**TSCB Meeting**

**Minutes**

**Chairperson: Ian Ansell**

**Date: 9th March 2017**

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

**Attendees:**

Ian Ansell (IA) Independent Chair, TSCB

Alex Stuckey (AS) 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

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

Steve Parrock (SP) Chief Executive Torbay Council

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

Andy Dempsey (AD) Director Children Services, Torbay Council

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

Gill Gant (GG) Director of Quality, South Devon & Torbay CCG

Jane Wilkinson (JW) Named Nurse Safeguarding Children, Torbay and South Devon NHS

Foundation Trust

Cath Plewes (CP) TSCB Coordinator

**Apologies:**

Cllr. Julien Parrott Executive Lead for Adults and Children

Mandy Davies Devon and Somerset Fire and Rescue Service

Sarah Thompson

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

* 1. IA provided a precis of the TSCB Summit meeting held on 8th March 2017 for Chief Executives to meet with John Coughlin (Children’s Services Commissioner) and Andy Dempsey.
  2. The minutes of the last meeting were agreed as an accurate record.
  3. **Actions arising**. All actions were agreed as completed with the following exceptions.
  4. 2016-09-22 6.2 AD confirmed that the development of the e-form had been delayed, due to the remodelling of the ‘one front door’ for Children’s Services. AD advised that he would look into the costs and benefits of an e-form.
  5. 2016-12-07 4.9 AD asked that the action be clarified to state: ‘Data on young people unnecessarily detailed overnight to be broken down to include Torbay children only’, in order to make it clear that these are children that should have been transferred by Police into the care of the Local Authority.
  6. 2016-12-07 4.14 IA stated that he has spoken with Steve Parker regarding repeat MISPERS and a full analysis done by Police, which was attached to the report to the Children’s Improvement Board report of 8th March 2017.

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| **Action:** | **By whom:** | **Deadline** |
| 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.  **2017-03-09 AD will look into the costs and benefits of an e-form** | AD | 15th June 2017 |

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

2.1 AD updated members of the meeting on the Children’s Improvement journey. The 2nd Ofsted monitoring letter has now been published and AD recommended that this be circulated to Board members.

2.2 AD noted that whilst the initial inspection was in October 2015, due to some delays Children’s Services are currently approximately 6 to 8 months into the improvement journey and the Commissioners are seeing some demonstrable progress. There has been good support from Hampshire, but the improvement journey is not as far along as it was hoped would be.

2.3 AD advised that John Coughlan writes his latest letter to the Minister at end of March, although it is expected that a definitive decision regarding future model will emerge in April ‘17. It is expected that Hampshire will remain involved during the transition to the new model.

2.4 IA stated that there is a need to ensure that the TSCB are working effectively to take on the work of the Children’s Improvement Board eventually.

2.5 CD Noted that there is a lot going on in respect of children and young people in Torbay and there is a need to ensure that the right work is being done in the right forums. Torbay does not have a single strategic forum to consider wider aspects of policies and services for children.

2.6 AD confirmed that transformation work undertaken before his arrival in Torbay may be used to fulfil this purpose if no Children’s Trust is created, however this needs to be delivered in a multi-agency way. It is vital to ensure that the Board is fulfilling its assurance role first.

2.7 JV Stated that the TSCB Summit had a feeling of cautious optimism about where we are, and some recognition about the efforts partners are making.

2.8 JR advised that Alison Hernandez found the meeting useful, in order to hear the current position in Torbay, as the Chief of Police is building his plan for the coming year.

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| **Action:** | **By whom:** | **Deadline** |
| 2.1 2nd Ofsted monitoring letter to be circulated to TSCB members | TSCB Coordinator | End March 2017 |

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| **Agenda Item 3 – TSCB Business Plan 2016/17 (Ofsted Improvement plan)** |

3.1 Recommendation 1.1 Performance report – see agenda item 4

3.2 Recommendation 1.2 Annual Report. The Annual Report 2016/17 is in the process of being written. AS confirmed that the template has been changed from last year, and the report will be much more detailed and will link in to the Performance Report.

3.3 Recommendation 2.1 Early Help. IA advised that Children’s Services now have a single ‘front door’ which takes requests for Early Help alongside referrals for Children’s Services intervention. Lin Ferguson, Assistant Director is revising the key documents and is working with a multi-agency group to define Early Help and produce the documents. A launch date for the Early Help Strategy has been set in June 2017.

3.4 Whilst the work is underway, it is not completed, and consideration should be given to rolling the work onto the next Business Plan. AD stated that the draft documents should be ready by the end of March 2017.

