

**Minutes of the Meeting of the Warwickshire Safeguarding Children  
Board meeting held on 5 May 2016**

<b>Present</b>		
<p>David Peplow Jacqueline Barnes Rebecca Bartholomew Rachael Boswell Kevin Brookes Councillor Les Caborn John Coleman Martin Cowan John Dixon Jaki Douglas</p> <p>Keith Drinkwater DS Stephen Eccleston David Gardner</p> <p>Victoria Gould Sarah Harris Cornelia Heaney Bill Hunt Sue Ingram</p> <p>Helen King Donald McGovern Nigel Minns Kate Morrison Michelle Norton Minakshee Patel Peter Sidebotham Andy Wade</p> <p>Beate Wagner</p> <p>Glynis Washington</p> <p>Councillor Chris Williams Paul Williams</p>	<p>Independent Chair Chief Nursing Officer, Coventry and Rugby CCG Chief Quality Officer, Warwickshire North CCG Inter-agency Learning &amp; Improvement Officer, WSCB Team On-Track Coordinator, Rugby Borough Council Health Portfolio Holder, WCC MASH Manager Housing Advice Manager, Stratford District Council Strategic Director, People Group, WCC Partnership and Development Manager, NWBC (For Simon Powell)</p> <p>Lay Member West Mercia Police Policing Area Commander for South Warwickshire, Warwickshire Police Young People Legal Services Manager, WCC Principle Social Worker, WCC WSCB Development Manager, Safeguarding Team Deputy Chief Executive, Warwick District Council Violence Against Women and Girls Strategy Development Manager, WCC Deputy Director of Public Health, WCC Head of Service for Warwickshire and West Mercia CRC Head of Education and Learning, WCC Operations Manager, WCAVA Director of Nursing, George Eliot Hospital Corporate Equality and Diversity Advisor, Rugby BC</p> <p>Consultant Paediatrician Designated Doctor Child Protection Head of National Probation Service, Coventry, Solihull &amp; Warwickshire Head of Service, Children's Social Care and Safeguarding, WCC Lead for Quality &amp; Clinical Governance, Coventry &amp; Rugby CCG Warwickshire County Council Democratic Services Team Leader, WCC</p>	<b>ACTION</b>

	<b>Apologies for Absence</b>	
	<p>The following were noted:</p> <p>Jackie Chanell, Designated Nurse, Safeguarding for Warwickshire  Craig Dicken, Equality and Child Protection Officer, NBBC  Anita Gurry, Operations Manager, Emergency Duty Team, WCC  Neville Hall, Assistant Director, CAF/CASS  Jane Hill, Operational Deputy Director, CWPT  Helen Lancaster, Director of Nursing, SWFT  Adrian Over, Education Safeguarding Manager  Simon Powell, Assistant Director, NWBC  Katrina Symonds, Lay Member  Lesley Tregear, Warwickshire Youth Justice Service Manager  Alison Walshe, Director of Quality and Performance, SWCCG</p>	
<b>1.</b>	<b>Minutes of the meeting held on 25 January 2016</b>	
	<p>Amendments were requested to the list of attendees. John Dixon, Martin Cowan and Bill Hunt confirmed they had been present on the 26<sup>th</sup> January. Sue Ingram asked that it be noted that her post title is now, "Violence Against Women and Girls Strategy Development Manager".</p> <p>It was requested that the penultimate paragraph on page 3 of the minutes be altered to state, "There is a mandatory obligation for education authorities, the health service <b>and social care</b> professionals to report cases (by telephone initially) of those under 18 to the Police. This will trigger the Police contacting and sharing with other agencies". This was agreed.</p>	
<b>2.</b>	<b>Matters Arising (Action Matrix)</b>	
	<p>Regarding page 8 of the matrix document and the amber RAG performance reported, Cornelia Heaney (WSCB Development Manager, Safeguarding Team) informed the meeting that this was not because progress had not been made in Warwickshire but because having decided to seek to have this work included in the West Mids procedures there was some uncertainty about how the regional work would be progressed. The consultant who had been working on this had now finished due to the ending of funding. David Peplow (Chair) added that he would raise this at the regional Chairs' meeting on 16 May 2016. He added that the high level "part A" work had been done but amendments had been requested by Warwickshire.</p>	<p>David Peplow to raise at Regional Chairs' meeting</p>

