**Torbay Safeguarding Children Board**

**Minutes**

**Chairperson: Ian Ansell**

**Date: 13th December 2018**

**Venue: 4th Floor South, Tor Hill House, Torquay**

**Attendees:**

Ian Ansell (IA) Independent Chair, TSCB

Dani De Beaumont (DDB) Children’s Services Manager, Torbay Children’s Centres, Action for Children

Sarah Bickley (SB) Healthwatch Torbay (part attended)

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

Jo Hall (JH) Head of PPU

Neil Holden (NHn) Head of Safeguarding and Quality Assurance, Torbay Council

Nick Hollins (NHs) TSCB Business Manager / Business Manager Children’s Services, Torbay Council

Cathy Hooper (CH) Lead Designated Nurse, South Devon and Torbay CCG

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

Russell Knight (RKt) Principal Improvement and Performance Manager, Torbay Council

Liz Lawrence (LL) Safeguarding Lead, South Devon College

Anne Osborne (AO) Assistant Director, Children’s Safeguarding, Torbay Council

Nicky Prentice (NP) Head Teacher, St Marychurch Primary School

Lucie Saunders (LS) TSCB Coordinator (minutes)

Chrissie Slaney (CS) Lay Member

Cllr. Cindy Stocks (CC) Executive Lead for Children and Housing, Torbay Council

Pat Teague (PT) Healthwatch Torbay Trustee (part attended)

Brydie (B) Paignton Academy, part attended with Healthwatch colleagues for work experience

**Apologies:**

Alison Botham Director of Children’s Services, Torbay Council

Lorna Collingwood-Burke Joint Chief Nursing Officer, CCG

Mandy Davies Devon & Somerset Fire and Rescue Service

Caroline Dimond Director of Public Health

Giselle Jones Head of Service, Torbay, Integrated Youth Support Service, Early Intervention and Targeted Services (represented by Anne Osborne)

Pauline Newell CAFCASS

Penny Rogers Managing Partner, Safeguarding, Devon Partnership Trust

Sarah Tomkinson Headteacher, White Rock Primary School

Jane Viner Director of Professional Practice, Nursing and Peoples Experience, Torbay & South Devon NHS Foundation Trust

**Non-attendees:**

Peter Brown Headteacher, St Cuthbert Mayne Primary School

Matt Caunter Head Teacher, Brunel Academy, Paignton

Claire Davies Principle Social Worker, Torbay Council

Lynne Gooding Criminal justice, Partnership and Commissioning officer, OPCC (papers only)

David Moffitt National Probation Service

Steve Parrock Chief Executive, Torbay Council

Anne Proctor Assistant Chief Officer, Devon Dorset and Cornwall Community Rehabilitation Company & representing National Probation Service

Chris Rogers South West Ambulance NHS Trust

Sheon Sturland A/Det. Supt. Devon and Cornwall Police

Andy Tellam Director of Information and Innovation, Careers South West

IA acknowledged and expressed his thanks to Sue Baldwin, Sheon Sturland and Si Costin who are no longer Board Members.

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| **Agenda Item 1 – Minutes and actions of the previous TSCB Meeting** |

* 1. 2018 09 20 1.3 Report on the closure of the 2017-18 Business Plan to be circulated to the Board. Complete.
  2. 2018 09 20 2.6 SC was asked to find out what the position is in relation to MARAC peninsula wide. IA has spoken with JH in relation to this and she has agreed to look into this action. Carry forward.
  3. 2018 09 20 4.2 RKt to find out whether perpetrators of abuse related crimes against children were adults or children. Not complete. Carry forward.
  4. 2018 09 20 4.2 SC to clarify abuse for RKt. Not complete. Carry forward. JH will pick up with RKt.
  5. 2018 09 20 4.3 JV to check Hospital Admissions data. JV not present today. IA will get clarification on whether complete.
  6. 2018 09 20 5.2 SC to look into the timeliness of CARA and notifications. Not complete. JH will pick up. Carry forward.
  7. 2018 09 20 7.3 SC to undertake a ‘closing the gap’ exercise in relation to MET. Close action. IA and NHs will discuss.
  8. 2018 09 20 8.1 SM to update the Workforce Development Lead to initiate the waiver request. Action complete.
  9. 2018 09 20 9.2 NHs to send the Role Descriptions electronically to members. Not yet complete. Carry forward.

