



## Minutes of Herefordshire Safeguarding Children Board

**Monday 15 January 2018, 9.30am to 1.00pm  
Plough Lane, Hereford**

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| <b>Present:</b>       |    |  |
| Sally Halls           | SH | Independent Chair, Herefordshire Safeguarding Children Board   |
| Chris Baird           | CB | Director of Children's Wellbeing Services, Herefordshire Council   |
| Alison Curson         | AC | Deputy Director of Nursing, 2gether NHS Foundation Trust   |
| Lynne Renton          | LR | Acting Director of Nursing, NHS Herefordshire CCG  |
| Councillor J Lester   | JL | Deputy Leader and Lead Member, Children's Wellbeing (participant observer)   |
| Emma Shearer          | ES | Headteacher, Riverside Primary School, primary schools representative  |
| Sian Bailey           | SB | Headteacher, Blackmarston School - special schools representative  |
| Tim Knapp             | TK | Headteacher, Whitecross School, secondary schools representative   |
| Sue Thomas            | ST | Superintendent, Local Policing Commander for Herefordshire, West Mercia Police   |
| Adele McGuigan        | AM | County Manager, West Mercia Women's Aid  |
| Lucy Flanagan         | LF | Director of Nursing, Wye Valley NHS Trust  |
| Debra Baldwin         | DB | Director of Personnel and Senior Designated Safeguarding Person, Herefordshire and Ludlow College - FE Colleges representative |
| Denise Griffiths      | DG | WMRSASC representing Jocelyn Anderson (left 11.45)   |
| Philip Hudson         | PH | Lay Member   |
| Keith Barham          | KB | Deputy Head of Service, West Mercia Youth Justice Service  |
| <b>In attendance:</b> |    |  |
| Bill Joyce            | BJ | Interim Manager, Safeguarding Boards Business Unit   |
| Ed Hughes             | EH | Business Support Coordinator, Safeguarding Boards Business Unit  |
| Lisa Beavan           | LB | Learning & Development Officer, Safeguarding Boards Business Unit  |
| <b>Apologies:</b>     |    |  |
| Dr Sally Stucke       | SS | Designated Doctor, NHS Herefordshire CCG   |
| Carly Manning         | CM | Safeguarding Manager, West Mercia Ambulance Service  |
| Jocelyn Anderson      | JA | Chief Executive Officer, WMRSASC representing HVOSS  |
| Margo Evans           | ME | Manager, Oaks Ltd Childrens Centre - early years representative  |
| David Cookson         | DC | Deputy Head of Service, National Probation Service   |
| <b>Absent:</b>        |    |  |
| George Branch         | GB | Assistant Chief Officer, Warwickshire & West Mercia CRC  |
| Julie Shaw            | JS | Service Manager, CAF/CASS  |
| Adam Scott            | AS | Assistant Director, Safeguarding and Family Support, Herefordshire Council   |
| Helen English         | HE | Quality Lead, NHS England  |