3.	<b>DCS Test of Assurance</b>	
	<p>John Dixon (Strategic Director, Resources) explained that the paper before the Board was an anachronism, the origins of which stemmed from when Directors of Children’s Services were not also responsible for adult services. John assured the meeting that he was very much “in touch” with his service and his users and drew the Board’s attention to the assurance measures in place in Warwickshire.</p> <p>The Board was reminded that an Ofsted inspection was expected soon although the timing of this was not known.</p>	
4.	<b>Budget Report</b>	
	<p>Cornelia Heaney explained that the Board’s budget for the last financial year had been sufficient. It will be important to review the apportionment of contributions from partners on the Board. This has yet to be undertaken . The Department of Education had announced a review of LSCBS to be undertaken by Alan Wood and the decision had been taken to delay the review in Warwickshire until the results of the DoE review are known. However, with the EU referendum pending it may be that the publication of the DoE review will be delayed until after June. Consequently it is considered preferable to carry on as previously agreed and progress the review in Warwickshire.</p> <p>It was noted that the Board’s reserves had decreased. This was largely down to an increase in Board activity without a corresponding increase in funding. It was proposed to retain about half the reserve but place the other half into the 2016/17 budget.</p> <p>Attention was drawn to the SCR budget. The Board is waiting to find out whether WCC will be able to make an additional Learning and Development contribution this year, if not the extra SCR contributions will need to be requested as agreed last year.</p> <p>David Peplow expressed the view that funds exist to be spent adding that it would be wrong to have a large reserve. He expressed his disappointment with the decision by the National Probation Service (NPS) to cut its contribution to the Board. He agreed to hold discussions with the NPS outside of the Board meeting to challenge the way it arrived at its decision regarding funding.</p>	<p style="text-align: right;">David Peplow/NPS</p>

	The Board noted the contribution made by WCC acknowledging that there is no certainty over any kind of top up for the budget. It was also noted that Alan Wood, in his review, will be considering the financial implications of Serious Case Reviews. However, he is only looking at some SCRs.	
<b>5</b>	<b>Breakout</b>	
	The Board undertook a workshop session, the results of which were circulated at the end of the meeting.	
<b>6.</b>	<b>MASH Launch</b>	
	<p>John Coleman, MASH Manager, summarised his report (previously circulated). The Board was informed that the MASH had commenced taking children’s referrals on Tuesday 3 May 2016 and that it is expected that adult referrals will commence on 1 September 2016. Governance arrangements are in place and processes and systems (IT etc) appear to be working well.</p> <p>A strategic Board, Chaired by John Dixon, is in place and a stakeholders group, Chaired by Beate Wagner, has been set up to act as a critical friend to the MASH.</p> <p>The MASH is not fully staffed. Discussions with health and the CRC are ongoing to agree arrangements for their presence. In the meantime interim arrangements are in place using a ‘SPOC’ (single point of contact) arrangement.</p> <p>Work is being undertaken to develop a single point of contact for other agencies who do not need to be physically in the MASH. It is expected that communication from this will be two way with feedback being provided by the MASH to referrers. For example district and borough councils as housing authorities can be involved in referrals but can also benefit from intelligence on families.</p> <p>A MASH launch event is planned for 7 June when members and partners will be able to view the MASH in operation.</p> <p>It is expected that most referrals to the MASH will be turned around in 24 hours. However, child protection cases will be processed and turned around in no more than 2 hours.</p> <p>It is expected that there will be no more “no name” consultations. All cases will have a name thus helping to improve communication and a mutual understanding of the individual’s</p>	

