration which is expected in August.
4. The Commissioner is also supporting the search for an interim Director of Children’s Services, which is still ongoing.
5. JJ advised that as part of the improvement journey Ofsted would be visiting Children’s Services on a three monthly cycle to case track alongside Social Workers and discuss with them how the improvement was going. Ofsted will be focusing on cases where there is partnership working and will likely start at the MASH and track through the Child’s Journey. JJ confirmed that the first visit will take place on 25th and 26th July 2016.

(Liz Lawrence joined the meeting)

1. JJ noted that Torbay was the first Local Authority to experience this new review. Following July, Ofsted will then return in October and January. It is unknown whether Ofsted will publish the results of the July review.
2. In terms of improvements, JJ advised that staff morale was fantastic, the highest it has ever been and staff are in a much better place since Ofsted came in. Feedback about how staff managed is also good. Eleven staff members have recently been made permanent who had been withan agency, with another two people interested. Additionally, a national advert has been put out which has attracted significant interest. Other procedures put in place to help enable Social Workers to work more effectively will include iPads for remote working, a Business Support person dedicated to three social workers and a call centre has been set up to field any non urgent enquires.
3. JJ noted that the data coming into the Children’s Improvement Board was good. Referrals are still high and there would be an expectation that these would convert to case conferences but this is not happening. Devon are also seeing a similar pattern.
4. JJ advised that partners were reluctant to take the lead professional role in Early Help cases. Currently 54% are Children’s Services, which is distributed between 12-14 staff members of the IYSS Team, Checkpoint are the next highest with 13%, 6% are Health Visitors and 1% School Nurses.
5. There is a focus on timeliness of core group meetings and on partnership working of CIN cases. JJ noted that CAMHS receive 66% of referrals that don’t meet their criteria and as a result spending a considerable time sifting.
6. RK felt that referrals to CAMHS wasn’t about risk aversion but a gap in service provision with frontline staff not knowing what to do with cases involving emotional health and wellbeing. JJ agreed that there was a targeted service gap for children age 5-12. RK felt that the gap went right up to age 18. The children Checkpoint work with are complex cases and they see over 800 children on a 1-1 basis who don’t meet CAMHS criteria.
7. JJ noted that the school partnership had funded a tier 2 service which is commissioned by CAMHS. It is too early to evidence that it is reducing referrals but there are indicators. RK commented that it was not about reducing referrals but about increasing services.
8. LL advised that South Devon College was dealing with significant numbers of young people with mental health issues. The college feel they have turned themselves into a Safeguarding Hub and have been duplicating the CAMHS service for their 16-18 year olds because they don’t know what else to do. In terms of MASH referrals for this age group it is difficult to access Early Help without getting parental consent. JJ advised that she would speak with the MASH as 16-18 year olds can make decisions about referrals for themselves.
9. JJ summarised that good progress had been made under the Improvement Plan but it is yet to be translated into outcomes for children.
10. KP noted that that there appeared to be organisational risk aversion. During his deep dive with VW and asking questions of MASH staff it appeared that they felt individually accountable if something were to go wrong. There is a need to support individuals without them offloading to another agency. There has to be acceptance that this is a high risk environment and with this comes a lot of responsibility but there needs to be support for staff to manage risk.
11. JJ noted that she wrote reports for the April and June Improvement Board and she would be happy to share this with Board members as long as it wasn’t shared more widely.

*(JJ left the meeting)*

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| **Action:** | **By whom:** | **Deadline** |
| JJ to discuss with MASH 16-18 year olds being able to give consent themselves for their referral and sharing of information. (2.13) | Jacqui Jensen | 8th July 2016 |
| JJ to send her April and June CIB reports to the TSCB Business Unit for circulation (2.18) | Jacqui Jensen | 8th July 2016 |
| TSCB Business Unit to circulate JJ CIB Report for Board members only and is **not** be shared further (2.18) | TSCB Business Unit | 15th July 2016 |

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| **Agenda Item 3 – TSCB Structure and Website** |