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| 1. | <b>Introduction</b>   |  |
|    | The Chair welcomed all to the meeting and introductions were made. Philip Hudson was welcomed as the new HSCB Lay Member.   |  |
| 2. | <b>Minutes of last meeting, matters arising and action log</b>  |  |
|    | <p><u>Minutes of the last meeting</u><br/>The minutes of the last meeting on 09.10.17 were approved as an accurate record.</p> <p><u>Matters arising from the minutes</u><br/>None</p> <p><u>Action Log</u></p> <p>Action No. 69 (25/01/2017) Ref. 7.1<br/>CSE Strategic Group - Criminal Justice agencies (YJS/CRC/NPS) to discuss arrangements for representation on the CSE Strategic group.<br/><b>Ongoing – David Cookson to follow up on behalf of NPS and confirm arrangements for representation on the CSE strategic subgroup as soon as possible.</b></p> <p>Action No. 77 (10/07/2017) Ref. 4.1<br/>Bishop Peter Ball case – SE to request assurance for the Board regarding the response to the Gibb Review by the Diocese.<br/><b>CLOSE – BJ and MM met on 31.10.17, MM advised that strategy and action plan being produced which will be presented at February HSCB Executive meeting. MM will also be linking in with Section 11 audit process. Similar meeting held on 05.01.18 with Headmaster of Hereford Cathedral School.</b></p> <p>Action No. 78 (10/07/2017) Ref. 5.1<br/>Professional disagreements - Policy and Procedures, and Case Review subgroups to review the current procedure for ‘resolving professional differences’ (escalation) and determine whether the procedure needs revision. If so, to agree how this will be achieved (which could include it being incorporated in the neglect implementation plan).<br/><b>CLOSE - Work has taken place on revisions. Will be discussed at next available HSCB Policy &amp; Procedures sub group meeting.</b></p> <p>Action No. 79 (10/07/2017) Ref. 7.1<br/>Executive Report - Recommission Police report on sexual offences against children, for completion by and discussion at September Executive meeting and October Board meetings (HSCB and CSP).<br/><b>CLOSE – ST proposing that sexual offences involving children is no longer a CSP priority, although the work will remain within the control of the CSP.</b></p> <p>Action No. 80 (10/07/2017) Ref. 8.1<br/>The business unit would work with the relevant subgroups to complete and implement the action plan - The findings of the audit would be shared in the</p> |  |

following ways:

Creation of '7 minute learning' sheet (LB)

Inclusion in practitioner forum (AC)

Inclusion in Safeguarding Boards newsletter (LB)

**CLOSE - Learning briefings have been produced. The theme of the next Practitioner Forum event on 15 February is: "Putting it into practice - Learning from local and national case reviews and audits".**

Action No. 81 (09/10/2017) Ref. 4.1

Child protection conference training – All members to ensure that all appropriate staff within their agencies and departments attend child protection conference training.

**CLOSE**

Action No. 82 (09/10/2017) Ref. 4.2

Housing representative on HSCB – BJ follow up with Ann Sutcliffe Director, Independence Trust (HSAB member) to discuss housing representation at future HSCB meetings.

**Ongoing - The discussion took place. They are reviewing internally and will respond with a nominated representative to attend HSCB.**

Action No. 83 (09/10/2017) Ref. 4.3

HSCB Annual Report – All to send any final comments and feedback on the Annual Report to the Business Unit by 16 October latest, prior to publication at the end of October.

**CLOSE**

Action No. 84 (09/10/2017) Ref. 6.1

Sexually harmful behaviour – LR/AS to oversee development of a care pathway for children who exhibit sexually harmful behaviour.

**Ongoing – follow up at next meeting**

Action No. 85 (09/10/2017) Ref. 6.2

'No names' consultation – WMWA to provide information on the service to EH to be uploaded to the HSCB website and sent to Board members and communications contacts for circulation.

**Ongoing – close when completed.**

Action No. 86 (09/10/2017) Ref. 6.3

Early help scorecard - QA subgroup and Early Help Manager to consider how the early help analysis can be improved and developed.

**CLOSE - CYPP is being refreshed which will include the Early Help offer, and a new scorecard is being developed as part of this work. In addition a regional Early Help scorecard is being considered.**

Action No. 87 (09/10/2017) Ref. 7.1

CSE audit - CSE Subgroup to review the audit recommendations on behalf of the Board, agree what is reasonable / not reasonable, and what is already underway, in order to refine the recommendations. The subgroup should

