



<b>Meeting</b>	Warwickshire Safeguarding Executive Board
<b>Date</b>	Tuesday 1 October 2019
<b>Present</b>	<p><b>Elaine Coleridge-Smith</b> (<i>Independent Chair, Warwickshire Safeguarding</i>)          Alison Walshe (<i>South Warwickshire Clinical Commissioning Group</i>)          Jo Galloway (<i>Warwickshire North Clinical Commissioning Group &amp; Coventry and Rugby Clinical Commissioning Group</i>)          Nigel Minns (<i>Warwickshire County Council</i>)          Pete Hill (<i>Warwickshire Police</i>)</p> <p><b><u>In attendance:</u></b>          Amrita Sharma (<i>Warwickshire Safeguarding</i>)          Jo Ferguson (<i>Minute Taker, Warwickshire Safeguarding</i>)          John Coleman (<i>Warwickshire County Council</i>)</p>
<b>Apologies</b>	None

Item	Discussion	Action Required (if any)	Owner
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>The independent Chair welcomed attendees to the first Executive Board under the new Partnership arrangements and noted there were no apologies.</p>		
2.	<p><b>Minutes of WSAB and WSCB meetings</b></p> <p>Members reviewed the previous minutes taken from the WSAB &amp; WSCB meetings in July 2019 and agreed they were an accurate record with no amendments required.</p>		
3.	<p><b>Restorative Practice</b></p> <p>John Coleman presented to the Board the report produced regarding the Restorative Child Protection System. He reminded members that the Local Safeguarding Board agreed in March 2019 that Restorative Practice (also known as strengths and relationship-based practice) would be an overarching approach that the board would adopt. Highlighting that this is a new way of working which focuses on how people and communities can use their own skills, resources, relationships and networks (assets) to be the experts of and in charge of their own lives. It is an approach rather than an outcome and explores, in a collaborative and holistic ways, the circumstances of an individual or a community, rather than making the deficit or a problem the focus of any intervention.</p>	<p>A position statement to be produced once the first 6 monthly audit has been completed.</p> <p>Any comments or thoughts on the report to be forwarded directly to John Coleman.</p>	<p>JC</p> <p>All</p>



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	<p>Warwickshire County Council have led a small group of practitioners to review the child protection system with the objective of changing culture and processes to ensure that a more restorative approach is adopted.</p> <p>Members agreed the recommendations of the report presented, asking for further detail on how individual CCG's in Warwickshire can implement this new strategic approach.</p>		
4.	<p><b>WSEB Constitution and Subgroup, Partnership Groups' ToRs</b></p> <p>Members reviewed the WSEB constitution and ToR's for both the Partnership Groups' and the Subgroups. Noted below are the following edits required:</p> <p><u>WSEB Constitution:</u></p> <ul style="list-style-type: none"> <li>• Combining 4.1. and 4.2.</li> <li>• In 9.1. Provide further clarity and emphasis that the four organisations are to always attend each meeting, and a substitute is required to attend in their place if needed.</li> </ul> <p><u>Adults / Children's Partnership ToR:</u></p> <ul style="list-style-type: none"> <li>• Against "West Midlands Ambulance Service" need to put Provider in brackets beside it.</li> <li>• Have Warwickshire County Council as one bullet with the services underneath as indented bullets (I.e. Public Health, Social Care etc)</li> </ul> <p><u>Exploitation Subgroup ToR:</u></p> <ul style="list-style-type: none"> <li>• Add caveat that under frequency of meetings, there would be additional meetings if required.</li> </ul> <p><u>Safeguarding Reviews Subgroup ToR:</u></p> <ul style="list-style-type: none"> <li>• Ensure it is clear in the ToR that the Subgroup can propose an action plan, but the Exec Board will sign it off.</li> <li>• The Safeguarding Reviews subgroup will also oversee monitoring the implementation of the action plan.</li> </ul>	<p>Make the necessary changes to the documents as required.</p> <p>Ensure that on the WSEB future agendas there is a standing item to review all Safeguarding Review Actions.</p> <p>Ensure that all Subgroup Agendas are shared with the Exec Board.</p>	<p>AS</p> <p>JF</p> <p>JF</p>



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5.	<p><b>WSEB Strategic Plan – 2019-2020</b></p> <p>Members reviewed the draft WSEB Strategic Plan noting the following amendments required:</p> <p><u>Membership (pg.9):</u></p> <ul style="list-style-type: none"> <li>• The term “YOT” is outdated, they are now known as Youth Justice</li> <li>• “EqUIP” is incorrect, should be “EQUIP” or “Equality &amp; Inclusion Partnership”</li> <li>• “CQC” needs to be clearer, using the full “Care Quality Commission”</li> </ul> <p><u>Performance Management and Overview (pg.10):</u></p> <ul style="list-style-type: none"> <li>• Add a section on how we listen to users.</li> <li>• Change from October 2019 to October 2021</li> </ul>	<p>Implement requested amendments and share with Executive Board.</p>	<p>AS</p>
6.	<p><b>Quality Assurance Framework &amp; Toolkit</b></p> <p>The Business Manager for Warwickshire Safeguarding, presented the draft Quality Assurance Framework &amp; Toolkit. It was noted that the self-assessment tool embedded within the framework is incorrect, as this is to be used within the Section 11 audits, members were asked to ignore this part of the document as the thematic tool is currently being drafted and will be shared accordingly.</p> <p>Following previous discussions, the Quality Assurance timetable has now been reorganised to have the “Exploitation” thematic review first followed by the children’s core safeguarding practice then adults core safeguarding practice thematic reviews. Members agreed with this change.</p> <p>Members asked for the role of the sponsor to be specified clearly.</p> <p>Members also raised concerns that the membership of the Project Team has not yet been allocated and feel the timeline to begin in October could be too tight. Therefore, it was agreed that the timeline of thematic</p>	<p>Share the updated thematic tool with the members once finalised.</p> <p>TOR for the role of Sponsor to be drafted and shared with WSEB.</p>	<p>AS</p> <p>AS</p>