The Board Members agreed the previous minutes of 20th September 2018 are a true and accurate record. IA will sign off.

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| **Agenda Item 2 – Healthwatch Survey of Children and Young People** |

* 1. PT explained the work undertaken by Healthwatch. B attended today as part of work experience and participating in projects with colleagues. The draft copy of the Healthwatch document was shared with Board Members.
  2. This is a piece of work following Andy Dempsey’s (previous Director of Children’s Services) request for a broad survey of the views of young people aged 0-25 with no specific theme.
  3. PT went through the Healthwatch document and picked out the highlights. A young person’s task group was held where they were able to discuss and share how they wanted the survey conducted.
  4. An ambitious calendar of events followed from April to September 2018. A broad variety of engagements were undertaken through community events, within schools and South Devon College to gain the voice of young people. The ‘Imagine This’ survey by Play Torbay in 2018 has been included in the final report. Plymouth University collated the data from which they have produced an objective report. The survey results were shared with the Board Members.
  5. Neither Brixham nor Churston Schools chose to be involved in the survey. The TQ5 area have contributed through other activities.
  6. (LL joined the meeting)
  7. The Healthwatch team played a video to the Board Members showing young people sharing their views.
  8. The Board read through the ‘Summary of Recommendations’ which will be updated to include a positive statement shared from the findings. TSCB are to provide a response.
  9. PT thanked all the young people and professionals who had taken part.
  10. The document requires approval to go into its final form by the end of the year to allow circulation at the beginning of the New Year.
  11. PT is keen for the dialogue with young people to continue and has met with colleagues at South Devon College to discuss setting up a Young Healthwatch. This will be for students to network with other young people through a variety of platforms. It is hoped that a Culture Group will run alongside this and additionally a Young NHS group is being looked into.
  12. IA asked Board Members for questions. CS asked what young people wanted say to the Board. B asked, what the Board will do to get the issues fixed and improved for young people in Torbay.
  13. IA proposed the report is forwarded to the Children and Young People’s Strategic Partnership for them to take ownership from this point.
  14. IA and NHs will provide a response and Board Members were asked to submit any specific points within the next week. NHs will provide PT with the date for the next Children and Young People’s Strategic Partnership meeting. The Board agreed that there may be other partners who will be interested in the report.
  15. The final version will be available and promoted on the TSCB website.
  16. CH acknowledged the positives in the report around young people’s concerns for others in the community and wanting support for them and will raise some of the issues in the Community Safety Partnership group.
  17. IA advised that all issues raised will be addressed in the right forum for young people to receive a response.
  18. AO suggested that the responsibility for signposting the actions is from the Board to the relevant partner or sub-group. AO queried if there are ongoing opportunities within the council for young people where they can represent themselves directly.
  19. NHs is the link to the Children and Young people Strategic Board. NHs agreed to brief Alison Botham and in the New Year contact PT on how to move forward. The Board agreed that the information can be shared in a multitude of ways with oversight from the Children and Young People Strategic Board.
  20. PT asked the Board to provide feedback on any areas requiring further information.
  21. (AO left the meeting returning for Agenda Item 3).