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|    | <p>engage with relevant staff to review the current position and report back to the next Executive meeting once all of the work has been completed.</p> <p><b>CLOSE</b></p> <p>Action No. 88 (09/10/2017) Ref. 7.2<br/>CSE audit - Prevent and Disrupt group to review their information on the HSCB site and feedback any additions or amendments to EH.</p> <p><b>CLOSE</b></p> <p>Action No. 89 (09/10/2017) Ref. 8.1<br/>GCP2 - Board members to think about which staff within their agency/department are to be trained in GCP2 when the training of practitioners begins, including who should be trained first.</p> <p><b>CLOSE</b></p> <p>Action No. 90 (09/10/2017) Ref. 10.1<br/>MOSAIC access for Children's Centre staff – CB/AS to follow up with the project leader who is overseeing the implementation of the revised MOSAIC access arrangements, to ensure there are no unintended consequences arising from withdrawal of access to the system by key groups of staff.</p> <p><b>CLOSE – This is being reviewed alongside the introduction of the GDPR data protection regulations being introduced in April 2018.</b></p> |  |
| 3. | <b>Serious safeguarding incidents</b>   |  |
|    | <p>LF gave a brief update on the Herefordshire surgeon, widely reported in local and national media who was convicted of two counts of assault. He has been sentenced to a 12 month community order with 120 hours of unpaid work, and fined £10,000.</p> <p>LF also noted that she had recently taken two cases that involved children to the Joint Case Review sub group (Adults) for consideration. One case was deemed to be single agency as it did not meet the threshold for multi agency review, and the second case was an initial inquiry only and further information was requested in order that it could be resubmitted for consideration at a future meeting.</p>   |  |
| 4. | <b>Board Priorities – CSE and Missing</b>   |  |
|    | <p><u>Update report on CSE Strategy and progress with actions from CSE audits</u></p> <p>BJ presented the above CSE update report to the Board, covering the following:</p> <ul style="list-style-type: none"> <li>- Profile of CSE in Herefordshire.</li> <li>- Children and young people missing profile</li> <li>- Activity in relation to CSE</li> <li>- CSE Case auditing</li> <li>- CSE delivery plan</li> <li>- Child Abduction Warning Notices (CAWN)</li> <li>- Further developments</li> </ul>  |  |

