



**Minutes of**

**Herefordshire Safeguarding Children Board**

**Monday 17 October 2016 - 9.30 am to 12.30 pm  
Fownhope/Leominster Room  
Plough Lane**

<b>Present:</b>		
Jo Davidson (Chair)	JD	Director of Children's Wellbeing Services, HC
Adam Scott	AS	Assistant Director, Safeguarding and Family Support, HC
Lynne Renton	LR	Deputy Chief Nurse, CCG
Tom Currie	TC	Assistant Chief Officer, Head of Service for NPS (West Mercia)
Phil Kendrick	PK	Commissioning, Performance and Quality Assurance Manager, YOS
Andrea Westlake	AW	Interim Public Health Specialist, HC (Public Health representative)
Sue Thomas	ST	Superintendent, Local Policing Commander for Herefordshire, West Mercia Police
Sian Bailey	SB	Headteacher, Blackmarston School - Special Schools representative
Dale Taylor	DT	Specialist Safeguarding Practitioner, 2gether NHS Trust (left at 11.30)
Lucy Flanagan	LF	Director of Nursing, Wye Valley NHS Trust
Dame Oremi Evans	OE	Headteacher, The Brookfield School & Specialist College (left at 10.50)
Lisa Beavan	LB	Learning and Development Officer, HSCB
Mandy Appleby	MA	Head of Safeguarding and Principal Social Worker, HC
Dan Jones	DJ	Senior Probation Officer, Warwickshire & West Mercia CRC
Richard Hibbs	RH	Lay member, HSCB
<b>In attendance:</b>		
Steve Eccleston	SE	Manager, Safeguarding Boards Business Unit
Ed Hughes	EH	Business Support Coordinator, Safeguarding Boards (notes)
Ian Anderson	IA	Health Improvement Practitioner, HC, attended for item
Gordon Murray	GM	Childrens Joint Commissioning Manager, HC, attended for item
<b>Apologies:</b>		
Dr Sally Stucke	SS	Designated Doctor, CCG
Debra Baldwin	DB	Director of Personnel and Senior Designated Safeguarding Person, Herefordshire and Ludlow College - FE Colleges representative
Anne Owen	AO	Interim Executive Lead Nurse, CCG
George Branch	GB	Assistant Chief Officer, Warwickshire & West Mercia CRC
Cllr Jonathan Lester	JL	Lead Member, Children's Wellbeing, HC
Alison Curson	AC	Deputy Director of Nursing, 2gether NHS Trust
Margo Evans	ME	Manager, Oaks Ltd Childrens Centre - Early years representative
Steve White	TC	Service Manager, CAF/CASS
Jason Wells	JW	Detective Superintendent, Head of Specialist Operations, West Mercia Police
Adele McGuigan	AM	Regional IDVA, Safeguarding and Children/Young People Support Services Manager, West Mercia Women's Aid
Chris Baird	CB	Assistant Director Commissioning and Education, HC
Sally Halls	SH	Independent Chair, Herefordshire Safeguarding Children Board

1.	<b>Introduction</b>	
	<p>The Chair welcomed all to the meeting and introductions were made.</p> <p>RH informed the Board that David Stevens (Lay Member) has tendered his resignation. The Chair noted the resignation and on behalf of the Board thanked DS for his contribution to safeguarding in Herefordshire over the last few years.</p>	
2.	<b>Minutes of last meeting, matters arising and action log</b>	
	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting on 25/07/16 were approved, other than the fact that OE noted that she had given her apologies for the meeting, but these were not recorded.</p> <p>It was agreed that the file copy will be changed.</p> <p><u>Matters arising from the minutes</u></p> <p>None</p> <p><u>Action Log (See Action Log for full details)</u></p> <p>Action No. 35 (27/01/2016) Ref. 5 <i>Selfie Project Update – Completed and removed from Action Log</i></p> <p>Action No. 37 (25/04/2016) Ref. 1 <i>Participation Contract – Completed and removed from Action Log</i></p> <p>Action No. 42 (25/04/2016) Ref. 3 <i>CSE The Children’s Partnership was asked to review commissioning arrangements for therapeutic services, and progress with the JSNA re CSE.</i> <b>Ongoing - The Board requested that a timescale is confirmed for this action, and that it is included in the JSNA update. SE to follow up and report back at the next meeting.</b></p> <p>Action No. 45 (25/04/2016) Ref. 7 <i>Unaccompanied Asylum Seekers &amp; Refugees</i> <b>The Board decided that this action could now be closed and removed from the Action Log, and the issue could be reported to Board on an exception basis.</b> <b>It was noted that at the last Chairs meeting an update on this issue was requested from Amy Whiles (HC Refugee and Asylum Seeker Coordinator) who is coordinating this area of work incorporating reports from Ewen Archibald and Gill Cox. The Board agreed that this update report should come to a future HSCB meeting.</b></p> <p>Action No. 46 (25/07/2016) Ref. 3.1 <i>Serious Safeguarding Issues – Completed and removed from Action Log</i></p>	<p>Steve Eccleston</p> <p>Steve Eccleston / Ewen Archibald</p>