3.6 Recommendation 2.2c. Is part of the gap that will close when the EH work is done.

3.7 AD stated his concern that the narrative on the Business Plan doesn’t reflect the journey. IA agreed that the Business Plan requires updating to reflect where the Board is now. IA added that additional narrative would be included in the Annual Report.

3.8 RK stated that he would like to understand how the Early Help Steering Group will report back to Board. IA confirmed that the Steering Group would provide regular updates reports to the Board.

3.9 Recommendation 3 - IA noted that John Coughlin has acknowledged the significant improvement in the MASH, with a more robust and transparent process.

3.10 JV noted that the next iteration of the business plan should include monitoring of MASH input. JW confirmed that there is some planned work going ahead regarding referrals coming into the MASH and conversion rates of those and also understanding of thresholds of partner agencies.

3.11 AD noted that there had been a historic concern regarding quality of information included on MASH referrals, but this is no longer an issue. AD welcomed the commitment to keep this under review.

3.12 RH confirmed that TESS will speak with schools that provide a poor referral to offer guidance.

3.13 Recommendation 4 – IA noted that there are different ways of gathering the Voice Of The Child (VOTC) in different agencies. The Section 11 returns were encouraging in regard of evidence provided on how they consult with children and young people.

3.14 CH stated that it was positive to see some evidence being provided, but she did not think that the Board has fully engaged with hearing the VOTC yet. RK agreed and asked that VOTC continues to be a priority for 2017/18.

3.15 JV asked whether the TSCB could take learning from other areas. AP stated that her service do collect views from children and young people, but some work would be needed to make this information appropriate for the Board to use.

3.16 IA confirmed that the TSCB has only marginally improved from on hearing the VOTC since the Ofsted inspection. This will be considered when discussing the business plan for 2017/18.

3.17 Recommendation 5 – IA stated that the TSCB have flagged the fact that the needs of children are not visible in the current domestic abuse strategy, and there is work ongoing to develop a new strategy. The recruitment process for a new Domestic Violence coordinator is underway, which is to be welcomed.

3.18 CD updated the meeting that funding for the coordinator post has been secured and it is anticipated that once appointed the coordinator will be ensuring a link to children and early intervention work as a priority. The governance structure for domestic abuse work will change with the instigation of an executive group chaired by AD and the coordinator post will be co-located in Children’s Services.

3.19 RK Maybe consider a parallel action about how we get better at scrutinising actions. IA agreed this could form part of the Business Plan 2017/18.

3.20 AD stated his concern that the Business Plan had not been updated adequately to give a narrative of the journey. IA advised that a narrative would be included within the Annual Report.

3.21 Recommendation 6 - IA stated that the Neglect Strategy would be circulated to Board members following the meeting, and request that any commentary be returned to the TSCB Business Unit by End March 2017.

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| **Action:** | **By whom:** | **Deadline** |
| 3.21 Neglect Strategy to be circulated to Board members for their comment | TSCB Business Unit / ALL | End March 2017 |

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| **Agenda Item 4 – TSCB Performance Report** |

4.1 AS presented the Quarter 3 TSCB Performance Report to the meeting. AS asked that agencies continue to send their representatives to the PMI subgroup, as this is important to provide analysis of the data.

4.2 It was noted that in future, the data will not come to the Board, but will be considered within the Performance Management Information Subgroup who will provide a report highlighting a few key issues for discussion at the Board.

4.3 GG agreed that with the proposal, but asked that the full performance data report be available to Board members if they wish to scrutinise it.

4.4 A discussion took place about the inclusion of outcomes data going forward.

4.5 JW noted that there is some cross over with the Quality Assurance Subgroup. It was agreed that once the Performance Data had been fully developed, it would be expected that the Quality Assurance Subgroup would take over the oversight of the performance report.

4.6 Members of the group considered the ‘Headlines’ within the report.

4.7 In respect of the decline in domestic abuse incidents where a child is present, SP advised that he was doing a separate piece of work to analyse this to ascertain what the reasons behind this may be.

4.8 In respect of the rising trend in sexual offences where the offender is identified as a young person, AP confirmed that the analysis is currently taking place, and a report will be presented back to the MET Subgroup regarding this.

4.9 In respect of the missing persons data, AD advised that work has been commissioned to understand this issue.

4.10 AP noted that in respect of indicators 17 & 18 (young people being detained by the Police overnight), the youth justice forum meets every three months to appraise every case. AP suggested that this data be provided by YOT and not by the Police.

4.11 JV noted that JW would take the issue in respect of hospital admissions and the one in relation to GP engagement with Initial CP meetings away for further investigation and would update verbally at the next meeting.