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| <p>4.1</p> | <p>Overall, the report described an improving picture overall, with some effective developments and activities highlighted. However, during discussion a number of concerns and areas for improvement were noted, as follows:</p> <ul style="list-style-type: none"> <li>▪ Issues regarding information sharing about intervention with families across agencies. There does not appear to be a mechanism for sharing concerns below 'level 4', in circumstances where parents are not requesting early help.</li> <li>▪ ST stated that with regard to CSE from a Herefordshire Police perspective, there is currently a small unit and more resources have been requested, however Herefordshire would be unlikely to be allocated additional resources without an increase in the Police and Crime Commissioner Precept, to provide the funding. It was also noted that increased Police resources would lead to higher numbers of cases being investigated.</li> <li>▪ Police have a current operation which is investigating 'pop-up brothels'. Operators are known to be using sophisticated methods including the use of websites such as Booking.com and others. There is a possibility that there may be links to CSE.</li> <li>▪ More targeted information for parents regarding online safety is needed (WMWA can provide this to schools free of charge).</li> <li>▪ The data referenced in the report was generally out of date.</li> <li>▪ There is at present no clear mechanism in place for collating and sharing intelligence from schools about possible CSE concerns.</li> </ul> <p>DI Ross Jones was thanked by the Chair for his work as Chair of the Prevent &amp; Disrupt Group. A reorganisation within the Police has led to him being replaced in that role by DI Jon Roberts.</p> <p><u>CSE &amp; Missing performance update (scorecard)</u></p> <p>The CSE scorecard was noted and discussed. CB asked whether as a board, HSCB members are fully sighted, as the data is not always current. Verbal updates are often more up to date than the scorecard data. What do 'good' scorecards look like in other areas?</p> <p>LR informed members that there is a basic regional scorecard, but when this has been presented in the past, more details have been asked for.</p> <p><b>Action – LR with the Business Unit to agree improvements to the scorecard data and provide an updated picture of CSE in Herefordshire.</b></p> <p>The CSE report contained five questions for the board as follows:</p> <p><b>Do all partner agencies understand CSE and how to recognise and report?</b><br/> <b>Do we have a good understanding of the issue of CSE in Herefordshire?</b><br/> <b>Are we confident in the services and processes in responding to CSE?</b><br/> <b>Are there any gaps in services?</b><br/> <b>Are there any gaps in our knowledge?</b></p> <p>Members split into small groups and spent 15 minutes thinking about the questions. They then reconvened to discuss their thoughts which were as</p> |  |
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| 4.2 | <p>follows:</p> <ul style="list-style-type: none"> <li>• Recognising and Reporting - The sharing of information, including low level information could be better. Awareness of any platforms for multi-agency information sharing would be helpful.</li> <li>• Understanding CSE in Herefordshire – Members felt that it is early days, the direction of travel is correct but more work is needed. Noted that Police do not receive many referrals about ‘online’ CSE.</li> <li>• Should we as a board have ‘Exploitation’ rather than CSE as a priority, which would enable more areas of the issue to be brought in? If we were to consider this we would need to have a discussion with the CSP Board to see what they might be doing on this issue.</li> <li>• Services and Gaps – Absences from school and numbers of pupils on reduced timetables would be useful information to include in future reports.</li> <li>• Is the Early Help information sharing pathway understood by all agencies?</li> <li>• Should the Joint Targeted Area Inspection (JTAI) standards be revisited, so that the board can be assured that agencies would be ready for an inspection?</li> </ul> <p><b>Action – CSE subgroup to address the Early Help information sharing pathway in relation to CSE concerns, and to review current position in Herefordshire against the relevant JTAI CSE standards.</b></p> <p>The report was noted, and it was noted that a further report to the board would be presented as per the agreed reporting cycle.</p> |  |
| 5.  | <p><b>Scrutiny / Assurance – CDOP Annual Report</b></p>  |  |
| 5.1 | <p>LB presented the CDOP Annual Report to the Board, covering statistical information relating to child deaths in Herefordshire for 2016/2017.</p> <p>The discussion highlighted difficulties in obtaining ‘Form B’ paperwork from certain agencies within statutory timescales, as well as instances where there were modifiable factors identified by the panel.</p> <p>LF identified that the report highlighted the location of deaths for neonatal and postnatal deaths, including those attributed to “neonatal ward Hereford” and “SCBU Hereford”.</p> <p>She noted that Wye Valley NHS Trust does not have two separate wards and the implied distinction in the report needed to be corrected.</p> <p><b>Action – LB/LF to correct the reference to “neonatal ward Hereford” and “SCBU Hereford” within the CDOP Annual Report.</b></p> <p>The report was noted and agreed, subject to the above correction prior to publication.</p>   |  |
| 6.  | <p><b>Board Effectiveness – Delivering the Board Business Plan</b></p>   |  |
|     | <p><u>Executive Report</u></p> <p>BJ presented the Executive Report to the Board, with updates on the following:</p>   |  |

