



Leeds Safeguarding Children Board

Friday 21 January 2011, Civic Hall

Present

| | |
|----------------------------|--|
| Jane Held | Chair of LSCB |
| Nigel Richardson | 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 (Chair Policy and Procedures sub group) |
| Chief Supt Richard Jackson | Divisional Commander, West Yorkshire Police |
| Kevin Ball | Operations Manager, West Yorkshire Probation (Chair Learning and Development sub group) |
| 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 |
| Matt Ward | Associate director of commissioning, NHS Leeds |
| Sam Prince | Acting Managing Director, NHS Leeds Community Health Care (Chair Performance Management sub group) |
| Christina Fairhead | NHS Leeds |
| Sally Threlfall | Chief Officer, Early Years and Integrated Youth Support |
| Steve Boorman | Section Head Social Care, Legal Services (Professional Advisor) |
| Jill Asbury | Divisional Nurse Manager, Leeds Teaching Hospitals |
| Dr Chris Hobbs | Designated Doctor (safeguarding) |
| Stephanie Richardson | Wetherby Young Offenders Institute |
| Angela Maguire | Assistant Director, NSPCC |
| Barry Graham | Chief Executive, Browning House (Chair Third Section Reference Group) |

In attendance

| | |
|-------------------|---|
| Deborah Lightfoot | Interim Head of Safeguarding |
| David Dickinson | Deputy Director, Education Leeds |
| Martyn Stenton | Governance and Partnerships Lead, Children's Services |
| Bryan Gocke | LSCB manager |
| Sheila Hall | Assistant LSCB manager |
| David Ashcroft | Performance Management Consultant |
| Rebecca Suaznabar | DCSU (minutes) |

Apologies

| | |
|--------------------|---|
| Philomena Corrigan | Director of Commissioning, NHS Leeds (vice chair) |
| Martin Fleetwood | Chair of Headteacher Forum, Temple Moor High School |
| Sally Boulton | Chair of Primary Headteacher Forum, Haigh Road Infant |
| Gillian Mayfield | Head of Business Development, Community Safety |
| Mick Mills | Head of Residence, Wetherby Young Offenders Institute |
| Diane Hampshire | NHS Leeds, Designated Nurse, Safeguarding |
| Sharon Yellin | NHS Leeds, (Chair of CDOP) |

Item

1.0 Welcome and introductions

2.0 Minutes of the last meeting on 22/11/10

2.1 The minutes were agreed as a true and accurate record.

2.2 The action tracker was noted.

3.0 Key points from the Executive group

3.1 The Board noted the minutes and summary paper from the Executive group.

4.0 Key points from subgroups

4.1 The Board noted the summary paper from the subgroups.

5.0 Update on the development of an integrated safeguarding unit

5.1 Work to date has been to address the core business of the proposed Integrated Safeguarding Unit (ISU) such as child protection systems and processes and how they can be improved. This is the first phase of the work and Deborah Lightfoot has sessions booked with LSCB members to discuss whether the ISU should be multi-agency. A resource plan paper was agreed at the Children's Services Leadership Team (CSLT) which now means that they are able to make permanent recruitments to the ISU. The head of service post is crucial to the development of the service.

5.2 Further discussions need to take place around who will line manage the LSCB Business Support Unit and it is recommended that this should be by the head of the ISU with clear protocols and transparency.

5.3 Nigel Richardson explained both he and Cllr Blake have the same ambitions for the city and safeguarding procedures are at the heart of these. For these to be managed outside of the citywide framework would be a concern. The key would be transparency and accountability throughout the partnership.

5.4 David Ashcroft suggested that the performance management aspect of the head of service role be more specific and reflect performance management as a signal for partnership and challenge.

5.5 Judith Blake commented that she supports the discussions and proposals and the importance of being explicit in what is expected.

5.6 Jackie Wilson explained some of the reasons behind requiring a social work qualification for the head of service post and that it is about safety, confidence and credibility.

5.7 Dennis Holmes commented that there are broad parallels with Adult Social Care and that he is happy to share the job description.

5.8 Jane Held confirmed to the Board that they can achieve a focus on social work and multi agency working.

5.9 Action

The Board agreed that the LSCB Business Support Unit should be located within the ISU. The Board agreed clear protocols to be developed for business and accountability between the chair of the LSCB, head of the ISU and the LSCB manager.

Any views from the Board to in relation to the head of the ISU role to be sent to Deborah Lightfoot ASAP.

6.0 **Communications task and finish group**

6.1 A draft paper to establish a communications and engagement task group went to the last Executive group and was approved.

6.2 There are two types of communications; proactive which would deal with campaigns and disseminating best practice; and reactive dealing with media strategies in response to Serious Child Care Incidents (SCCI) & the publication of Serious Case Reviews (SCR). The proactive communication work is an area not yet developed by the LSCB.

6.3 Jackie Wilson commented that she really welcomes the proposals and the preventative role of the group; she asked that it be action focused. Jackie also commented that there is a lot of expertise around on the board, particularly from health in relation to campaigns which should not be overlooked.