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| **Agenda Item 3 – Children’s Improvement Update** |

* 1. AO discussed the Ofsted Improvement plan which has now been submitted and comments received back this week.
  2. In principle, Ofsted are happy with what has been put forward. Work continues in relation to the 16 recommendations.
  3. AO discussed the Governance Framework and the structured governance arrangement put in place. The Improvement Board raised concerns around issues in the Ofsted report they hadn’t had sight of and improvements which had now slipped.
  4. The question was raised around how the Improvement Board ensures recommendations are met and sustained. A more structured governance arrangement is in place with the development of the Children and Young People’s Strategic Board.
  5. The Improvement Board will have independent information from Operational Social Care and Partners where the recommendations cross over between social care and those requiring partnership e.g. MARAC and CP medicals.
  6. (Russell left the meeting).
  7. AO explained the Governance Framework and how this will feed in. Hampshire, as commissioner, will audit and attend the reference groups clarifying what experiences are now following changes made due to a specific recommendation being carried out. This will create an information flow to the improvement plan to ensure check and balance against the Improvement Plan.
  8. AO advised that the Improvement Board is meeting six weekly. There are 16 recommendations and 64 pages of the Improvement Plan. AO explained there is risk with a high level quick look at recommendations at the Board every 6 weeks which doesn’t allow for the depth of support and challenge required.
  9. A large budget plan has been put into the Improvement Board to ensure certain recommendations are looked at in more depth at particular Board meetings. The Board in January 2019 will be looking with scrutiny at MARAC, CP medicals and 16+ homelessness. Submitted to the Board will be a short highlight report raising any particular issues in relation to the other 13 recommendations either as positives or risks arising due to timescales.
  10. In relation to the Improvement Plan, IA has spoken with Alison around avoiding duplication of work. AO advised that there are small changes to make to the Improvement Plan, an updated version will be available before Christmas 2018. IA asked that this is circulated to Board Members and if there is anything extraordinary the Board Members need to be aware of, it will be brought back for debate. ACTION
  11. AO explained there are key improvements in the plan relating directly to delivery of safeguarding services for children. Current challenges against immediate actions are in relation to supervision and timeliness of visits. Recruitment continues to be a challenge.
  12. RK queried what strategy is in place to address this. AO advised that supervision is being undertaken to prioritise work effectively along with reducing ‘crisis working’ to ‘planned working’. Plans are being made for Workforce Development to support NQSW and ‘growing own’ social workers to aid retention. QPRM has also been produced to support staff within daily briefings which are quality assured.
  13. CH asked where young people are fitting into the process. AO agreed this is a question to be raised at the Children and Young People’s Strategic Partnership.
  14. A Voluntary Sector representative is also being explored.
  15. LL suggested working with South Devon College to offer placements for students. AO has spoken with Rachel arranged a meeting to look at this further. AO acknowledged that Plymouth have a workforce strategy, are successful in moving forward their social worker development, retention and work closely with the university.

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| **Action:** | **By whom:** | **Deadline** |
| 3.10 Updated version of the Improvement Plan to be circulated to Board Members. | Ann Osborne |  |

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

1. RKt reported there are 52 measures in the report which he is happy to answer any questions in more detail if required.
2. CH queried what the blockage has been with CAMHS data. RKt is unsure, CH will follow this up with CAMHS for transparency. ACTION
3. RKt explained the range of reporting being undertaken response to actions from the Board.
4. QPRM is in progress and actively used with team managers. End of month discussions are held around performance, how to address under performance and compliance not achieved.
5. RKt drew attention to Section 3 of the PARIS report showing a consistent feature of children on plans who have been so previously. RKt requested further discussion on this with an understanding as a partnership why a large proportion of plans aren’t leading to long lasting change and returning to a significant risk.
6. NHn explained that the Early Help Board are looking at re-referrals. The issue has also been raised at the QA Sub-Group with discussion around confidence in the right decisions being made at Conferences or at Strategy Meetings.
7. The data provided by RKt is not within a specific timeframe and therefore children are potentially not being referred for the same reason as the initial referral which could have been years previously.
8. NHn advised the number of referrals being returned within 12 months is of concern. The Board discussed the potential reasons for this.
9. JH explained that the police data has seen a reduction of repeat referrals in relation to domestic violence.
10. IA questioned if a specific task and finish group is required to look into this further. RKt discussed the possibility of The Board looking into the range of interventions their effectiveness.
11. CH will pick up the data in the QA Sub-Group to look at the understanding of this.
12. The Board discussed the referrals to TDAS. NHs will make enquiries to the TDAS coordinator on their current service provision. ACTION
13. IA acknowledged there are increasing levels of domestic abuse in all areas and a decrease of children being present. When previously raised, it was explained as the new recording regime being the reason. IA advised that there appear to be two contradictory events happening and the data needs explanation and understanding. IA asked JH to look into the reasons for the difference in numbers and whether the way officers are reporting has changed. ACTION
14. The Board discussed gaining clarity from the police in relation to their measures of the term ‘abuse.’
15. IA referred to the report showing abuse related crimes on children is increasing and queried the reasons for this. RKt advised that the context of the data received from partners is not fully known. The data results do not explain who the perpetrator may be in any incident. IA recommended that JH looks at the numbers to clarify the data in relation to which are peer on peer and which adult on child. ACTION
16. (Anne re-joined the meeting).
17. RKt explained that it is not clear what partners are doing with the information they are recording, their understanding of it and what of significance they would report on.

