**TSCB Meeting**

**Minutes**

**Chairperson: Ian Ansell**

**Date: 7th December 2016**

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

**Attendees:**

Ian Ansell (IA) Independent Chair, TSCB

Karen Elliott (KE) TSCB Practice Manager

Lin Ferguson (LF) Interim Assistant Director, Torbay Children’s Services

Roger Hughes (RH) Primary Head Representative

Caroline Dimond (CD) Director of Public Health, Torbay Council

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

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

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

Maria Harding (MH) Lay Member

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

Liz Lawrence (LL) Safeguarding Lead, South Devon College

Amanda Patterson (AP) Youth Offending Service Manager, Torbay Children’s Services

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

Dani de Beaumont (DDB) Children’s Services Manager, Action for Children

Laraine Dibble (LD) Designated Doctor, Torbay and South Devon CCG

Clare Farquhar (CF) TSCB Coordinator

**Apologies:**

Steve Parrock Chief Executive Torbay Council

Richard Kirkup Manager, Checkpoint, The Children’s Society

Andy Dempsey Director Children Services, Torbay Council

Cllr. Julien Parrott Executive Lead for Adults and Children

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

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

1. IA advised that today’s Board meeting would be KE’s last with Alex Stuckey returning from maternity leave in the New Year. IA expressed that KE had been a fantastic support to the Board since starting in March and that much progress had been made. IA gave his sincere thanks to KE for all her hard work and wished her well for her new role in Dorset.
2. Minutes of the previous meeting were agreed as an accurate record of the discussions that took place.
3. The actions of the previous meeting were reviewed as follows:
4. **2016-06-08 2.18:** This action is outstanding. Nick Hollins has been chased for these minutes.
5. **2016-06-08 1.11:** CD confirmed that she had discussed this with Andy Dempsey. Torbay Council have agreed to continue the funding for the contracted service. Within this an Executive and Delivery Group have been created to sit under AD. Part of the funding will go towards a coordinator post. In terms of the strategy it was felt that the new Executive group would need to review it. It was noted that the Board had concerns around there being little reference to children within the current strategy.
6. **2016-06-08 6.1:** This has now been been agreed.
7. **2016-09-22 2.2:** The neglect strategy meeting has taken place. KE is working on a first draft for consideration which will be available before she leaves. AS will need to convene a further meeting to take this forward.
8. **2016-09-22 3.7:** A working group of partners to discuss the Early Help strategy has been arranged for the 15th December to take this agenda forward.
9. **2016-09-22 3.16:** LF advised that the general view is that the MASH/front door is working well. The MASH referral form has now been launched and rolled out. LF noted that it would make sense for partners to have only one front door referring to Early Help or MASH and this is something that will be looked at in the working group next week. The timescale for this is as soon as possible with the hope that it will be implemented in the beginning of January.
10. RH noted that frustrations in the past from Primary Schools were often around thresholds being applied differently, although this has improved. LL commented that, schools have usually applied all their available resources to help a child before making a referral and the response back is to use those resources rather than offering additional support. It was noted that any schools experiencing specific issues with referrals should feedback directly to Vashti Wickers, Head of Service.
11. **2016-09-22 4.12:** These actions will be addressed under agenda item 4.
12. **2016-09-22 4.13:** This action will be address under agenda item 4.
13. **2016-09-22 5.6**: LF attended the last Missing, Exploited and Trafficked (MET) subgroup which is chaired by Lisa Jennings, Head of Service. LF was impressed with how well coordinated the work is, that it had actions shared amongst the subgroup members as well as various task and finish groups ongoing. It is early days for the CSE coordination and it is still under review. IA noted that removing the CSE post hasn’t fundamentally changed the work being undertaken. It was noted that this would be kept under close review. This action will be closed with standing invitations for partners to express concerns if they arise.
14. **2016-09-22 6.2:** LF will need to speak to AD regarding this action. LF will provide a response to the TSCB Business Unit within one week for circulation to members.
15. **2016-09-22 6.10:** The MASH form has been launched and is available on the TSCB Website.
16. **2016-09-22 6.11:** It was agreed that this would be picked up in the March Board meeting to allow greater use of the form before an audit is completed.

