



## LEEDS SAFEGUARDING CHILDREN BOARD

### Minutes of meeting held on 27 April 2010 at Leeds Civic Hall

#### Present

Sandie Keene (Chair)	Interim Chair, LSCB
Eleanor Brazil	Director of Children's Services
Bryan Gocke	LSCB Manager
Jackie Wilson	Chief Officer, Children and Young People's Social Care
Jill Asbury	Divisional Nurse Manager, Leeds Teaching Hospitals Trust
Chief Supt Gerry Broadbent	Divisional Commander, West Yorkshire Police
Carol Senior	Safeguards Manager, Wetherby Young Offenders Institute
Sam Prince	Acting Managing Director, NHS Leeds, Community Health Care
Maggie Smith	Deputy Head of Service Manager, Leeds Youth Offending Service
Toni Johnston	Assistant Director, Barnardo's (Yorkshire)
John Lennon	Chief Officer, Access & Inclusion, Adult Social Care
Dr Chris Buller	Named Psychiatrist, Leeds Partnership Foundation Trust
Martin Fleetwood	Chair of Head Teacher Forum, Leeds Head Teacher Forum
Sally Threlfall	Chief Officer, Early Years & Integrated Youth Support
Angela Maguire	Assistant Director, NSPCC
Neil Moloney	Head of Leeds Probation, West Yorkshire Probation
Sally Boulton	Chair of Primary Head Teacher Forum, Leeds Head Teacher Forum
Pam Jones	Head of Service, CAFCASS (Leeds Office)
Cllr Stewart Golton	Lead Member for Children's Services
Diane Hampshire	Head of Safeguarding Service, NHS Leeds (Professional Advisor)
Dr Chris Hobbs	Designated Doctor, Leeds THT (Professional Advisor)
Steve Boorman	Section Head Social Care, Legal Services (Professional Advisor)
Barbara Newton	Strategic Leader Partnership And Participation, Children's Services, LCC (Item 6)
Heather Vevers	LSCB Administrator (minutes)
Carol Coyle	LSCB Administrator

## **1 Welcome and Introductions**

- 1.1** Sandie Keene welcomed all Board members to the launch of the new LSCB. Sandie advised that she will be undertaking the role of LSCB Chair until a permanent Independent Chair is appointed; the position is currently out to advert.

## **2 Apologies and Alternate Representatives**

- 2.1** Apologies were received from Philomena Corrigan (NHS Leeds), Dr Mandy Thomas (NHS Leeds, Community Health Care), Mick Mills (Wetherby Young Offenders Institute), Kevin Ball (West Yorkshire Probation), Dr Ian Cameron (NHS Leeds), and Dennis Holmes (Adult Social Care). Deputy members attending were Carol Senior (Wetherby Young Offenders Institute), John Lennon (Adult Social Care), Neil Moloney (West Yorkshire Probation) and Pam Jones (CAFCASS).

## **3 Minutes of Meeting held on 26 January 2010 and Matters Arising**

### **3.1 Item 3.1 (re Item 8.4 – Child Sexual Exploitation Task Group)**

The task group has not been progressed because members of the group are involved in the reorganisation of child protection processes at present; an update is to be provided at the next Board meeting.

**Action – Bryan Gocke**

### **3.2 Item 3.1 (re Item 11.4 – CYP Participation Proposal)**

The participation sessions have commenced with children and young people; the results of which will be reported back at the next Board meeting.

**Action – Bryan Gocke**

### **3.3 Item 5.4 and 5.6 – Annual Report of the Child Death Overview Panel**

The recommended changes have been actioned. The recommendations have been included in the Performance Management Sub Group work plan. The annual report has been published on the LSCB website.

### **3.4 Item 6.8 – Children’s Services Improvement Plan**

This item will be address under Item 5.

### **3.5 Item 7.9.4 – Consultation Process**

The completion of the consultation process will be undertaken by Martin Stenton; governance issues will be address under Item 7.

### **3.6 Item 9.1.2 – Template for the Annual report to the Children’s Trust Board**

Details regarding the report will be address under Item 5.

**3.7 Item 9.2.3 – National and Local Performance Indicators**  
A presentation regarding the indicators will be addressed under Item 6.

**3.8 Item 9.3.5 - Review of Partner Agency compliance with the 'duty to safeguard'**  
'Ms Asbury' is to be amended to read 'Ms Hampshire'.