	<p>Action No. 47 (25/07/2016) Ref. 3.2 <i>Return Interviews</i> – <b>Completed and removed from Action Log</b></p> <p>Action No. 48 (25/07/2016) Ref. 4.1 <i>Case Conferences</i> – <b>Ongoing, AS to report back at next meeting</b></p> <p>Action No. 49 (25/07/2016) Ref. 4.2 <i>Early Help</i> - <b>Completed and removed from Action Log</b></p> <p>Action No. 50 (25/07/2016) Ref. 4.3 CP Plans - <b>The Board decided that this action could now be closed and removed from the Action Log, and the issue could be reported to Board on an exception basis.</b></p> <p>Action No. 51 (25/07/2016) Ref. 4.4 Compliance (S11) - <b>Ongoing, S11 report to go to next Children’s Executive Group meeting, incorporating Action 53 below.</b></p> <p>Action No. 52 (25/07/2016) Ref. 4.5 <i>Commissioning (substance misuse)</i> - <b>Completed and removed from Action Log</b></p> <p>Action No. 53 (25/07/2016) Ref. 4.6 <i>Commissioning (S11)</i> – <b>Ongoing, see Action 51 above.</b></p> <p>Action No. 54 (25/07/2016) Ref. 5.1 <i>Graded Care Profile</i> – <b>Ongoing, LB to follow up with Policy &amp; Procedures Sub Group. Ensure that development of Neglect Strategy is added to DSL training. Find out if they are drawing in neglect strategies from other areas, and what are the timescales.</b> <b>To be brought back for approval at next Board meeting</b></p> <p>Action No. 55 (25/07/2016) Ref. 5.2 <i>2016-7 Budget</i> - <b>Completed and removed from Action Log</b></p> <p>Action No. 56 (25/07/2016) Ref. 5.3 <i>The Voice of the Practitioner</i> - <b>Completed and removed from Action Log</b></p> <p>Action No. 57 (25/07/2016) Ref. 6.1 <i>HSCB Annual Report</i> - <b>Completed and removed from Action Log</b></p>	<p><b>Adam Scott</b></p> <p><b>Lynne Renton</b></p> <p><b>Lisa Beavan</b></p>
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3	<b>Serious safeguarding issues / Examples of good practice / Other issues</b>	
3.1	<p>LR reported that a provider has temporarily closed the minor injury unit in Kington, because of potential issues around staff training. CCG are currently seeking assurance that staff training is sufficient in relation to safeguarding.</p> <p>SB reported that there was an issue regarding low levels of awareness in schools of the Graded Care Profile (GCP). She had a pupil that is being supported now, but who would have been able to have received appropriate support much sooner if staff had been more aware of the GCP prior to the last Board meeting in July. She felt that GCP should be included in all schools safeguarding training.</p> <p>OE reported that there was an escalating situation in school regarding groups of young people sending offensive texts. Parents are aware, and are involved, as are the Police. It was noted that this is potentially a CSP issue.</p> <p>LF reported that the Wye Valley NHS Trust inspection report will be made public on 31<sup>st</sup> October.</p> <p><b>Action (LF) – To inform the Board of any relevant issues arising from the WVT inspection report as soon as possible, to ensure that members are kept updated.</b></p> <p>ST reported that the report from the recent Police inspection is not likely to be published until the New Year.</p> <p>JD reported that the draft SEND inspection letter is due to be received in the next couple of weeks.</p>	Lucy Flanagan
4.	<b>Strategic Priority 4: Early Help</b>	
	a) Implementation of Early Help Offer, Strategy and Progress Update on the Leominster Pilot	
	<p>GM presented the Early Help report to the Board and the following points were noted:</p> <p><u>Voluntary and Community Sector (VCS) involvement</u></p> <p>The report outlined the ways in which it is envisaged that the VCS will continue to be involved in supporting families and local communities. PK said we must ensure that these groups have safe volunteer recruitment arrangements. GM assured members that this had been considered and that the issue will be added to the relevant risk register. AW reminded members that there are nationally available accreditation standards that can be used</p> <p><u>Wellbeing Information and Signposting for Herefordshire (WISH)</u></p> <p>The report referred to the WISH website as the way that both families and professionals can identify available resources and support. Not all Board members were aware of the site and it was felt that awareness of WISH should be better amongst professionals and practitioners.</p>	



