

# Leeds Safeguarding Children Board

Draft minutes of the meeting held on 16 September 2010 at Leeds Civic Hall

## Present

Philomena Corrigan	Director of Commissioning, NHS Leeds (vice chair)
Eleanor Brazil	Director of Children's Services
Cllr Judith Blake	Executive Lead Member for Children's Services
Jackie Wilson	Chief Officer, Children and Young People's Social Care
Chief Supt Richard Jackson	Divisional Commander, West Yorkshire Police
Mick Mills	Head of Residence and Safeguards, Wetherby Young Offenders Institute
Kevin Ball	Operations Manager (West Yorkshire Probation)
Maggie Smith	Deputy Head of Service, Leeds Youth Offending Service
Dennis Holmes	Adult Safeguarding Board, Adult Social Care
Dr Chris Buller	Named Psychiatrist, Leeds Partnership Foundation Trust
Diane Hampshire	Head of Safeguarding Service, NHS Leeds (professional advisor)
Martin Fleetwood	Chair of Headteacher Forum, Temple Moor High School
Sally Boulton	Chair of Primary Headteacher Forum, Haigh Road Infant
Sally Threlfall	Chief Officer, Early Years and Integrated Youth Support
Angela Maguire	Assistant Director, NSPCC
Toni C Johnston	Assistant Director, Barnado's Yorkshire
Marcus Beecham	Head of Business Development, Community Safety
Steve Boorman	Section Head Social Care, Legal Services (Professional Advisor)
Amanda Thomas	Medical Director, NHS Leeds Community Healthcare
Sharon Yellin	Chair of CDOP, NHS Leeds
Jill Asbury	Divisional Nurse Manager, Leeds Teaching Hospitals
Debbie Forward	Environment and Neighbourhoods
Dr Chris Hobbs	Designated Doctor (safeguarding)

## In attendance

Deborah Lightfoot	Interim head of Safeguarding and Review
David Dickinson	Deputy Director, Education Leeds
Sheila Hall	Deputy LSCB manager
Barry Graham	Chief Executive, Browning House (future rep for third sector)
Martyn Stenton	Governance and Partnerships ILad, Children's Services
Nicola Engel	Head of Policy and Performance, Children's Services
Rebecca Suaznabar	DCSU (minutes)

## Apologies

Jane Held	Independent Chair of LSCB
Sam Prince	Acting Managing Director, NHS Leeds Community Health Care
Admandip Johal	Service Manager, CAFCASS
Angela Maguire	Assistant Director, NSPCC
Bryan Gocke	LSCB manager

**Item**

- 1.0 Welcome and introductions**
- 1.1 In the absence of the chair, Philomena Corrigan, vice chair of the Board, welcomed all present to the meeting
- 2.0 Minutes of the last meeting on 19 July 2010**
- 2.1 The minutes were agreed as a true and accurate record with the following amendments. Marcus Beecham and Councillor Judith Blake were present. Toni Johnston gave her apologies.
- 3.0 LSCB strategic plan 2010-11**
- 3.1 The Board discussed in groups questions around the draft strategic plan for 2010-11.
- 3.2 Sharon Yellin asked why there was a need for a 6 month plan. Philomena Corrigan explained that it was the view of Jane Held that there were some things that needed to be done urgently, which formed the basis of the 6 month plan.
- 3.3 It was suggested that the strategic priorities for the next six months could be highlighted, and then the rest of the priorities should fit in a three year plan, in line with the Children and Young People's Plan cycle.
- 3.4 Jackie Wilson explained that the plan is very pragmatic, but it needs timeframes. The exec group or other people available need to undertake the tasks, and therefore more detail is needed in the 'doing' parts.
- 3.5 Martin Fleetwood highlighted concerns that the core business of the board is not explicit enough and whilst it is clear that time is being spent getting fit for purpose, what would happen if the Board was held to account now?
- 3.6 Eleanor Brazil explained that objective 1 of the plan (protecting children from harm) is the absolute priority for the Board. Tasks from that need to give the Board assurance that they have made a difference, managing risk better.
- 3.7 Councillor Blake pointed out that the analysis of key issues seems to be missing. Her role is to assured and at this moment she does not have this from the information in the plan.
- 3.8 Mick Mills commented that it is great to aspire but is concerned that the plan is not deliverable. He suggested that it be divided into what is absolutely essential and split the rest into a three year plan.
- 3.9 It was agreed that the tasks of priority 1.1 relation to....were not the work of this group. It was felt that a bottom up approach should be taken to inform the plan.
- 3.10 Deborah Lightfoot highlighted the importance of communication, and website development as a tool. She pointed out that some of the tasks in this priority are duplicative such as

reproducing documents.

3.11 Sharon Yellin questioned the reasoning behind priority 4, developing monitoring services to safeguarding the most vulnerable children & young people. The Board agreed that this was already being done and did not need to be in the six month plan.

3.12 The Board agreed to delegate approval of the six month plan to the executive group at its next meeting and to send final draft to the full board for comments.

Actions

3.13 Six month plan with detailed actions to the executive group in October and final draft to be sent to all Board members for approval.

**4.0 Children and Young People's Plan**

4.1 The Children's Trust Board has agreed three priorities:

- Improving the safeguarding of children and young people
- Improving early years and primary stage outcomes
- Better outcomes at 16 and 19 through improved participation and engagement of young people

4.2 Consultation is already underway and will run until the end of October. The LSCB was asked how they would like to input into the development of the plan. The Board agreed that they would like to consider the priorities through a workshop. They would also like to see the needs analysis presentation.