4.12 AD noted that the CP conference structure had been revised to ensure that non-attendance of partners is captured and flagged appropriately.

4.13 SP stated that it is likely that there will be a spike see in crime data due to a change in the way that multiple sexual offences to reflect crime recording national guidelines.

4.14 AS confirmed that the SARC manager has requested to come to a Board meeting in the summer to update the Board in respect of the work that they undertake.

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| **Action:** | **By whom:** | **Deadline** |
| 4.10 Performance data request to be amended to give actions 17 & 18 to YOT. | AS | End March 2017 |
| 4.11 JW to provide update to the next regarding the two issues raised within the performance report in respect of hospital admissions and GP engagement in CP conferences | JW | 22nd May 2017 |

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| **Agenda Item 5 – Safeguarding Disabled Children in England report** |

5.1 The Safeguarding Disabled Children in England report was circulated with the agenda. AS requested that Board members consider the set of recommendations within the report and feedback over the next two weeks via email.

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| **Action:** | **By whom:** | **Deadline** |
| 5.1 Board members to consider the Safeguarding Disabled Children in England report and feedback any comments within two weeks. | ALL | 24th March 2017 |

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| **Agenda Item 6 – Management Review C53** |

6.1 IA noted that the C53 report makes some recommendations, and asked whether Board Members were happy to accept these recommendations as stated.

6.2 AD stated that it would be helpful for each recommendation to highlight a lead person / agency that could respond.

6.3 JV advised that the child C53 was not harmed, but there was concern around possible non-accidental injury. At the time, there was concern that processes had not been appropriately followed, and this resulted in a number of actions being made, which have all been completed over the two years since the incident.

6.4 JV stated her concern about the considerable time that it had taken to complete what was effectively a Health Management Review. JV also stated her concern about the methodology that was used, as there were opportunities missed for engagement and learning.

6.5 JV asked that the Board consider adopting a different approach to this type of review, such as appreciative enquiry, which could involve practitioners and would allow appropriate communication of the learning, out to organisations.

6.6 IA acknowledged JVs concerns and confirmed that he would have further discussion with AS, CH and LJ in respect of the procedure for future reviews.

6.7 JW stated her concern about the accuracy of the report and questioned whether the report would be published. AS confirmed that the management review would not be published.

6.8 IA confirmed that the C53 report would be reviewed to ensure that there is no chance that individuals could be identified. Work will also be undertaken to ensure that the report is factually correct.

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| **Action:** | **By whom:** | **Deadline** |
| 6.6 Meeting to be held between IA, AS, CH and LJ to consider the procedure for future management reviews. | IA, AS, CH, LJ | End March 2017 |
| 6.8 C53 report to be amended to ensure that people are non-identifiable and that it is factually correct. | LJ | End April 2017 |

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| **Agenda Item 7 – Health Management Review C48** |

7.1 CH advised those present that C48 Health Management Review had been completed, with just one outstanding action. The outstanding action relates to the need to provide basic child first aid training for parents / carers who are on a methadone programme. CH advised that there had been numerous meetings to try to find a solution to how to deliver the training, but to date no solution has been forthcoming and so it is being brought back to the Board to consider whether the action can be closed with no further action.

7.2 AD asked whether other measures have been put in place to reduce harm. CH confirmed that information has been shared across health communities regarding Methadone ingestion and flags have been put on GP records of patients that have Methadone boxes within their homes.

7.3 RK questioned how many people have Methadone boxes at home? CD stated that she would find out the exact figure and report back.

7.4 AD stated that he would like to know how many people in treatment have caring responsibilities and of those how many have harm reduction information / (boxes etc) provided.

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| **Action:** | **By whom:** | **Deadline** |
| 7.4 a) Figures for people in treatment with caring responsibilities and of those the number who have harm reduction measures in place to be sent to the TSCB Business Unit.  b) Information provided to be circulated to Board members | a) CD  b) TSCB Business Unit | End March 2017 |

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| **Agenda Item 8 – TSCB Section 11 update**   * **Huntercombe Group Action Plan** |

8.1 IA advised that the Section 11 audit had taken place. The Huntercombe Group (Watcombe Hall) audit (as circulated with the agenda) had been particularly concerning.

8.2 CH advised that that SD&T CCG have been in close communication with NHS England (commissioners of the service at Watcombe Hall) A new director of nursing and a new director of quality have been appointed and there has been some assurance that good robust work is going on.

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| **Agenda Item 9 – Interim CDOP findings** |

9.1 CD noted that there were a number of recommendations for the Board and therefore a need to ensure that there is an audit trail in respect of these.