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| <p>6.1</p> | <ul style="list-style-type: none"> <li>- Board priorities</li> <li>- Assurance reporting</li> <li>- Areas of risk</li> <li>- Reports from Sub Groups</li> </ul> <p>The report contained twelve recommendations for the Board.<br/>Board member comments/actions are shown in <b>BOLD</b> below the relevant recommendation.</p> <p><b>The following recommendations were agreed for all Board members to take forward within their own agencies as follows:</b></p> <p><b>Recommendation 1.</b><br/>First line and senior managers to buy into and support the use of GCP2.<br/><b>It was noted that Board members need to consider what is required within their agencies to ensure ‘buy in’ by their staff.</b></p> <p><b>Recommendation 2.</b><br/>Address lack of management oversight and supervision (as identified in neglect case audits).</p> <p><b>Recommendation 3.</b><br/>Promote the use of Chronologies (single and multi-agency) (as identified in neglect case audits).</p> <p><b>Recommendation 5.</b><br/>Ensure that telephone referrals to the MASH are followed up with a MARF.</p> <p><b>Recommendation 10.</b><br/>Engage and seek commitment from partner agencies to raise awareness regarding the identification and need to refer private fostering arrangements.</p> <p>The remaining recommendations were determined as follows:</p> <p><b>Recommendation 4 - NOTED.</b><br/>Ensure partners are familiar with the resolution of professional disagreement policy.<br/>Action: The Business unit will organise a relaunch of the professional disagreement policy.</p> <p><b>Recommendation 6 - AGREED.</b><br/>The neglect score card to be included in the QA sub group work plan and reporting undertaken by the QA sub group.</p> <p><b>Recommendation 7 - AGREED.</b><br/>The neglect training and reporting on the training should be taken up by the Workforce Development sub group.</p> <p><b>Recommendation 8</b><br/>The Executive did not agree to make the use of GCP2 mandatory within the safeguarding process, but proposed instead that its use should be promoted at all levels and its use monitored.<br/><b>The view of the Executive was NOT ENDORSED by the Board,</b> and concern was expressed that not making GCP2 mandatory sends mixed messages.<br/><b>The Executive was asked to re-examine the decision not to make GCP2 mandatory, at their next meeting.</b></p> |  |
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| <p>6.3</p> <p>6.4</p> | <p><b>Recommendation 9</b><br/>The Board was asked to note and agree the measures recommended by the Executive (in relation to domestic abuse issues recorded under priority 4 safeguarding vulnerable children). <b>These were NOTED and AGREED.</b></p> <p><b>Recommendation 11.</b><br/>Partners should be asked to report on what issues, practices and resources are available for addressing and supporting work related to transgender issues.<br/><b>This was agreed, and the Business Unit was requested to determine the most effective way to establish the current position regarding transgender issues.</b></p> <p><b>Recommendation 12.</b><br/>HSCB partners should consider the view of the Practitioners' Forum regarding difficulties experienced by children in the transition to adult services). In terms of planning, it was confirmed that 'transitions' currently sits with CYPP's Children with Disabilities Group. This was felt to be correct as the topic doesn't fit with HWBB's priorities which are currently obesity, dental health and degenerative diseases.<br/><b>The Business Unit was asked to pull together all feedback from practitioner forums re Transitions and pass to CB for consideration by the CYPP.</b></p> <p><u>Budget Report</u></p> <p>BJ presented the Budget Report to the Board, for information. Members were requested to feed back any comments or observations outside the meeting.</p> <p>One observation was that there is no allowance for inflation between 2017/18 and 2018/19. Was this deliberate, or an oversight?</p> <p>LR said that she felt a discussion was needed about the Business Unit and Business Manager substantive post, and it was agreed that this would be discussed at the Chairs and Statutory Officers Group on 25 January.</p> <p><u>Refreshed Business Plan</u></p> <p>BJ presented the refreshed Business Plan to the Board, for information. Members highlighted the importance of the Voice of the Child.</p> <p><u>QA Report and Performance Scorecard Q2</u></p> <p>LR presented the QA subgroup report and Q2 scorecard. The scorecard information consisted of data collected by CWB on the child protection system. It was noted that data fluctuations have to be interpreted with care, as sometimes small numbers are involved which translate into large percentages.</p> <p>Due to the volatility of the child protection system plus the local authority's recent implementation of a gate keeping function for strategy meetings in April 17, the QA group proposed that it focus its planned April audit on the Child Protection System and re-schedule the planned Early Help audit to later in the year.</p> <p>This change was agreed.</p> |  |
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|           | <p>The subgroup was also asked to</p> <ul style="list-style-type: none"> <li>▪ use other sources of performance information such as local authority MASH audits and the Peer Review to obtain as complete a picture as possible of the effectiveness of the CP system</li> <li>▪ consider the reason for the lack of CP plans as a result of physical or sexual abuse (<b>Performance Scorecard Page 4</b>) review the work done by partner agencies to establish why referrals by their staff are not accepted by CWB (<b>Performance Scorecard - Contact Source by Agency, Page 1</b>).</li> </ul> <p>The report and scorecard were noted.</p> |  |
| <b>7.</b> | <b>Any other Business (notified to the Chair in advance)</b>   |  |
|           | None   |  |
|           | <p>Meeting closed at 12.35pm</p> <p>Date of next Board meeting:<br/>Tuesday 24 April 2018</p> <p>Combined Board Meeting and development session</p> <p>Whole day session</p> <p>Venue to be confirmed.</p>   |  |