<p>circumstances. New approaches are being adopted to manage incidents of domestic abuse with follow up phone calls to victims being made in place of the letters used previously. In addition, greater consideration will be given to who the best professional is to make contact. There is no fixed approach to this, staff are using professional judgement.</p> <p>Professionals who support the process expect feedback from social workers. GPs have asked for this as well as clearer guidance on how to make referrals.</p> <p>Councillor Les Caborn commended officers for their work on the MASH but expressed his concern that the CCGs had yet to agree how they will staff or support it. In response the Board was informed that various solutions are being considered. It had initially been thought that 7 health staff would be located at the MASH. However, reflection on likely workload has led to this being reduced. The key is to ensure that there is a decision maker at the MASH. Meetings to discuss this are scheduled over the next 2 weeks but it is likely that given lead-in times, it will be some while before solution is in place. It was agreed that the Board's concerns regarding health presence at the MASH should be relayed to the MASH Strategic Board. If a long term solution is not forthcoming NHS England should be invited to a meeting of the Board to seek a way forward. In the meantime an interim solution is required possibly based on that used in Hereford and Worcester.</p> <p>Donald McGovern of the Warwickshire and West Mercia CRC reiterated that his organisation is in a similar position to health in that it is waiting to be able to assess demand before committing staff resource.</p> <p>In response to a question from Sue Ingram it was confirmed that health representation would also cover mental health issues.</p> <p>Regarding accountability for the MASH it was confirmed that this lies with the Health and Wellbeing board.</p> <p>John Dixon stressed that the MASH has to bring benefits to the people it supports and the agencies which are engaged with it. In support of this, John Coleman informed the meeting that experience in Haringey has revealed children who are not registered with GPs and children who are not in any form of education. In other areas the Probation Service has benefitted when it has been possible to identify via the MASH, individuals</p>	<p>MASH Strategic Board to work to find a solution</p> <p>Update to be brought to July WSCB meeting</p>
--	---

	<p>that have broken the terms of their licence. This they can be called back.</p> <p>Members were asked to note the website address and to signpost it from their own websites. <a href="http://www.warwickshire.gov.uk/mash">www.warwickshire.gov.uk/mash</a></p> <p>It was agreed that a performance update be brought to the Board in 12 months.</p>	<p>John Coleman/Cornelia Heaney</p>
<p><b>7.</b></p>	<p><b>Quarter 4 Data Set</b></p>	
	<p>Nigel Minns (Head of Education and Learning, WCC) introduced the data circulated prior to the meeting. It was noted that most of the data is complete and this was welcomed. However attention was drawn to table 1.11 "Outcomes and Evaluations from Family Group Conferences" where some data was missing. It was explained that the data does exist but is in the process of being transferred to the Mosaic system.</p> <p>Explanation was provided on table 1.13 "Children Reported Missing to the Police". It had been noted that a number of "return home" interviews had been declined either by a child, parent or social worker. However in a number of cases this is following repeated disappearances. Beate Wagner (Head of Service, Children's Social Care and Safeguarding, WCC) explained that there is an improving picture in Warwickshire with 70% of children receiving a return interview. In October of 2015 100% of families were contacted within 72hours of return.</p> <p>Regarding contacts and referrals, the Board was informed that a single assessment approach was piloted in Rugby and then rolled out more widely from 1 December 2015. It is important that the "Threshold for Intervention" document is promoted.</p> <p>Beate Wagner noted that the number of looked after children had increased markedly, due in part to the number of un-accompanied asylum seeker children coming to Warwickshire. There is also a need to accelerate adoption processes. In addition there is some double counting with children on Child Protection Plans continuing to be counted as such when they make the transition to being looked after.</p> <p>It was noted that there are a number of referrals where there is no record of ethnicity. It was unclear why this is but it is expected that the new MASH processes will be sufficiently robust to address the issue.</p>	