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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.**2016-12-07 update.** Nick Hollins has been chased for the minutes, action still outstanding. | TSCB Business Unit  | End December 2016 |
| 2016-09-22 6.2 Consider putting in a resource to making a MASH e-form version.**2016-12-07 update.** LF to speak with AD and provide a response to the TSCB Business Unit within one week. | Lyn Ferguson | 14th December 2016 |

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

1. IA reported that John Coughlan (JC) was due to write a letter to the DfE regarding Torbay’s progress. JC is generally content that progress is being made right across the range and a discussion was held at the last CIB about the improvements to MASH. The timeliness of Section 47s alarmed JC and he advised that was a significant threat to making the required improvements or not.
2. LF summarised that Children’s Services Practice Standard states that following a Section 47 being initiated the child should be seen within 24 hours. From LF’s recollection the data suggested this was only happening in 60-65% of cases. The reason for this can be varied such as:
* The child had been seen but it was out of the 24 hour window.
* The visit to the child had been undertaken but had not been recorded by the Social Worker.
* The Section 47 being initiated following a Social Workers discussion with a child and therefore a visit did not happen the next day.
* Children’s Services were confident that they didn’t have cases where children hadn’t been seen at all.
1. A tracking system been initiated to track all visits to children following a Section 47 being intitiated and ensuring they are recorded correctly on the system. This started approximately two weeks ago. Performance Management is now being undertaken within the Heads of Services meeting regularly to scrutinise the data.
2. The next stepis ensuring that the improvement journey is embedded below Head of Service level which is a key priority for Children’s Services. LF is meeting will all Team Managers on 13th December to work with them around what being a Team Manager means. Going forward from January monthly Team Manager meetings will take place to look at the data and ensure they know what is happening within their team and the reasons behind any issues.
3. A comprehensive case file auditing process has also commenced where grading work is undertaken with staff peer auditing. Quality Assurance work is new to Torbay and this needs to become an embedded part of practice.

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| **Agenda Item 3 – TSCB Annual Report 2015-16** |

1. The meeting referred to the Annual Report, a copy of which was circulated with the agenda.
2. IA advised KE has worked hard to capture all the relevant information. IA offered reassurance that next year’s Annual Report would be completed earlier in the year and will be an improvemetn on this year given the preparations for it already.
3. It was noted that the information related to activity is up to March 2016.
4. The report has already been through Torbay Councils scrutiny process.
5. A suggestion going forward was made for the report to include a glossary due to the number of abbreviations used.
6. Any work noted within the report as not being completed has been picked up and various work streams have been implemented this year to address these.
7. The Annual Report was signed off by Board members present.

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| **Agenda Item 4 – TSCB Data Set** |

1. KE circulated the updated data narrative document; a copy is attached and should be accepted as part of the minutes.
2. KE noted that the data set was a work in progress and she had already highlighted improvement she would like to make to the Police data. KE has a meeting with Phil Rigg from the Police and Russell Knight to discuss this on behalf of the other peninsula LSCBs..
3. KE clarified that the data is discussed at the Performance Management Information (PMI) subgroup and then reported into the Delivery Group. Any data by exception or improvement will then be reported to the full Board. The last meeting of the PMI subgroup was only attended by KE and Russell Knight and Board members were asked to ensure that their representative attend the subgroup where nominated.
4. The police data around the number of children detained in custody overnight was discussed. A concern had arisen around there being 35 young people detained in Torbay which seemed very high.
5. KP confirmed that the number of arrests had massively reduced however there will always be young people arrested and charged who need to be detained. There is a concordat in place that addresses young people being detained overnight by the Police.
6. AP confirmed that the Youth Justice Forum has a subgroup who deals with the issue of overnight arrests. Each meeting looks at each young person detained in detail. KE will speak to AP to see how her data can be fed into the Data set.
7. It was agreed that KP would send a copy of the Concordat to the TSCB Business Unit for circulation to members.
8. JR noted for the future that it would be good to keep an eye on whether the closure of Torquay and the new court arrangements for young people have an impact and whether we are picking up if remands are becoming an issue. A virtual court pilot has been undertaken recently with young people going out into Local Authority accommodation and then having to bring them back to appear in Court identified as an issue. AP noted that a report had been produced on the use of virtual courts which she was happy to forward to the TSCB for circulation. Discussion was held around whether the Pilot was considered successful; it was noted that Virtual Courts were likely to be rolled out.
9. In terms of young people remanded in custody, KP queried if the post charge was relevant or not and whether the Custody Sergeants have different approaches. AP confirmed that the subgroup does question the custody decisions but the strongest impact is around the out of hours provision service. The interaction between Police and Social Care seems to be the critical point rather than the decision of the Custody Sergeants. KP agreed to take this away as an action.
10. The meeting referred to the Police LSCB data report September 2016, a copy of which was circulated with the agenda.
11. IA advised Data should include analysis and narative when provided by partners.
12. It was noted that the data around return home interviews should focus on the quality as well as timeliness. The next MACA audit taking place in March 2017 will look at return home interviews in cluding the quality.
13. A discussion was had around an upward trend in sexual assaults and it was noted that sexting was the main offense within this data. Following every sexual offence initiated a sexual offence meeting is held, including schools, being invited to attend. It was noted that the increase in sexual offenses was a very small number.
14. The data around missing persons was raised as it shows Torbay having overtaken Plymouth and are rapidly approaching Cornwall in terms of numbers. It was noted that the information around repeated missing episodes was not included. KP advised that this had been looked at within the Police Senior Management Team. Devon, specifically Exeter and Torbay are outlyers with an increase for mispers and repeat mispers. KP felt that this was something that the Board needed to look at. IA agreed that this piece of work would be tasked outside the meeting to be looked at further. It was added that the Police data should be looked at alongside Children’s Services to ensure the data is consistent. The Missing, Exploited and Trafficked Subgroup will be looking at the police and Children’s Services data and undertaking a piece of work around this.