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	<p>reviews be pushed back to from November 2019.</p> <p>Lastly, the Executive Board members agreed the timeline of the Partnership Group meetings will coincide with the conclusion of each thematic review as per below:</p> <ul style="list-style-type: none"> <li>• A meeting will be held in late November which will be a joint meeting between both the Children's Partnership and Adults Partnership Groups. This will be taken as an opportunity to discuss and introduce the new ways of working to members of the Partnerships.</li> <li>• A meeting in late February will be held to discuss both the Exploitation and core children's safeguarding thematic reviews which would have concluded by this time period.</li> <li>• The last meeting of 2019-20 will be held in May to discuss the content of the core adult safeguarding thematic review.</li> </ul>	<p>Once availability of the Strategic Leads has been confirmed, invitations to be sent out to all relevant members</p>	<p>JF</p>
<p>7.</p>	<p><b>Escalation Policies (Children &amp; Adults)</b></p> <p>Amrita presented to members the current escalation policies that are in place, with some minor changes made after feedback received from Serious Case Reviews in particular. A tracking sheet has been added.</p> <p>It was noted that there is no equality in seniority processes within the two existing escalation policies and it would be more helpful to have one overarching escalation policy applicable to both children's and adults safeguarding.</p>	<p>Amrita to seek support from Legal to draft a new Escalation Policy which would meet legislative requirements across both adults and children's safeguarding</p>	<p>AS</p>
<p>8.</p>	<p><b>Information Sharing Agreement Protocol</b></p> <p>Members were presented with the draft Information Sharing Agreement Protocol which has been created with help from the Legal team at Warwickshire County Council.</p> <p>It was agreed that the following addition is required:</p> <ul style="list-style-type: none"> <li>• A note is to be added that NHS staff can share confidential information, and have confidential information shared with</li> </ul>	<p>Make necessary amendments then send to the all relevant partner agencies for sign-up to the agreement</p>	<p>AS</p>



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	<p>them, through the NHS.net email address.</p> <p>Once amendments have been made, the document is to be sent to all relevant partner agencies to undersign and return a copy for Warwickshire Safeguarding's records</p>		
9.	<p><b>SCR Report – AMY</b></p> <p>The report has been approved by the young person who has also agreed to provide one of her paintings for Warwickshire Safeguarding to use for their next Annual Report cover.</p> <p>Members agreed to send the report to all partner agencies who are mentioned within the report for their comments and approval before publication on the website.</p> <p>A note is to be provided alongside the report to provide further clarification of the report's process.</p>	<p>Send out to relevant agencies for comment before final publication on the Safeguarding Warwickshire website.</p>	AS / JF
10.	<p><b>Safeguarding Reviews – update</b></p> <p>Jackie Channell to be requested to attend all future meetings to provide an update on reviews.</p>	<p>Invite Jackie to all future meetings</p>	JF
11.	<p><b>WSEB Risk Register</b></p> <p>Members were shown a template of the Risk Register to be used, and agreed for it to be a reoccurring item at each alternate meeting to discuss if a risk needs to be added etc.</p>	<p>Add the Risk Register as a recurring item on the WSEB agenda for each alternative meeting.</p>	JF
12.	<p><b>Communications Campaign – update</b></p> <p>Members reviewed and positively praised the draft templates for the 7-minute briefings and Lessons Learned briefings. Agreed that the Executive Board will be given 5 working days to review and make any necessary amendments for each Lessons Learned briefing document before publication.</p>	<p>Copies of 'Lessons Learned' briefings to be shared with WSEB five days ahead of publication.</p>	AS
13.	<p><b>JTAI – update</b></p> <p>The Independent Chair of Warwickshire Safeguarding gave a brief update on the Joint Target Area Inspection's (JTAI)</p>		



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	informing members that the focus group has met for the first time and have set up future meetings. Lisa Young, the Quality Learning & Improvement Officer in charge of the JTAI coordination for Warwickshire and will keep the Executive Board up to date with all the work required.		
14.	<b>Any Other Business</b>  Members were informed that the Annual Report has now been signed off by all Governing bodies, therefore the final copy will be sent to all members and will be published on the website in due course.		
<b>Date of next meeting:</b> <i>Monday 25 November 2019 at 2:30pm</i>			