4.2	<p>1. As a group, what would you identify as a key risk</p> <p>2. As a group, what do you feel that the Board should be doing that we are not?</p> <p>After 10 minutes the meeting reconvened and the groups responses were recorded as follows:</p> <p><b>Group One</b></p> <p>1. Legal status of 16 / 17 year olds; as procedures are not set up to deal with risk taking adolescents.</p> <p>2. Introduction of procedures for risk taking adolescents.</p> <p><b>Group Two</b></p> <p>1. The perpetrator in the 'Lucy' SCR case was under 18 in the beginning, and was never seen as a victim, only as the perpetrator.</p> <p>2. The Herefordshire perpetrator programme only looked at adults, not young people. It is hard to find good practice for perpetrator programmes in relation to either adults or young people, though Telford and Wrekin are known to be good in this regard.</p> <p><b>Action (SE) – To follow up on the perpetrator programme review being carried out by the DVA Sub Group, and report back to the Board at the next meeting.</b></p> <p><b>Group Three</b></p> <p>1. The biggest risk is to sit here and do nothing.</p> <p>2. Awareness raising programme.</p> <p><b>Group Four</b></p> <p>1. Where does monitoring take place, from a Board point of view?</p> <p>2. Levels of Need (how are lower level safeguarding issues dealt with? The Board needs to remain sighted on this issue.</p> <p>Following this discussion, it was agreed that SE would collate group responses and incorporate them into the multi-agency assessment which is being carried out in relation to domestic violence.</p>	Steve Eccleston
5.	Assurance report: Review of the current contract for substance misuse services	
	<p>IA presented the Substance Misuse report to the Board and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The lack of staff at the provider has affected the quality of service, and whilst this is being addressed, some challenges remain.</li> <li>• The provider do not yet have a local policy on safeguarding that is best practice, though one is being developed, and pathway and local protocol are being agreed. The Board noted that this is a cross cutting issue.</li> <li>• There is a Board policy on Hidden Harm in relation to substance misuse, but it requires updating, and it is not clear whether the provider maps services against this.</li> <li>• AW noted that she would like to see a recovery plan from the provider.</li> </ul>	

