

**PLYMOUTH SAFEGUARDING CHILDREN BOARD (PSCB)  
MINUTES OF THE FULL BOARD MEETING**

**25 SEPTEMBER 2009**

**PRESENT:**

Jim Gould - Independent Chair  
 Bronwen Lacey (Director for Services for Children and Young People, PCC)  
 Simon White (Safeguarding Business Manager, PCC)  
 Mairead MacNeil (Assistant Director of Children's Social Care, PCC)  
 Richenda Broad (Acting Assistant Director for Children and Young People)  
 Joy Howick (Children in the Community, Services for Children and Young People, PCC)  
 Kerry Todd (Adult Protection Coordinator, PCC)  
 Andrew Lloyd (Action for Children)  
 Benji Shoker (Youth Offending Team Manager, PCC)  
 Paul O'Sullivan (Director for Health Services for Children and Families, NHS Plymouth)  
 Sue Baldwin (Designated Nurse - Child Protection, NHS Plymouth)  
 Ian Tucker (Strategic Health Authority)  
 Elaine Hay (CAFCASS)  
 George Norman (Naval Personal and Family Service and Royal Marines Welfare)  
 Alison Kearnes (NSPCC)  
 Steve West (Devon and Somerset Fire and Rescue Service)  
 Andy Bickley (Devon and Cornwall Constabulary)

**APOLOGIES FOR ABSENCE:**

Mandy Cox (Strategic Health Authority)  
 Pam Marsden (Assistant Director Community Care, PCC)  
 Maureen Grimley (Chairing and Reviewing Manager, PCC)

		<b>ACTION</b>
<b>1</b>	<b>Welcome and Introductions</b>	
<b>1.1</b>	Jim Gould, Independent Chair welcomed those attending today's meeting.	
<b>1.2</b>	Apologies were received as detailed above.	
<b>2</b>	<b>Declarations of Interest</b>	
<b>2.1</b>	Jim Gould declared an interest for the agenda item 8 regarding hours allocated to the Independent Chair. JG also declared that he is a non Executive Member of the Cornwall and Isles of Scilly Healthcare Trust.	
<b>2.2</b>	There were no other declarations of interest reported.	
<b>3</b>	<b>Minutes of PSCB Meeting held on 25 September 2009 (Accuracy)</b>	
<b>3.1</b>	The minutes of the meeting held on 25 September 2009 were agreed as an accurate record.	

		<b>ACTION</b>
<b>4</b>	<b>Matters Arising</b>	
<b>4.1</b>	<b>7.1</b> Letter re attendance has been sent to all members.	
	<b>8.3</b> Claire Cordory will be attending the next Executive Meeting in November to discuss the make up and suitability of data sets.	Claire Cordory
	<b>8.5</b> Recording of missing children data to be considered as part of above discussion.	
	<b>8.8</b> Actioned and now included within data sets.	
	<b>8.9</b> Issue around GP attendance at child protection meetings will be managed by Paul O'Sullivan.	
	<b>8.11</b> Additional statistics around non attendance at training courses now included in data set information.	
	<b>8.12</b> Mairead MacNeil on behalf of the Professional Practice Sub Group will link in with Claire Cordory to discuss the collection and monitoring of data set information before CC meets with the Executive Group in November.	Mairead MacNeil
	<b>9.2</b> Maureen Grimley's report on SCRs will be discussed later in the meeting.	
	<b>12.2</b> To be discussed at Agenda Item 12.	
	<b>13.1</b> Safer Employment Quality Standards to be uploaded to the website.	Simon White
	<b>14.3</b> Bronwen Lacey has received the full list of members of the CDOP.	
	<b>15.2</b> Development of Working Protocol between MAPPA and the PSCB in progress.	Sue Baldwin
	<b>16.1</b> Presentation re Governance Arrangements in PCC on the agenda.	
	<b>17.1</b> Presentation re Governance Arrangements in the Police on the agenda.	
	<b>18.1</b> Presentation re Police 'Hydra' training around child protection and domestic abuse on the agenda.	
	<b>19.2</b> Recommendations for new Members to the Board on the agenda.	
	<b>20.4</b> Section 11 Audit report - Maureen Grimley attended the last Working Group meeting. Tony Staunton expressed his concern on the size and complexity of the proposed new tool. It was agreed to trial the Section 11 Audit tool in Plymouth during 2009.	
	<b>23.9 - 23.13</b> Mairead MacNeil commented on the actions from the SCR around the Little Ted's Nursery.	
	<b>23.19</b> PART TWO MINUTE	