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| **Action:** | **By whom:** | **Deadline** |
| KE to speak with AP on how her data can be fed in.  | Karen Elliott | 30th December 2016 |
| Copy of the Concordat around young people detained overnight to be sent to the TSCB Business Unit.  | Keith Perkin | 21st December 2016 |
| Data on young people detained overnight to be broken down to include Torbay children only.  | Keith Perkin | 7th January 2017 |
| Increase in missing persons and repeat mispers to be tasked for further analysis. | Ian Ansell | 7th January 2017 |

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| **Agenda Item 5 – TSCB Budget 2016-17** |

1. A copy of the current budget position of the TSCB was circulated to members, a copy of which is attached.
2. KE noted that the top line of £105,000 included the new Workforce, Training and Development post to support Lucinda Wills in the provision of TSCB safeguarding training. This post has yet to be appointed to which is why an under spend is showing. The budget is still being tweaked slightly in terms of making sure all expenditure is properly coded.
3. Monthly meetings will be set up with CF, the TSCB Practice Manager and the Principal Accountant to ensure that the budget is now adequately monitored.
4. There will be an under spend of approximately £16,000, Board members need to agree if there are any areas that can be identified where this could be usefully used.
5. £15,000 has been set aside for Serious Case Reviews. A small amount of this has been used for the Management Review commissioned last year however if the rest of this money isn’t spent then the Board needs to decide if this should be carried forward so Partners contribute less next year.

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| **Action:** | **By whom:** | **Deadline** |
| Board members to send proposals for the budget under spend to the TSCB Business Unit for consideration.  | All Members | 15th January 2017 |

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| **Agenda Item 6 – TSCB Budget 2017-18** |

1. The meeting referred to the Budget Proposal for 2017-2020, a copy of which was circulated with the agenda.
2. It was noted that the figures have increased by 5% on each year.
3. It was noted that if the £15,000 ring fenced for Serious Case Review is not spent this year then the Board could agree to roll it forward to reduce contributions next year.
4. It was agreed that contributing partner agencies would look at the figures further outside of the meeting and return any queries or agreement by 15th January 2017.

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| **Action:** | **By whom:** | **Deadline** |
| Contributing partners to look at the proposed figures for 2017-18 budget and provide any feedback to the TSCB Business Unit  | Police,CCG,Children’s Services | 15th January 2017 |

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| **Agenda Item 7 – Torbay Safeguarding Adults Board joint planning event** |

1. IA advised that he had met with Julie Foster; Chair of the TSAB to discuss how they make sure the work of the two Boards is joined up. They discussed areas of potential mutual interests such as Think Family, Domestic Abuse, Transition from child to adult services as well as neglect. It was felt it would be beneficial for the two Boards to hold a planning seminar.
2. The TSAB are organising a planning day to go ahead on 8th February which the TSCB could join with.
3. It was agreed that a formal calendar invitation would be sent out to all members.

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| **Action:** | **By whom:** | **Deadline** |
| Formal calendar invitation to be sent to TSCB Members for the TSAB planning day on 8th February 2017 | TSCB Business Unit | 21st December 2017 |

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| **Agenda Item 8 – Any Other Business** |

**Peninsula Online Safety Group**

1. IA advised that he had agreed to Chair the Peninsula Online Safety Group to help revitalise the work of the group and refresh the membership.