**3.9 Item 10.3 – SCRs**  
Bryan Gocke confirmed that executive summaries in respect of Child L and Child M have been published on the LSCB website.

#### **4 Introducing the New Arrangements for the LSCB**

**4.1** Eleanor Brazil talked to her presentation (attached) concerning the new arrangements for the LSCB. Eleanor welcomed comments from Board; Dr Chris Hobbs raised the importance of Board members possessing appropriate training and experience in this area. Sandie Keene noted that Board members have a wide range of skills and expertise to enable them to assess City wide safeguarding requirements. An induction for Board members will be discussed under Item 9.

#### **5 The Children's Services Improvement Plan and LSCB Priorities**

**5.1** Bryan Gocke talked to his presentation (attached) regarding the Children's Services Improvement Plan and LSCB priorities. Bryan advised that the Annual Review (referred to on slide 12) will be considered at the next LSCB meeting.

**Action – Bryan Gocke**

#### **6 Performance Management Report**

**6.1 6.1.1** Barbara Newton talked to the report (attached) around developing the LSCB performance management framework.

**6.1.2** Jackie Wilson noted that the Board should be mindful of the following points:

- Results of thematic audits
- Information coming out of research findings
- National and local comparators
- An awareness of any external findings/assessments
- Findings from regulatory inspections
- Whatever 'basket' of indicators are agreed, the wider picture should also be considered

**6.1.3** Board members identified the following issues for consideration:

- The indicators considered should be multi-agency and not centric to LCC

- Indicators can shape practice, so peer reviews could be considered to prevent this from happening
- Thought to be given to including indicators capturing parental mental health, substance misuse and domestic violence issues
- The importance of understanding what the indicators actually mean

**6.1.4** The information included on the Newcastle SCB website concerning performance management provides an example of best practice in this area. It was noted that these priorities had been set by the improvement notice and external evaluation. The performance framework would build on this work.

**Action – Performance Management Sub Group**

**Agreed** – the Board agreed that ‘Option 1 – decide the Board’s priorities first then agree a performance management framework to meet the priorities’ would be progressed.

## **7 Draft Governance Documents**

**7.1 7.1.1** Bryan Gocke informed the Board that the draft governance document builds on the LSCB review which was undertaken last year and presented to the Board on 27 January 2010. Bryan noted the importance of the link between this document and that of the equivalent document for the Children’s Trust Board. Bryan stressed the importance of keeping the structures and governance arrangements consistent. Comments on the document are to be provided to Martin Stenton by 27 May 2010.

**Action – LSCB members**

**7.1.2** Toni Johnston pointed out that she is a representative for a number of Third Sector agencies and cannot make decisions on their behalf. Toni felt that this should be reflected within the governance document.

**7.1.3** Sandie requested that Board members who require the document ratifying by their own Boards, provide Bryan with the dates when this will take place.

**Action – LSCB members**

**7.1.4** The LSCB is to be provided with a list of members of all of its sub groups and terms of reference, once they have been established.

**Action – Bryan Gocke**

## **8 Proposals for Structure and Sub Groups**

**8.1** The Board worked through the proposals noted below for the structure of the LCSB and its sub groups.

**8.2 Proposal 1 – That the Board meets every two months (alternate months to meetings of the Children’s Trust Board)**

**Agreed** – the Board agreed the proposal.

**8.3 Proposal 2 – a) That a combined Executive/Standing SCR Sub Committee be established**

**b) That the Executive Group schedules meetings between those of the Board. Extraordinary meetings to be convened as appropriate by the Independent Chair of the LSCB**

**8.3.1** Board members expressed the following concerns:

- The current SCR Sub Committee already undertakes a high volume of work within each meeting. It was noted that some functions of the current committee would be delegated to an officer and that the Executive/Standing SCR Sub Committee would focus on decision making in the light of information collated
- A representative from Education should sit on the committee; it was pointed out that the DCS role covers Education representation

**Agreed** – the Board agreed that the Executive/Standing SCR Sub Committee meetings are to be established and functioning to be reviewed in the light of workload.