		<b>ACTION</b>
	<p><b>23.21</b> PART TWO MINUTE</p> <p><b>23.24 - 23.24.5</b> All outstanding actions around the Little Ted's SCR have been actioned.</p> <p><b>24.1</b> Mairead MacNeil has feedback to the JCC regarding the Race Equality training / conference.</p> <p><b>24.2</b> Update around South West Child Protection Procedures - Sue Baldwin reported that Torbay were accessing the South West Procedures and there had been a misunderstanding around this issue. The South West Child Protection Procedures are fit for purpose.</p>	
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>5.4</b></p> <p><b>5.5</b></p>	<p><b>Rolling Action Points</b></p> <p>27 March 2009 (min 10.3) this action being picked up by Claire Cordory in agenda item 9.</p> <p>27 March 2009 (min 8.1.3). Objectives in the business plan will be updated in due course.</p> <p>Complaints procedure delayed due to capacity issues in Safeguarding Business Team.</p> <p>27 March 2009 (min 8.1.5) UK Border Agency has contacted the PSCB re membership of this group. Discussions have taken place with GOSW around their interest in joining the Bristol and Plymouth LSCB. Jim Gould to have a conversation with GOSW around this matter.</p> <p>Jim Webster was to lead a task and finish group to look at the process for referrals and the use of the CAF. It was decided that this action was no longer required and the new CAF Coordinator would be invited to give a presentation to the Board at the December meeting.</p>	<p>Jim Gould</p> <p>Simon White</p>
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p>	<p><b>Chair's Update and Extended Membership of the PSCB</b></p> <p>The Chair updated the board on his work programme and attendance at conferences / seminars etc since the last meeting. JG has met with GOSW on safeguarding and attended the Criminal Justice Board meeting regarding domestic violence. He has also met other independent Chairs, meetings coordinated by GOSW and attended a SW Safeguarding event. JG also had his first meeting with the Chief Executive of PCC.</p> <p>At the last meeting Morris Watts gave a presentation to the Board on domestic violence. It was identified that there is a close link between domestic abuse and safeguarding children. It was suggested that Morris should be invited to be an Officer in Attendance at Full Board Meetings.</p> <p>AGREED - Morris Watts to be invited to be an Officer in Attendance at future PSCB Full Board Meetings.</p>	<p>Simon White</p>

		<b>ACTION</b>
<b>6.3</b>	The Board then discussed other Full Board Membership and the need to extend an invitation to school Headteacher representatives from the Primary, Secondary and Special School sectors.  AGREED - to invite Headteacher representatives from the Plymouth Association of Primary Headteachers, Plymouth Association of Secondary Headteachers and the Special Headteachers Association of Plymouth, to join the Board.	Simon White
<b>6.4</b>	POS raised the issue of ensuring representation from the adult mental health in the sub groups so that we engage with their policy practices. JG added that we need to explore the links between this Board and Adult Social Care Board. RB offered to undertake research and look at best practice and comeback with some options.	Richenda Broad
<b>7</b>	<b>Latest Budget position / potential funding shortfall 2009/10</b>	
<b>7.1</b>	Simon White reported that the majority of the headings are on track to spend to target budget. There is a projected overspend against the SCR budget due to the cost of the Little Ted's SCR. There is an urgent need to increase the budget by at least £20,000 and a letter will be sent out next week to request additional contributions from members.	Simon White
<b>7.2</b>	Training is now a separate budget heading for ease of accounting. Training Sales currently stand at £38,000 and being utilised for additional training, materials, some temporary staff etc. Also need to build a reserve fund to pay the ongoing revenue costs of the new training suite which should be up and running by January 2010.	
<b>8</b>	<b>Draft Budget 2010/11</b>	
<b>8.1</b>	JG left the meeting for this item. At the beginning of 2009/10 the Board budgeted for 36 days work of the Independent Chair. It was subsequently agreed to fund 24 days and to reallocate the remaining funds to other budget headings.	
<b>8.2</b>	Obligations as Chair to keep up to date, expectations to attend regional and national meetings and to meet with lead members from all agencies.	
<b>8.3</b>	Cornwall Chair being paid for 36 days.	
<b>8.4</b>	Mairead MacNeil stated that the role of independent chair was growing bigger and bigger and that we should be budgeting for a minimum of 80 days. She thought that 36 was an underestimate. Chairs are now in short supply.	
<b>8.5</b>	Members agreed to support the proposal for 36 days paid work for the Independent Chair in 2010/2011 but would consider increasing this time to 48 days subject to a full cost analysis.	
<b>8.6</b>	Simon White and Bronwen Lacey to provide a further costing for 48 days per year. A final decision on the allocated working time of the Independent Chair to be agreed at the December board meeting.	