9.2 CH noted that NEW Devon CCG commission Rapid Response, not SD&T CCG. There was also a typing error on page 2 point 6 should be threat and not treat.

9.3 CD advised that one of the most common themes for CDOP is that of co-sleeping when using alcohol is an issue.

9.4 IA confirmed that he would consider the recommendations made within the report, gain assurances where necessary and report these back.

9.5 CD advised that the next CDOP report will be the annual report.

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| **Action:** | **By whom:** | **Deadline** |
| 9.4 Recommendations within the CDOP report to be considered and acted on where necessary | IA | End April 2017 |

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| **Agenda Item 10 – TSCB Budget update spend 2016/17** |

10.1 AS advised the Board that there was an under-spend for 2016/17.

10.2 Two Management Reviews are taking place and some of the under-spend will go to funding these.

10.3 The Training post has only very recently been appointed to, this has meant that there has been an under-spend of the cost of this role. Members of the meeting agreed that it would be prudent to have some contingency for the role going forward.

10.4 AS stated that she would like the Board to develop an application for mobile devises in relation to the threshold tool.

10.5 AD asked that before any spending commitments are made, that there is a clear discussion with the Board members about this.

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| **Agenda Item 11 – TSCB Budget 2017/18** |

11.1 IA noted that an unnecessary inflation increase had been added to the budget for next year. IA agreed to rework the figures and send out to Board members.

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| **Action:** | **By whom:** | **Deadline** |
| 11.1 2017/18 budget to be reworked and circulated to the Board members for agreement | IA | End March 2017 |

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| **Agenda Item 12 – TSCB Business Plan – Priorities for 2017/18** |

12.1 IA advised that the intention is to close off the 2016/17 business plan and start a fresh in 2017/18 with a new list of priorities.

12.2 IA noted that John Coughlin at the Summit and Children’s Improvement Board on 8th March, had suggested that the first priority would be to align with the work of the Children’s Improvement Board in order to be fit for purpose in taking over the work.

12.3 There was a discussion regarding which priorities might be included within the new Business Plan.

12.4 It was agreed that an extraordinary meeting would be convened for Board members to discuss the priorities for the coming year in greater detail.

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| **Action:** | **By whom:** | **Deadline** |
| 12.4 Extraordinary Board meeting to be convened to identify the priorities for the Board for 2017/18 | TSCB Business Unit | End April 2017 |

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| **Agenda Item 13 – AOB** |

None.

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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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| Signature | Date: 12th April 2017 |
| **Ian Ansell** |

**Torbay Safeguarding Children Board Subgroup Actions**

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| **Agenda Item** | **Minutes No** | **Action** | **Action Owner** | **Deadline** |
| 1 | 2017-03-09 1.5 | 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.  **2017-03-09 AD will look into the costs and benefits of an e-form** | AD | 15th June 2017 |
| 2 | 2017-03-09 2.1 | 2nd monitoring letter to be circulated to TSCB members | TSCB Coordinator | End March 2017 |
| 3 | 2017-03-09 3.22 | Neglect Strategy to be circulated to Board members for their comment | TSCB Business Unit / ALL | End March 2017 |
| 4 | 2017-03-09 4.10 | Performance data request to be amended to give actions 17 & 18 to YOT. | AS | End March 2017 |
| 4 | 2017-03-09 4.11 | JW to provide update to the next regarding the two issues raised within the performance report in respect of hospital admissions and GP engagement in CP conferences | JW | 22nd May 2017 |
| 5 | 2017-03-09 5.1 | Board members to consider the Safeguarding Disabled Children in England report and feedback any comments within two weeks. | ALL | 24th March 2017 |
| 6 | 2017-03-09 6.6 | Meeting to be held between IA, AS, CH and Lisa Jennings to consider the procedure for future management reviews. | IA, AS, CH, LJ | End March 2017 |
| 6 | 2017-03-09 6.8 | C53 report to be amended to ensure that people are non identifiable and that it is factually correct. | LJ | End April 2017 |
| 7 | 2017-03-09 7.4 | a) Figures for people in treatment with caring responsibilities and of those the number who have harm reduction measures in place.  b) Information provided to be circulated to Board members | a) CD  b) TSCB Business Unit | End March 2017 |
| 9 | 2017-03-09 9.4 | Recommendations within the CDOP report to be considered and acted on where necessary | IA | End April 2017 |
| 11 | 2017-03-09 11.1 | 2017/18 budget to be reworked and circulated to the Board members for agreement | IA | End March 2017 |
| 12 | 2017-03-09  12.4 | Extraordinary Board meeting to be convened to identify the priorities for the Board for 2017/18 | TSCB Business Unit | End April 2017 |