1. The new TSCB Structure Chart was circulated to the meeting. A copy of which is attached and should be accepted as part of the minutes.
2. The Board subgroups are where the day to day work of the TSCB will be done and this is reported back through the Delivery Group.
3. JR mentioned the Wood Review and queried the implications at this stage. IA noted that it was unknown how quickly the changes in legislation will take place. The three main stakeholders Police, Health and the Local Authority have to agree on local safeguarding arrangements. IA added that he was meeting with Steve Parrock, Chief Executive this afternoon and would be discussing the outcome of the review with him. IA advised the TSCB would continue forward as planned for the time being.
4. IA continued that in terms of streamlining the structure and reducing the commitment of meetings. The TSCB Business Unit will be circulating things between meetings looking for support or decisions and it is unhelpful if there is no response. All agreed that to get the attention of Board members the Business Unit would ensure that the header of the email would include ‘action or response required’, would be helpful.
5. LL queried where radicalisation and prevent fit into the structure. IA advised it is the Missing, Exploited and Trafficked Subgroup.
6. Website
7. KE circulated the new TSCB logo to the subgroup, a copy of which is attached and should be accepted as part of the minutes. The members present agreed and signed off the logo.
8. In terms of the website there is a lot of work going on to untangle the current joint website with Devon and create a single website just for Torbay. It is anticipated this will be ready at the end of June.

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| **Action:** | **By whom:** | **Deadline** |
| TSCB Business Unit to start sending all emails clearly labelled in the subject ‘action or response required’ if that is needed. (3.6) | TSCB Business Unit | 10th June 2016 |

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| **Agenda Item 4 – Board Data Set** |

1. KE circulated the draft TSCB data set to the meeting, a copy of which is attached and should be accepted as part of the minutes.
2. KE reported that ideally the performance subgroup would be taking forward the data set and the Delivery Board would receive the data regularly along with narrative and analysis. The subgroup has looked at what data agencies can provide and what is useful to the TSCB. IA anticipates that data will only be reported to this Board if there are exceptions.
3. KE advised that this data set was a work in progress.
4. KE requested that members check that their agencies are able to provide the data requested and let the TSCB business unit have a named contact for the data.
5. MB referred to item 50 MAPPA attendance and queried what specifically this related to and why this would be relevant to the TSCB. IA agreed to remove it from the data set.
6. IA advised that the data being asked for was nothing that isn’t already being collected.
7. JV noted that she would give caution to the data being collected around young people’s admittance to A&E as that might not be why they were admitted, it might be second or third rate. The figures can be provided but they might not be reflecting the issue.
8. JR commented that there was no data relating to organisational safeguarding events. If the monitoring of complaints is steady and then a spike is seen that could leading to questioning. JV responded that the Trust can provide complaints data however due to it being low it was something that could be provided quarterly or annually but not monthly. IA noted that this was something that needed further consideration outside of the meeting.

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| **Action:** | **By whom:** | **Deadline** |
| Board members to confirm that the data being asked for can be provided and identify who the contact in their organisation will be. (4.4) | TSCB Members | 8th July 2016 |

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| **Agenda Item 5 – TSCB Business Plan** |

1. IA presented the TSCB Business Plan to the meeting, a copy of which is attached.
2. KE confirmed that this plan had been updated following the Delivery Group meeting held on Monday.
3. IA talked through the aspects of the Business Plan with those present.
4. In terms of the ICO, JV confirmed that all that had been agreed at this stage was an ‘in principle’ discussion. It is still very much within the very early stages of scoping. It was agreed that JV would bring a formal presentation to the Board about those discussions on the ICO to include milestones.
5. IA agreed that the foreword in the TSCB Business Plan regarding the wording relating to the ICO would reflect this..

**Comments**

1. Feedback from JJ is around the person responsible and having titles rather than the named person in case that person changes. It was noted that it would be good to have the current names in brackets to know who the person is.
2. MB made an observation on whether the recommendations should be prioritised in the same order as the priorities. IA noted that the order was presented in the same sequence as the Ofsted report.
3. LL queried where neglect sat within the subgroup structure. IA responded that he didn’t feel that a subgroup was needed for all the priorities and if a specific piece of work is needed then this can be commissioned through a working group.
4. KP queried where we are with the neglect strategy. IA agreed to enquire on the progress and timescales for completion.
5. KE commented that the business plan was still draft and that the plan was for Board members to populate actions in relation to their contribution to achieving progress on the priorities.
6. It was agreed that the business plan would be circulated to all members with a request for contributions by Monday 27th June.