6.4 Barry Graham pointed out that there is a real challenge for the third sector in communication, but there is great commitment to be part of the process.

6.5 Judith Blake asked how the proposals fit in with the corporate communications work and to ensure that they are in line with this.

6.6 Nigel Richardson offered his support for the proposals and highlighted the importance of getting consistent messages across the city. People need to be aware that there is a Safeguarding Board in Leeds and the work that it is doing.

6.7 Jill Asbury asked that consideration be given to how lay member views would be taken into account.

6.8 Action

The Board agreed with the proposals to establish a communications task and finish group.

The Board agreed with the terms of reference for the group.

The Board agreed in principal for a Communications and Engagement Officer and 0.5 Administrator.

Chairing options to be reconsidered with the possibility of a co chair, discussions to continue via the Executive Group.

Debates to be had on the relationship with corporate communications

VCFS to be included in the group and consideration on lay members involvement.

Task group to be reviewed in twelve months

7.0 LSCB budget

7.1 The budget was set by the Trust Board in 2009 but not formally agreed. There was an under spend left to the inability to recruit during the restructure. However, the reduction in income from the area based grant has placed financial constraints on partner contributions leaving the budget with a potential year end deficit of around £72,000.

7.2 Discussions with the PCT have meant that £50,000 previously ring fenced for audit purposes has been included in the base budget in order to reduce the predicted deficit. Further funds can be drawn from the strategic reserve if required.

7.3 Nigel Richardson informed the Board that a lot of work has gone on to unravel the history and thanked everyone involved for their hard work. However, there is still a piece of work to be done about what is the correct funding formula, although this is not a unique challenge to the Leeds Safeguarding Board. Jane Held explained that discussions have taken place at the last Executive group, regarding a funding formula for the next financial year.

7.4 Action

The Board agreed to accept the offer from the PCT to remove the ring fence from their funding. The Board recognised the need to set budgets clearly and Jane Held requested that partners ensure that they come to the next meeting with the authority to agree these decisions on behalf of their agencies.

8.0 Proposals for a development of a LSCB Performance Management System

8.1 David Ashcroft explained the work to date on developing the system which aims to meet the LSCB's performance priorities and to enable a clear improvement agenda to be driven by relevant performance information and reporting measures and outcomes.

8.2 Work has been done through the Performance Management subgroup and through a development session in January. A further development session is due to take place on 18 February to determine the priorities and the final performance management system is due to be approved at the LSCB on 21 March. Richard Jackson commented that the aspect of quality needs adding to the table.

8.3 Nigel Richardson thanked everyone who has worked hard on the report. He stressed that there are still some bits of information that the Board will need to know, for example referral numbers. There may need to be exception reports or alerts. Jane Held pointed out that the Board are now receiving information going to the Improvement Board, however more work still needs to be done around answering the question "what are we going to do about this?"

8.4 Jackie Wilson commented that she really welcomes the system and 'grip'. She recommended that consideration be given to complaints data. She informed the Board that the current database for Social Care is being updated and there could be some work done for the Board to ensure that it meets its needs.

8.5 Matt Ward chairs the Adult Social Care Performance group and suggested that learning could be shared between the two groups. In particular linking the performance element to the criteria in

every contract.

8.6 Cllr Blake commended the hard work done to date and progress made by everyone who has contributed. She said that she looked forward to receiving the performance reports in this format.

8.7 David Ashcroft highlighted that he doesn't want to overload the Board with data and wants to keep it short and focused, but the balance needs to be right.

8.8 Action

8.9 The Board agreed with the recommendations of the report and the importance of adequate performance management and analysis capacity within the LSCB support unit

8.10 The Board accepted the performance measures and the need to add a performance dimension around quality.

8.11 The Board considered the use of a simple set of score cards for displaying the data.

9.0 **Position statement**

9.1 This was circulated in response to discussions at the last meeting and was agreed at the Performance Management subgroup. Nigel Richardson asked how the document can show what triggers an audit – statutory/response to issues.

9.2 **Self assessment audit (S (11) 'Duty to Safeguard')**

9.3 The annual self assessment undertaken by partners indicates improving compliance across the partnership and some areas for development e.g. understanding when to carry out a CAF. Jane Held suggested agencies need to be supported in the use of the audit tool. Barry Graham commented that for the third sector this is particularly important as it is a big job to carry out an audit for small agencies.

10.0 **Serious Case Reviews (SCRs)**

10.1 Updates on the progress of serious case reviews and local learning lessons reviews were received.

11.0 **Any other business**

11.1 Jane Held updated the Board that the LSCB will be gaining a sector specialist in Safeguarding from the Centre for Excellence and Outcomes for Children, who will support the development of the strategic plan and five year plan.

11.2 Board members were reminded of the LSCB development session on 18 February, 9-1pm.

12.0 **Date of next meeting, Monday 21 March, 2-5pm**