5.1	<p><u>Board response to the report</u></p> <p>The chair thanked IA for coming to present the report. It was clearly a service area where improvement was needed.</p> <p>The Board feels that the 'direction of travel' is the right one, and that Commissioners are working with the provider to address all of the issues raised.</p> <p><u>Actions</u></p> <p><b>Action (IA) To produce a follow up assurance report to be presented at the next meeting, and following that, to report back by exception only.</b></p> <p>The Board requested that the Policy &amp; Procedures Sub Group look at and update the Hidden Harm policy.</p>	Ian Anderson
5.2	<p><b>Action (LB) to follow this up with Policy &amp; Procedures Sub Group, via Hazel French. Ensure that Hidden Harm is put on the P&amp;P Workplan, and that the provider is co-opted to attend the meeting. The issue will also need to go onto the HSAB (adults) P&amp;P work plan as it affects both Boards.</b></p>	Lisa Beavan
6.	<b>Delivering the HSCB Business Plan</b>	
	a) Executive Report	
6.1	<p>SE presented the Executive Group report to the Board and the following points were noted:</p> <p><u>Early Help</u></p> <ul style="list-style-type: none"> <li>• The Board approves the proposal that there should be a change of term from 'Common Assessment Framework' (CAF) to 'Early Help Assessment'.</li> <li>• The Board reminded members that they have a responsibility within their agencies to promote Early Help, and ensure that all staff are up to speed.</li> <li>• Early Help should be seen as an approach, not a service.</li> <li>• The Board noted that Early Help audit highlighted the lack of formal governance in place for Early Help in terms of oversight of the early help arrangement and governance in reporting. The QA subgroup is to formally write to the Chair of CYP Board, Councillor J Lester in respect of formal governance arrangements.</li> <li>• Feedback from schools is that the Early Help initial assessment form is not user friendly and is cumbersome. Changes to the previous form were not discussed with schools.</li> </ul> <p><b>Action - Progress change of term from 'Common Assessment Framework' (CAF) to 'Early Help Assessment'. Nicky Turvey to follow up with Policy and Procedures Sub Group.</b></p>	Nicky Turvey

6.2	<p><u>LADO Referrals</u></p> <ul style="list-style-type: none"> <li>It was confirmed that contact details for the LADO and the LADO referral process can be found on the HSCB website using the following link:  <a href="https://herefordshiresafeguardingboards.org.uk/news/new-lado-contact-details/">https://herefordshiresafeguardingboards.org.uk/news/new-lado-contact-details/</a></li> </ul> <p>Members were encouraged to access the information and pass on to staff so that they know where to find the LADO contact details, if required.</p> <p><u>Private Fostering</u></p> <p>It was agreed that over a number of years the number of and awareness of private fostering arrangements remained stubbornly low. This was despite various awareness raising campaigns. It was agreed that a different more targeted approach was needed and that as a priority there needs to be a greater awareness of private fostering within schools, GPs and Early Years settings</p> <p><b>Action (AS/ OE/ SB/ LR) to progress this awareness raising exercise. LR to produce a briefing to be circulated around GP practices.</b></p>	AS/ OE/ SB/ LR
	b) 2016-17 Budget	
	SE presented the revised 2016-17 Budget report to the Board and the report was noted.	
	c) MARAC Report	
6.3	<p>SE presented a verbal report on MARAC to the Board and the following points were noted:</p> <ul style="list-style-type: none"> <li>There is no domestic abuse triage in Herefordshire currently.</li> <li>Staff are planning to look at a Worcester pilot process to see whether there is a fit for Herefordshire, although the data is not available yet.</li> <li>It is thought the evaluation data will go to the Worcestershire SCB for review before being made available to others.</li> </ul> <p><u>Board response to the report</u></p> <p><b>The Board requests that the DV Sub Group to follow up on this issue, working with MASH and Early Help colleagues. Given the length of time it is likely to take the Worcestershire pilot to report, he group should make a decision on the Worcestershire pilot scheme, and report back at the next meeting. SE to feed issue back to DV Sub Group.</b></p>	Steve Eccleston
7.	<b>SCR Update</b>	
	SE presented a report on SCR 'Family HJ' and the amendments to publication arrangements were approved by the Board.	
8.	<b>Any Other Business</b>	
	<p><u>YOS Restructure</u></p> <p>PK gave a verbal update on the YOS restructure as follows:</p>	

	<ul style="list-style-type: none"><li>• YOS has changed name to the West Mercia Youth Justice Service with effect from 1<sup>st</sup> October this year.</li><li>• There will be a new team manager for Herefordshire.</li><li>• A reduction in staff numbers may have an impact on attendance at meetings.</li></ul>	
	<p>Meeting closed at 12.30</p> <p>Date of next meeting:</p> <p>25 January 2017 9.30 to 12.30pm, Fownhope and Mordiford rooms Plough Lane, Hereford.</p>	