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| **Action:** | **By whom:** | **Deadline** |
| 4.2 CH to look into the reasons for CAMHS not supplying data to RKt | Cathy Hooper |  |
| 4.12 NHs will make enquiries to the TDAS coordinator on their current service provision. | Nick Hollins |  |
| 4.13 JH to look into the reasons for the contradiction of DV incidents and children in attendance data. | Jo Hall |  |
| 4.15 The data in relation to abuse related crimes on children to be further clarified in relation to how many are peer on peer and how many adult on child. | Jo Hall |  |

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| **Agenda Item 5 – Serious Case Review Update** |

* 1. NHs updated the Board that currently there are three Serious Case Reviews underway; C66, C67, C74.
  2. C66 is in progress with Fergus Smith as the appointed report writer. Next week will be a recommendation to the Serious Case Review Sub-Group for the Terms of Reference for C66 to be extended to include looking at the whole span of the young person’s life. It is hoped the report can be shared in February 2019.
  3. C67 is in progress with Paul Northcott undertaking the review.
  4. C74 was deferred due to the pending court case. The court case has now concluded and the review can proceed. A report writer is being sought and their name will be shared when available.
  5. LD asked what the cost implications are and if there are any decisions to be made at Board level. NHs explained the protocol will be followed to make a request to core funders if required.
  6. IA explained that funding will be discussed at the panel meeting next week. Once assessed, Board Members will be written to with an explanation of the costs. This is currently dependent on the panel meeting and who is appointed.

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| **Agenda Item 6 – CP Medicals Protocol** |

6.1 The Board had sight of a report submitted to the meeting from NHn. Recommendation 9 was around improving multi agency working in relation to CP medicals. A small working group of NHn, Named Nurse, Paediatrician and SS from the police developed a multi-agency protocol to consolidate the understanding of this. NHn undertook an audit of all Section 47’s held in August, September and October which demonstrated that CP medicals are being undertaken. NHn confirmed the protocol has been prepared in the working group in consultation with paediatricians and Team Managers.

6.2 The Board agreed to sign off this protocol.

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| **Agenda Item 7 – Child in Need Protocol** |

* 1. A CIN draft protocol was created through the Early Help Board earlier in 2018 but not progressed. The protocol presented today is that same protocol.
  2. CH asked for the acronyms within the protocol to be clarified.
  3. CH also requested caution around QA Sub-Group timescales as there is work allocated to be completed by March and also April. AO agreed this can be amended in relation to moving the Improvement Plan forward.
  4. RK queried the point 3.7 in relation to the young person’s participation in CIN meetings and how this would be carried through. NHs and NHn will discuss this further and amend with a fuller explanation.
  5. The Board agreed to sign off this protocol with the agreed amendments.