		<b>ACTION</b>
<b>8.7</b>	Simon White reported that the 3 year funding for the Child Death Review Panel, from the Area Based Grant, finishes at the end of the 2010/11 financial year. It was noted that without further external grant funding the cost of running the Child Death Review Panel would fall to member agencies to the Board. This may mean a considerable increase in member agency contributions to the pooled budget in 2011/12.	Simon White / Bronwen Lacey
<b>8.8</b>	JG returned back to the meeting.	
<b>9</b>	<b>Data sets / management information</b>	
<b>9.1</b>	Bullying - work to combat bullying continues to be a major priority area of our work.	
<b>9.2</b>	Racist Incidents - increase in reporting in the first quarter of the year with a 10% increase year on year.	
<b>9.3</b>	Accident Prevention - reviewing in Children and Young People Plan and looking to obtain more live data, showing different patterns between different age groups and neighbourhoods.	
<b>9.4</b>	Substance Misuse - concerns around the level of reporting noted and the need to encourage more secondary schools to take part in returns.	
<b>9.5</b>	Missing Children - numbers of young people looking at a reduction year on year. Quarterly report submitted and has shown real improvement in identifying why children are going missing.	
<b>9.6</b>	Private Fostering - required to submit an annual return on how quickly we respond to cases, very positive outcomes with 15 private fostering arrangements in the last year.	
<b>9.7</b>	MAPPA - high level of performance and multi agency engagement. 100% attendance at meetings.	
<b>9.8</b>	Domestic abuse - it has not been possible to obtain data on domestic abuse. The matter to be discussed further with Morris Watts, Domestic Abuse Partnership Manager.	Claire Cordory
<b>9.9</b>	CAF - CAF Coordinator post now filled and working closely with agencies and frontline staff. CAFs are being undertaken but not returned to Windsor House for tracking. Richenda Broad questioned the reliability of earlier data but stated that more robust reporting would now take place.	
<b>9.10</b>	Number of children with a Child Protection Plan - continues to rise - 250 at the end of July. The return also showed the breakdown in terms of the link to domestic violence. Mairead MacNeil stated that the Local Authority is aware of this increase but we need to look at this in line with the national picture.	