**Antidepressants in Children**

1. KE advised that Cllr. Parrot had raised the issue in the last meeting of the use of antidepressants in children.
2. Cathy Hooper, Designated Nurse has looked into this issue and responded as follows. This information comes from Iain Roberts, Lead Medicines Optimisation Pharmacist, CCG.

*Looking back on my emails - Doug Haines posed this question formally to us from a question raised by Cllr Parrott. Cathy, for clarity this particular question was back in April 2014.*

*“How many diagnoses of Attention Deficit/Hyperactive Disorder were made in relation to children and young people under the age of 18 resident in the Bay during each of the years 2009/10, 2010/2011 and 2011/12? And how many prescriptions for Ritalin or other forms of methylphenidate were written by GPs for children and young people under the age of 18, resident in the Bay, for each of these three years?”*

*We responded at that time we don’t possess this information.*

*To expand, we don’t hold data of precise numbers of diagnoses (although I’m sure prevalence data exists somewhere!?), we can obtain the number of patients under the age of 18, and we do hold the prescribing data. But we can’t tie all of this together.*

*So coming back to your current query. The same holds true – we can’t tie together the ages and the prescribing data in ePACT centrally. Of course this could be done manually, i.e. trawling all GPs systems for patients under 18 and those prescribed antidepressants.*

**College of Policing**

1. KP advised that the College of Policing, along with the National Lead for child abuse, have released guidance around dealing with youth imagery and the sending of indecent images. The guidance ties the hands of the Police in how they deal with sexting. The guidance aims to deal with the issues without criminalising children. If a child sends an indecent image to another young person, it is consensual and is not sent on or shared with others and there are no safeguarding concerns, the Police will not investigate it. However as a crime has been committed, the incident will have to be recorded as a crime. KP noted that he would need to check with data protection but he felt it would be unlikely this crime would be disclosed on a DBS check. KP added that some initial investigation work would take place to deem it consensual.
2. It was noted that it was important to understand the context of the guidance in that it was about preventing children from being victims and not about criminalising them for something they don’t see as wrong.

**South Devon and Torbay CCG**

1. LD advised that Karen Grimshaw had moved onto another post in Plymouth and Gill Gant is now the Safeguarding lead for the CCG.

**National Issue – Historical sexual abuse in Football**

1. LL queried whether there had been any increase in reports of historical sexual abuse following the current news stories around football players. KP responded that there was nothing of current concern in Torbay but they are keeping an eye on current trends.
2. A discussion was held around whether an audit of clubs that children attend could be undertaken around how they do checks on their staff members. The Section 11 audit was currently being looked at to widen the agencies involved.
3. It was agreed that IA would put together a letter to be sent to the Devon FA and other children’s clubs with the offer of help and signposting around their safeguarding policy.

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| **Action:** | **By whom:** | **Deadline** |
| Letter to be sent to the Devon FA and other children’s clubs with the offer of help and signposting around their safeguarding policy. | Ian Ansell | 7th January 2017 |

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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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| SignatureIan Ansell signature.jpg | Date: 14th December 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.**2016-12-07 update.** Nick Hollins is being chased for the minutes, action still outstanding. | TSCB Business Unit  | End December 2016 |
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| 4 | 2016-12-074.6 | KE to speak with AP on how her data can be fed in.  | Karen Elliott | 30th December 2016 |
| 4 | 2016-12-074.7 | Copy of the Concordat around young people detained overnight to be sent to the TSCB Business Unit. | Keith Perkin | 21st December 2016 |
| 4 | 2016-12-074.9 | Data on young people detained overnight to be broken down to include Torbay children only. | Keith Perkin | 7th January 2017 |
| 4 | 2016-12-074.14 | Increase in missing persons and repeat mispers to be tasked for further analysis. | Ian Ansell | 7th January 2017 |
| 5 | 2016-12-075.4 | Board members to send proposals for the budget under spend to the TSCB Business Unit for consideration. | All Members | 15th January 2017 |
| 6 | 2016-12-076.4 | Contributing partners to look at the proposed figures for 2017-18 budget and provide any feedback to the TSCB Business Unit. | Police,CCG,Children’s Services | 15th January 2017 |
| 7 | 2016-12-077.3 | Formal calendar invitation to be sent to TSCB Members for the TSAB planning day on 8th February 2017. | TSCB Business Unit | 21st December 2017 |
| 8 | 2016-12-078.9 | Letter to be sent to the Devon FA and other children’s clubs with the offer of help and signposting around their safeguarding policy. | Ian Ansell | 7th January 2017 |