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| **Action:** | **By whom:** | **Deadline** |
| 7.4 NHs and NHn will discuss point 3.7 in relation to the young person’s participation in CIN meetings and amend with fuller explanation on how this will happen. | Nick Hollins and Neil Holden |  |

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| **Agenda Item 8 – Revised CSE Procedures** |

* 1. NHn advised that work has been carried out over the last year to ensure the guidance is clear and reflective. The document is an encapsulation of what has been in place for 6 months around screening, referral and response to CSE and is clear on the intervention.
  2. During development, the disruption toolkit was revised and added. MACE and MET have been consulted and this now separates the process to the risk assessment tool. This document allows people working with young people to be clear on the expectation from the MASH and how this will be monitored.
  3. CH commented on the powerful messages from the children within the document and the importance of these. CH asked if these could be highlighted rather than positioned at the back of the document. RK suggested re-issuing the document to reiterate the messages and the voice of the children. IA agreed that the more people who are aware, the more people are informed.
  4. The Board agreed to sign off the Revised CSE Procedures.
  5. NHn drew the Board’s attention to the piloting of a new referral form for MACE. This will assist with identifying more about the locations of people of concern ensuring MACE becomes more action planned. NHn acknowledge that Board members have received the email of the Intelligence Form and the reporting.

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| **Agenda Item 9 - LADO Annual Report 2017-18** |

* 1. The Board acknowledged the report produced today is from 2017 – 2018 and in draft form. IA recommended the Board duly note the document is old and a new one will be available in due course. Board members agreed.

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| **Agenda Item 10 - TSCB Business Plan 2018-19** |

* 1. IA reassured the Board that work is continuing within the Sub-Groups and will be brought together.
  2. IA requested NHs to update the plan for the next meeting for reassurance in relation to the areas of the plan progressing in anticipated timescales and those which have not. ACTION

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| **Action:** | **By whom:** | **Deadline** |
| 10.2 NHs to update the TSCB Business Plan for the next meeting for reassurance in relation to the areas of the plan progressing and those which have not. | Nick Hollins | February 2019 |

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| **Agenda Item 11 - Working Together 2018 Update** |

* 1. NHs discussed the transitional arrangements underway to move to the new arrangements in September 2019. Torbay are currently looking at opportunities on how get synergies and efficiencies with Plymouth.
  2. Numerous meetings have taken place between Torbay, Plymouth and the wider partnership. The government are to be notified by June 2019 on the intentions for safeguarding arrangements to be implemented by September 2019.
  3. Torbay are planning a high level virtual board involving CCG, Local Authority and Police. Underneath, the Torbay Board and Sub-Groups will remain. Plymouth have the same arrangement. Additionally for both Plymouth and Torbay will be a new Quality Assurance Independent Board created to look at issues within quality assurance, training and SCR.
  4. CCG and the Police have agreed in perspective that the new model is positive. The next financial year will be the transitional year and the following year has potential funding arrangements. Working Together 2018 didn’t set out a funding mechanism.
  5. NHs explained the view is for a Partnership Board of the broadest sense with the continuation of the valued member’s views. In terms of funding, Devon have decided on a three way split to include Police and CCG. Cornwall, Plymouth and Torbay may want to look at funding arrangements on a similar level.
  6. The process is currently in discussion and consultation across organisations and the progress will be reported back to the Board.

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| **Agenda Item 12 - AOB** |

* 1. IA requested an additional Board Meeting will be arranged for February 2019. Potentially this will include improvement work which will require signing off and updates on serious case reviews. ACTION.
  2. IA reminded the Board the Peninsula CDOP Annual Report has been circulated. Board members were asked to raise any issues at the next meeting.
  3. JTAE in full from Cornwall has been circulated to Board Members who are advised to read through the document. NHs will check if this has been distributed to all members. ACTION.
  4. RK explained the recent Dartington Research Lab survey of 5000 children within Torbay and South Hams. This will be circulated to Board members and added to the agenda for discussion at the next meeting. ACTION.
  5. NHs advised that a report is due to come to future Board Meetings in relation work undertaken on Hidden Males and also the thematic audit from the QA Sub-Group in relation to Peer on Peer Abuse. The Best Practice Forum agreed that the recommendations from The Board hadn’t been adopted by partner organisations and attending professionals hadn’t understood the subject.
  6. NHs reminded the Board that continual learning is established from SCR, despite this there are currently three underway. The role of Board Members is to share the information learned to their relevant organisation to ensure positive changes are made. Currently there is a danger of producing valuable work which isn’t being shared. The Board owe it to the children and young people of Torbay to fulfil their roles and ensure any pieces of work endorsed and recommended are fully shared, implemented and understood. The QA Sub-Group have discussed how to gain assurance from the Board that outcomes are improving for children and young people as a result of change.
  7. LD shared that Care Services went live yesterday and has been positive. Partners and the Local Authority are not currently able to update their information.