	<p>In response to a question regarding the increase in the number of children missing from their agreed placement this was attributed to more accurate recording and changes to definitions. A decrease in the number of boys being processed by SARCs may be down to better training and the work of the “Respect Yourself” campaign.</p>	
<b>8.</b>	<b>Correspondence from NHS England</b>	
	<p>An email from Jim Graham (Chief Executive of Warwickshire County Council) to Alison Tonge, NHS England regarding non-attendance at the two safeguarding boards and the reply that had been received were discussed.</p> <p>It was confirmed that NHS England is listed as a statutory partner on the Board and that as such it would be expected that it would have a presence at Board meetings.</p> <p>It was confirmed that Alison Tonge and Jim Graham will be meeting within two weeks.</p>	<p>Jim Graham/Alison Tonge</p>
<b>9.</b>	<b>Agency Updates</b>	
	<p>9a Public Health – School Nursing and Health Visiting</p> <p>Helen King, Deputy Director of Public Health reminded the Board that Public Health had moved from the NHS to Local Authority control in 2014. The service works with schools, seeking to improve the health of pupils. For the 0-5 age range services are provided by Health Visitors and the Family Nurse Partnership. These are provided in conjunction with SWFT. The School Health and Well-being Programme embraces safeguarding</p> <p>9b WCC re-configuration of Children and Family Services</p> <p>Using powerpoint, Beate Wagner gave a presentation on Children and Family Services. It was agreed that the presentation be distributed with the minutes.</p> <p>9C Restructure at Warwickshire Police</p> <p>David Gardner (Warwickshire Police) informed the Board of changes to structures at Warwickshire Police. Based on a model used in Worcestershire the restructure brings certain key departments including CID together. It was agreed that a full report on this be given to the next Board meeting</p>	<p>David Gardner for next Board meeting</p>

10	<b>Updates from Sub-Committees</b>	
	<p>David Peplow raised a general concern over low levels of attendance at some sub-committee meetings. He referred to a letter he had written regarding the sub-committees and asking what barriers there are to attendance. He had not received any responses to this letter. The Board agreed that if members or agencies are struggling to attend meetings or engage they need to work to seek a solution.</p> <p>a) Business Group. A letter had been despatched requesting information on job descriptions. Responses are awaited.</p> <p>Four questions had been sent to Board members seeking information to support the production of the annual report. Responses are required by 16 May.</p> <p>b) Training Sub-Committee. Positive feedback had been received following the annual conference. Some agencies were very well represented but others much less so, and all will need to consider how information on the conference is cascaded.</p> <p>Attendance at the training sub-committee has been poor but those Board members who completed the training needs analysis were thanked.</p> <p>c) Special Cases. Attendance at this sub-committee was reported as good. Over the past 12 months there has been a lot of pressure from Special Case Reviews. There is currently one pending case, two current SCRs and two current Local Case Reviews (one of which will soon be completed).</p> <p>d) Systems, Procedures and Guidelines. A number of procedures and protocols have recently been signed off. These include the lead-professional statement, the Runaway and Missing from Home Protocol and several pertaining to the operation of the MASH.</p> <p>e) Performance Monitoring. It was reported that consideration had been given to the monitoring of attendance at child protection conferences. However this had proved difficult to do, so attendance at a sample of conferences will be audited. One area of concern has been a lack of data on CAMHS waiting times. Another area concerns the number</p>	<p>All recipients of letter</p> <p>All recipients of letter</p>



	<p>of children temporarily in bed and breakfast accommodation.</p> <p>f) Update from Family Justice Board. Victoria Gould (Young People Legal Services Manager, WCC) reported that her section is currently managing 67 cases involving 121 children. Processing time is currently 26.6 weeks which is better than the regional average. The Family Justice Board is scheduled to meet in the W/B 9 May. It will be considering digitalisation and how it can help streamline the legal process.</p>	
<b>11</b>	<b>Reflections</b>	
	<ul style="list-style-type: none"> <li>• The breakout session had reinforced the benefits of training for front line Police officers</li> <li>• 16-18 is a real challenge. Teenagers can be “tricky” and the matter is made more challenging by the law.</li> <li>• Support is needed for the MASH Manager especially where staffing issues are concerned.</li> <li>• There is a clear need to have a link with housing authorities post assessment. Housing is critical for a good quality of life.</li> </ul>	
<b>12.</b>	<b>Other Business</b>	
	The impending retirement of Steve Ecclestone was noted. The Board thanked him for his hard work and wished him well for the future.	
	<b>The meeting closed at 17.01</b>	