		<b>ACTION</b>
<b>9.11</b>	Attendance at Initial Conference - attendance is strong but GPs still not participating. It was suggested that GPs are not being notified at the right time. This will be rectified as a matter of urgency. It was noted that they are sending reports in, even though they are not attending. A suggestion was made to invite Paediatricians to such meetings - this is work in progress. More attendance from Children Centres was also suggested.  Mairead MacNeil to ensure that GPs receive timely notice regarding the need for their attendance at initial conference.	Mairead MacNeil
<b>9.12</b>	Attendance at Review - slightly lower than expected. All agencies to promote better attendance.	
<b>9.13</b>	Core Group Meetings - overall improving year on year.	
<b>10</b>	<b>Update on Serious Case Reviews</b>	
<b>10.1</b>	Maureen Grimley tabled a written update on SCRs and took the group through the content.	
<b>10.2</b>	PART TWO MINUTE	
<b>10.3</b>	PART TWO MINUTE	
<b>10.4</b>	PART TWO MINUTE	
<b>11</b>	<b>Update report on the action plan following a review of children subject to a child protection plan</b>	
<b>11.1</b>	Karen Morris reported on the updated action plan.	
<b>11.2</b>	It was recognised that the time children spend with a child protection plan should be shorter and this is being managed through the action plan.	
<b>11.3</b>	It was recognised that training is vitally important and should be ongoing. Alison Kearnes stated that to achieve confidence we need to have robust protection plans. These are complex needs, and there needs to be confidence that in the end we are getting this right. It was suggested that in some cases there is evidence that it has gone on too long. Bronwen Lacey suggested that the length of time children spend on Child Protection Plans can be influenced by the speed of court cases. Improvements need to happen as we are still outside the national guidelines; it was recognised that this has a lot to do with court capacity.  Bronwen Lacey and Mairead MacNeil to raise this issue in future meeting they have with Family Court Judges and officials.	Bronwen Lacey / Mairead MacNeil
<b>12</b>	<b>Progress report on agency actions following Haringey JAR Audit</b>	
<b>12.1</b>	This item has been deferred to the next meeting.	Sue Baldwin / Maureen Grimley

		<b>ACTION</b>
<b>13</b>	<b>Presentation - Independent Safeguarding Authority Vetting and Barring Scheme</b>	
<b>13.1</b>	<p>SW gave a presentation to the Board on Independent Safeguarding Authority Vetting and Barring Scheme. He reported that the scheme will involve:</p> <ul style="list-style-type: none"> <li>• new and improved processes to monitor and check suitability to work with children and young people</li> <li>• the scheme will not absolve employers of their other responsibilities for safer recruitment</li> <li>• this is not a complete solution</li> <li>• this is a national registration scheme</li> <li>• a new application form to be completed, similar to existing CRB application form.</li> <li>• it will be illegal from 26 July 2010 to employ anyone to work with children and young people if they are not a member of the scheme</li> <li>• there will be a continuous updating of an individual's status in the scheme</li> <li>• free on-line status checks</li> <li>• extra safeguarding will be built into the process</li> <li>• agencies need to cascade details of the scheme and individual responsibilities to their paid and voluntary workforce</li> <li>• a similar presentation will be made to the Safer Employment Sub Group and the Day Care Providers Network. The presentation has already been provided to schools.</li> </ul>	
<b>14</b>	<b>Presentation - Governance Arrangements and Management of Safeguarding within Plymouth City Council</b>	
<b>14.1</b>	MM gave a presentation to the Board on governance arrangements around safeguarding, in Plymouth City Council.	
<b>15</b>	<b>Presentation - Governance Arrangements and Management of Safeguarding within Devon and Cornwall Constabulary</b>	
<b>15.1</b>	This item has been deferred to the next meeting.	Andy Bickley
<b>16</b>	<b>Annual PSCB Conference 2009</b>	
<b>16.1</b>	The conference will be on the topic of Attachment and Neglect. The Keynote speaker will be David Howes, leading expert in the field and University Lecturer. The conference will be held on Thursday 25 February 2010.	
<b>17</b>	<b>Audit of PSCB Governance Arrangements</b>	
<b>17.1</b>	PCC Audit to undertake an audit of the PSCB governance arrangements, in November 2009.	
<b>18</b>	<b>Presentation - Review of Metropolitan Police 'Hydra' Training on Child Protection and Domestic Abuse</b>	
<b>18.1</b>	This item has been deferred to the next meeting.	Andy Bickley

		<b>ACTION</b>
<b>19</b>	<b>Any Other Business</b>	
<b>19.1</b>	An Extraordinary Board Meeting to take place on 6 November 2009 regarding the critical incident at Little Ted's Nursery. A letter will be sent to members next week to confirm the arrangements.	Simon White
<b>20</b>	<b>Date of next meeting</b>	
<b>20.1</b>	AGREED that the next PSCB meeting will take place on 18 December 2009.	