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| **Action:** | **By whom:** | **Deadline** |
| JV to present an update on the scoping of the ICO to September TSCB Meeting | Jane Viner | September 2016 |
| IA to amend the wording contained in the foreword to reflectthe current position of the ICO. (5.5) | Ian Ansell | 8th July 2016 |
| IA to enquire on the progress of the neglect strategy and timescales for completion (5.9) | Ian Ansell | 8th July 2016 |
| TSCB to circulate the Business Plan to partners. (5.12) | TSCB Business Unit | 8th June 2016 |
| Partners to return their contribution to the TSCB Business Unit (5.12) | TSCB Members | 27th June 2016 |

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| **Agenda Item 6 – TSCB Budget** |

1. It was noted that Health had not yet responded to the budget proposal. TSCB Business Unit to contact the CCG regarding this.
2. IA noted that this was originally on the agenda for discussion around the funding requirements for 2017-18.
3. Since the Wood Report details the requirement on the three key sectors to agree and resource the new arrangements it will be for the Local Authority, Police and Health to determine what should be set up and how it will be funded in future. Timescales around legislation are unknown at this time.

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| **Action:** | **By whom:** | **Deadline** |
| TSCB Business Unit to chase the CCG regarding their response to the proposed budget (6.1) | TSCB Business Unit | 24th June 2016 |

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| **Agenda Item 7 – AOB** |

Police and Crime Commissioner Grant

1. JR reported that the Office of the Police and Crime Commissioner has put forward a victim services grant of £140,000 to support victims of sexual abuse or historical victims. This grant is specifically targeted at the third sector.
2. It was noted that The Children’s Society would be submitting a bid for this grant.
3. JR added that the PCC Office was also undertaking a piece of work looking at waiting lists for young people getting support in this area.

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| **Chairs Signature** |

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

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| Signature | Date |
| **Mr I Ansell** |

**Torbay Safeguarding Children Board Actions – 8th June 2016**

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| **Agenda Item** | **Minutes No** | **Action** | **Action Owner** | **Deadline** |
| Executive Minutes | 08-06-2016;  1.8 | Nanette Tribble to invited to the July Delivery Group to present the Domestic Abuse Strategy | TSCB Business Unit | 15th July 2016 |
| Executive Minutes | 08-06-2016;  1.8 | Domestic Abuse to be added to the September TSCB Agenda | TSCB Business Unit | September 2016 |
| Executive Minutes | 08-06-2016;  1.10 | TSCB Business Unit to chase up the following action:   * CH to contact Alex Drennan for reassurance from the Serious Case Review Subgroup regarding commissioning of the Rapid Response (CDOP) service | TSCB Business Unit | 8th July 2016 |
| Executive Minutes | 08-06-2016;  1.11 | IA to arrange a meeting to discuss the Domestic Abuse strategy | Ian Ansell | 8th July 2016 |
| Children’s Improvement Board | 08-06-2016;  2.13 | JJ to discuss with MASH 16-18 year olds being able to give consent themselves for their referral and sharing of information. | Jacqui Jensen | 8th July 2016 |
| Children’s Improvement Board | 08-06-2016;  2.18 | JJ to send her April and June CIB reports to the TSCB Business Unit for circulation | Jacqui Jensen | 8th July 2016 |
| Childrren’s Improvement Board | 08-06-2016;  2.18 | TSCB Business Unit to circulate JJ CIB Report for Board members only and is **not** be shared further | TSCB Business Unit | 15th July 2016 |
| TSCB Structure and Website | 08-06-2016;  3.6 | TSCB Business Unit to start sending all emails clearly labelled in the subject ‘action or response required’ if that is needed. | TSCB Business Unit | 10th June 2016 |
| Board Data Set | 08-06-2016;  4.4 | Board members to confirm that the data being asked for can be provided and identify who the contact in their organisation will be. | TSCB Members | 8th July 2016 |
| TSCB Business Plan | 08-06-2016;  5.4 | JV to present an update on the scoping of the ICO to September TSCB Meeting | Jane Viner | September 2016 |
| TSCB Business Plan | 08-06-2016;  5.5 | IA to amend the wording contained in the foreword to clarify the current position of the ICO. | Ian Ansell | 8th July 2016 |
| TSCB Business Plan | 08-06-2016;  5.9 | IA to enquire on the progress of the neglect strategy and timescales for completion | Ian Ansell | 8th July 2016 | |
| TSCB Business Plan | 08-06-2016;  5.12 | TSCB to circulate the Business Plan to partners | TSCB Business Unit | 8th June 2016 | |
| TSCB Business Plan | 08-06-2016;  5.12 | Partners to return their contribution to the TSCB Business Unit | TSCB Members | 27th June 2016 | |
| TSCB Budget | 08-06-2016;  6.1 | TSCB Business Unit to chase the CCG regarding their response to the proposed budget | TSCB Business Unit | 24th June 2016 | |