Action

4.3 Martyn Stenton to email the CYPP toolkit, including the needs analysis presentation to the Board.

4.4 Bryan Gocke/Sheila Hall to develop workshop content for the Board

4.5 Paper to October CTB to feed LSCB input into the plan.

**5.0 Annual review**

5.1 The Board noted the work on the annual review and that outstanding issues should be unpicked and fed into the 3 year or 6 month strategic planning work.

Action

5.2 Bryan Gocke and Sheila Hall to feed any outstanding issues from the annual review into the 3 year or 6 month strategic plan.

**6.0 Performance information**

6.1 Following the last Board meeting work has been done to align indicators and produce data more allied to core aspects of safeguarding and child protection processes. Increased capacity to analyse performance data for the Board will become available after the appointment of an LSCB performance manager.

- 6.2 Some members of the board still felt that the data was hard to interpret and more consideration needs to be given to the presentation of the data.
- 6.3 Jackie Wilson noted the lack of breadth of partnership indicators within the data. Considering the CYPP priorities, there were no indicators on alcohol or substance misuse. There also seemed to be too much focus on the mechanics of social care.
- 6.3 Eleanor Brazil explained that some Safeguarding Boards are more advanced in the information they collate, and have more multi agency data including hospital admissions, school bullying data, absentee data. Eleanor suggested that work is done to look at what is best practice nationally.
- 6.4 Marcus Beecham and Richard Jackson offered to put their performance managers in contact with the LSCB team. It was agreed that it would be very useful for performance management managers from different agencies to sit on the subgroup.
- 6.5 Diane Hampshire explained the difficulty that the subgroup faces when the indicators keep changing. Everyone is committed to getting it right but the performance management team in children's services are under a lot of pressure and it isn't feasible to start from scratch.
- 6.6 David Dickinson commented that we may be over thinking the process, and that sometimes the phrase 'performance management' can get in the way of what can be a simple process. There was perhaps a need to focus questions to give assurance that children and young people are being safeguarded in Leeds?
- 6.7 Diane Hampshire advised that the Board had not received nor apparently requested any information on the progress against the safeguarding and LAC Improvement Plan. She advised that the Board needs to assure itself particularly around an area where concerns have been raised, that progress is being made and challenge areas where progress is less evident. Although she is mindful that some members of the Board link with the Improvement work this Board needs to assure itself of the current situation in Leeds.
- 6.8 Eleanor Brazil explained that a lot of information is produced for the Improvement Plan and there is no reason that the Board can't have some of this information. No one is complacent that safeguarding is where it needs to be but it is possible to demonstrate positive progress in recent months.
- 6.9 It was agreed that discussions to take place outside of board as to what performance indicators to be included. This would be discussed further by key partners and brought to the next Executive Group meeting and the LSCB in November.

#### Action

- 6.10 LSCB team to look into best practice of performance information for safeguarding.
- 6.11 Marcus Beecham and Richard Jackson to put their performance managers in contact with the LSCB team.
- 6.12 Further discussions on performance indicators to take place outside of Board meeting  
Full performance report with analysis to exec meeting and LSCB.

## 7.0 Restructuring the LSCB – governance document

7.1 The Board have considered the governance document for the revised LSCB at the last two meetings and changes have been made.

7.2 The Board agreed to ratify the governance document and review in the spring as part of its annual review

### Action

7.3 Review of governance document to be part of the annual review to the Board in spring 2011.

## 8.0 Appointment of lay members to the LSCB

8.1 The Board agreed to appoint two lay members at the April meeting. The Board was asked to consider how they would like to move forward with recruitment now that the revised LSCB and new chair were in place.

8.2 It was agreed to have an open and targeted recruitment exercise over the autumn winter period, through a panel which would include the LSCB chair and a representative from the Board.

8.3 It was agreed that remuneration would be given for lay members expenses.

### Action

8.4 Jane Held/Bryan Gocke to begin recruitment process of two lay members.

## 9.0 Terms of reference for LSCB sub groups

9.1 A sub structure was agreed at the April Board meeting to take forward the statutory and business functions of the LSCB. Work has been done to review the terms of reference and create a house style for consistency that is line with the CTB.

9.2 Marcus Beecham requested that a domestic violence lead sit on each of the subgroups and offered to provide contacts.

9.3 Jackie Wilson indicated that the policy and procedures terms of reference required further information in relation to the process of approval. It was agreed that she would discuss this with Martyn outside the meeting.

9.4 Richard Jackson commented that it will be difficult for the police to have a regular contact for the learning and development subgroup but he would endeavour to send a representative when possible.

9.5 The Board agreed the terms of reference including amendments as an updated working draft, to be revised next spring as part of the LSCB annual review.

9.6 Board members were asked to advise of any other members changes before the next meeting of the Board.

Action

9.7 Review of terms of reference to be part of annual review in Spring 2011.

9.8 Marcus Beecham to provide contacts for domestic violence leads to sit on subgroups.

9.9 Jackie Wilson and Martyn Stenton to meet regarding policy and procedures terms of reference.

9.10 Board members to contact Martyn Stenton with any changes to membership before the next Board meeting.

**10.0 AOB**

10.1 Philomena Corrigan thanked Eleanor Brazil on behalf of the Board for all her contributions and challenge she has brought the Board and wished her all the best for the future in Birmingham.

10.2 Eleanor Brazil informed everyone that Nigel Richardson will be starting on 30 September. She is certain that once the leadership and direction are right that Leeds will head at a pace in its ability to protect children. She is certain that in six months things will feel very different in Leeds.

**11.0 Date of next meeting, Monday 22 November, 2-5pm**