**8.4 Proposal 3 – That the current Third Sector group be re defined as a ‘reference’ group**

**Agreed** – the Board agreed the proposal.

**8.5 Proposal 4 – a) That the sub groups outlined in 6.1 are retained within the LSCB structure**

**b) That consideration be given to the establishment of other sub groups as appropriate**

**Agreed** – the Board agreed ‘part a’ of the proposal and (re ‘part b’) agreed that a task and finish group be established to come forward with recommendations for addressing issues of communication, prevention and public awareness.

**8.6 Proposal 5 – That in conjunction with the Children’s Trust Board the evaluation of the Area Safeguarding Children Groups undertaken within the LSCB Review is completed and proposals made for their future operation and support**

**Agreed** – the Board agreed the proposal. Timescales will need to be addressed at a future Board meeting.

**8.7 Proposal 6 – That the LSCB Support Team and Task Group chairs undertake a review of the task groups, presenting proposals for their future operation to the November meeting of the LSCB**

**8.7.1** This proposal will be addressed at a future Board meeting.

**8.8 Proposal 7 – a) That the Board agree a process for the election/agreement of a Vice Chair who is able to deputise for the Independent Chair in his/her absence  
b) That the Board agree the appointment of a Vice Chair at its meeting in July 2010**

**Agreed** – the Board agreed both parts of the proposal; a request for nominations for Vice Chair is to be circulated to the Board.

**Action – Bryan Gocke**

**8.9 Proposal 8 – a) That the Board agree an approach to appointing sub group chairs which draws primarily from the existing membership but seeks to co-opt where specific experience is required**

**8.9.1** The following nominations for sub group Chairs were made and supported:

- Policy and Procedures – Jackie Wilson
- Performance Management and Quality Assurance – Sam Prince
- Learning and Development – Neil Moloney nominated Kevin Ball

**b) That the Child Death Overview Panel continues to be chaired by Dr Sharon Yellin, Consultant in Public Health and that she is co-opted onto the Board.**

**Agreed** – the Board agreed ‘part b’ of the proposal and that Dr Sharon Yellin be co-opted as a member of the Board.

**8.10 Proposal 9 – That the current chairs of the task groups continue in their role until the review proposed is complete**

**Agreed** – the Board agreed the proposal.

**8.11 Proposal 10 – a) That minutes of Executive group meetings are received as an agenda item at each Board meeting**

**Agreed** – that a representative of the Executive group reports to the Board at all meetings.

**b) That all sub/task/area groups are to provide Board members (through the LSCB Support Team) minutes of meetings**

**c) That each Board meeting includes an agenda item that allows (with the prior agreement of the LSCB Chair) members to raise issues emanating from sub/task/area group minutes and/or group chairs to highlight specific issues**

**Agreed (parts b and c)** – Reports and presentations from individual sub/task/area groups to be scheduled at Board meetings. Once Executive sub/task/area groups have been established the membership of these groups is to be circulated to Board members. Board members to be contacted for their opinion as to whom they feel should be nominated from their agency to attend.

**Action – Bryan Gocke**

## **9 Induction for Board Members**

**9.1 9.1.1** A development day for all Board members will be organised to take place in June 2010. The following points will be considered when putting the programme together:

- Orientation around ‘safeguarding’ as opposed to ‘protection’
- Understanding performance management information prior to delegating it to a sub group
- Have a clear picture of what the Board is aiming to achieve
- Understanding the breadth of the role
- Understand the expectations of ‘Working Together’
- Case studies from partner agencies

**9.1.2** Sandie Keene advised that thought will be given to how deputy members can be engaged in the induction process. The Governance document states that deputies are only to be included by exception.

**9.1.3** Bryan Gocke invited Board members to contact him if they wish to discuss the induction further.

## **10 Any Other Business**

### **10.1 Recruitment of Lay LSCB Members**

Steve Boorman queried the progress of the two Lay members of the LSCB. Bryan Gocke advised that he is addressing this with Martin Stenton and is looking to have members in place by Autumn 2010.

## **11 Dates of Future LSCB Meetings**

**11.1 11.1.1** The next meeting will take place on Monday 19 July, 2pm – 5pm, venue TBC.

**11.1.2** Future meeting dates are noted below; venues are yet to be confirmed :

Friday 24 September 2010	9am –12pm
Monday 22 November 2010	2pm – 5pm
Friday 21 January 2011	9am –12pm
Monday 21 March 2011	2pm – 5pm
Monday 23 May 2011	2pm – 5pm
Friday 15 July 2011	9am –12pm