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| **Action:** | **By whom:** | **Deadline** |
| 12.1 Additional Board Meeting to be arranged for February 2019 | TSCB Coordinator | December 2018 |
| 12.3 NHs will check if the JTAE report has been distributed to all Board members. | Nick Hollins | December 2018 |
| 12.4 Dartington Research Lab survey of 5000 children within Torbay and South Hams to be circulated to Board members and added to the agenda for discussion at the next meeting. | TSCB Coordinator / Richard Kirkup | December 2018 (complete) |

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| **Chairs Signature** |

As Chair of this 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  21st December 2018 |
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**Torbay Safeguarding Children Board Actions**

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| **Agenda Item** | **Minutes No** | **Action** | **Action Owner** | **Deadline** |
| 1 | 2018 09 20 2.6 | SC was asked to find out what the position is in relation to MARAC peninsula wide. IA has spoken with JH in relation to this and she has agreed to look into this action. Carry forward. | Jo Hall |  |
| 1 | 2018 09 20 4.2 | RKt to find out whether perpetrators of abuse related crimes against children were adults or children. Not complete. Carry forward. | Russell Knight |  |
| 1 | 2018 09 20 4.2 | SC to clarify abuse for RKt. Not complete. Carry forward. JH will pick up with RKt. | Russell Knight / Jo Hall |  |
| 1 | 2018 09 20 4.3 | JV to check Hospital Admissions data. JV not present today. IA will get clarification on whether complete. | Jane Viner / Ian Ansell |  |
| 1 | 2018 09 20 5.2 | SC to look into the timeliness of CARA and notifications. Not complete. Carry forward. | Jo Hall |  |
| 1 | 2018 09 20 9.2 | NHs to send the Role Descriptions electronically to members. Not yet complete. Carry forward. | Nick Hollins |  |
| 3 | 2018 12 13 3.10 | Updated version of the Improvement Plan to be circulated to Board Members. | Anne Osborne |  |
| 4 | 2018 12 13 4.1 | CH to look into the reasons for CAMHS not supplying data to RKt | Cathy Hooper |  |
| 4 | 2018 12 13 4.12 | NHs will make enquiries to the TDAS coordinator on their current service provision. | Nick Hollins |  |
| 4 | 2018 12 13 4.13 | JH to look into the reasons for the contradiction of DV incidents and children in attendance data. | Jo Hall |  |
| 4 | 2018 12 13 4.15 | The data in relation to abuse related crimes on children to be further clarified in relation to how many are peer on peer and how many adult on child. | Jo Hall |  |
| 7 | 2018 12 13 7.4 | NHs and Nhn will discuss point 3.7 in relation to the young person’s participation in CIN meetings and amend with fuller explanation on how this will happen. | Neil Holden / Nick Hollins |  |
| 10 | 2018 12 13 10.2 | NHs to update the TSCB Business Plan for the next meeting for reassurance in relation to the areas of the plan progressing in anticipated timescales and those which have not. | Nick Hollins | February 2019 |
| 12 | 2018 12 13 12.1 | Additional Board Meeting to be arranged for February 2019 | TSCB Coordinator | December 2018 |
| 12 | 2018 12 13 12.3 | NHs will check if the JTAE report has been distributed to all Board members. | Nick Hollins |  |
| 12 | 2018 12 13 12.4 | Dartington Research Lab survey of 5000 children within Torbay and South Hams to be circulated to Board members and added to the agenda for discussion at the next meeting. | TSCB Coordinator / Richard Kirkup | December 2018 |