

Minutes of the Herefordshire Safeguarding Partner's Board
Wednesday 23 October 2019 3.00pm – 4.30pm
Ledbury Pod, Plough Lane, Hereford

Present:

Sue Thomas (Chair)	Superintendent, Local Policing Commander for Herefordshire, West Mercia Police
Chris Baird	Director for Children & Families, Herefordshire Council
Ellen Footman	Head of Safeguarding, Designated Nurse for Safeguarding Children and Adults, NHS Herefordshire Clinical Commissioning Group

In attendance:

Ed Hughes (minutes)	Business Support Co-ordinator, Safeguarding Business Unit
Philippa Granthier	Interim Business Manager, Safeguarding Business Unit

Item	Action
	Welcome
	The Chair welcomed all to the second Herefordshire Safeguarding Partner's Board meeting.
1.	Minutes of the previous meeting, action log and matters arising
	<p><u>Minutes</u> The minutes of the previous meeting on 10 September were approved as an accurate record.</p> <p><u>Action log</u> Members considered the following outstanding actions from the action log:</p> <p>Action No 3 (10.10.19 ref 4.2) Harmful Sexual Behaviour - PG to look at Business Unit funding reserves, and relevant procurement rules to look at feasibility of funding the NSPCC Support Package for HSB. Also ST agreed PCC funds are available. Ongoing – In the process of being signed off. The NSPCC support package will be funded entirely from Business Unit reserves.</p> <p>Action No 10 (10.10.19 ref 6.4) Communications - EH to ensure Partnership Board minutes are loaded onto public area of website from October 2019 meeting onwards. Ongoing – A new area of the website has been created with updated 'Safeguarding Children and Young People in Herefordshire' information. A 'public' version of the Partners' Board minutes with identifiable information removed will be uploaded after this October 2019 meeting.</p> <p><u>Matters arising</u> Members discussed the frequency of Partners Board meetings. It was agreed that they should remain monthly until March 2020, and then be held quarterly for the 2020-21 year.</p>

2.	Feedback from Quality & Effectiveness Group	
	<p>EF and PG gave verbal feedback from the first Quality and Effectiveness Group meeting which was held on 26 September.</p> <p>The group recommended to retain two priorities for 2020-21, which are child exploitation and neglect. Children with disabilities will be a thread which crosses all work areas, as will the resolution of professional disagreements policy. The Quality Assurance draft framework is being updated.</p> <p>Despite the request for agency performance data to be brought to the meeting, no agency had done this, although the representative from Wye Valley NHS Trust had discussed it with her team. The engagement from members could have been better, as could ownership;</p> <p>People across the partnership need to act as system leaders. There needs to be an emphasis on accountability and ownership, and individuals identified as cross agency systems leaders.</p> <p>Members felt that Liz Murphy, the new Independent Chair who will chair the Quality and Effectiveness Group will have a view on how to improve the effectiveness of the group, and the best way forward. Members felt that it was important for her to concentrate on neglect data.</p> <p>ST noted that representatives attending the recent multi agency 'Project Exchange' meeting had been asked to come back with what data they have, and are willing to share with others.</p>	
3.	Update from Joint Case Review Group	
3.1	<p>Members discussed the process for final sign off for completed Serious Case Reviews and Child Safeguarding Practice Reviews.</p> <p>It was agreed after discussion that if timescales for Quality and Effectiveness (Q&E) group fit then the approval can be added to the existing Q&E agenda. If the date for the Q&E meeting is too far ahead, then an extraordinary meeting of Q&E members will be called.</p> <p>Action – PG to amend the Terms of Reference for the Quality and Effectiveness (Q&E) Group to reflect this agreed process.</p> <p>Members then discussed how actions from Serious Case Reviews and Child Safeguarding Practice Reviews would be dealt with. EF confirmed that actions are followed up at every Joint Case Review group meeting.</p> <p>Actions need to be evidenced and included in action plan updates. It was agreed that single agency audits should be considered as evidence of activity.</p>	PG
4.	Finance / Funding of the Safeguarding Business Unit	
	<p>PG tabled a paper on the financial position of the Safeguarding Business Unit, which supports 'Safeguarding Children and Young People in Herefordshire', as well as the Herefordshire Safeguarding Adults Board and the Herefordshire Community Safety Partnership.</p>	

<p>4.1</p>	<p>The forecast spend this year for case reviews across children’s, adults and domestic homicide cases is £56,000; £37,000 of which is for children’s cases.</p> <p>Though the number of case reviews per year (and thus the cost) cannot be known in advance, members agreed that it is preferable to budget ahead rather than having ad-hoc requests for funding as with current requests for Domestic Homicide Review contributions.</p> <p>Members agreed that a letter should be drafted, signed by the Chief Executive of Herefordshire Council, and sent to the Police Chief Constable and the Clinical Commissioning Group Accountable Officer, setting out the following points:</p> <ul style="list-style-type: none"> • Outlining the need to equalise funding across all three partners for years 2020-21 onwards. • Clarifying what the funding is spent on, including current and future estimated costs of case reviews; • Explaining why costs have risen; • Including a final figure for Partners’ annual contributions for 2020-21, to assist budgeting. <p>Action – PG to draft letter, and pass to Chief Executive for signature, before circulating to partners.</p> <p>Given the importance of funding, it was agreed that Funding Update should be a standing item on future meeting agendas for this group.</p>	<p>PG</p>
<p>5.</p>	<p>Risk Register Update</p>	
<p>5.1</p>	<p>PG presented a revised risk register for discussion.</p> <p>Members agreed that because of the historic nature of some of the risks on the document, that it would be preferable to start afresh and draw up a new risk register specifically for the Partners Board. Current risks include:</p> <ul style="list-style-type: none"> • Transition, and ensuring things don’t get lost; • Engagement and Ownership; • Impact – including learning and changing practice; • Funding; • Also any common risks that run through all Herefordshire Boards and Partnerships. <p>Action - It was agreed that PG would revise the risk register and that the revised document once approved should be tabled at future meetings of the Herefordshire Safeguarding Adults Board and the Herefordshire Community Safety Partnership for information.</p>	<p>PG</p>

6.	Partnership Summit Planning	
6.1	<p>At their first meeting, the Quality and Effectiveness Group had discussed the Partnership Summit, and had proposed as a theme the Resolution of Professional Disagreements Policy. Partners agreed with this suggestion as the use of ROPD is a theme which comes up consistently in audits and case reviews.</p> <p>The use of anonymised case studies was suggested, along the lines of 'what would you do in this situation'</p> <p>Next Steps – The following actions were agreed:</p> <p>Action - Business Unit staff to identify a suitable date and venue for the summit and communicate these initial details to the wider partnership.</p>	BU
6.2	<p>Action - It was agreed that the Development & Practice group should develop the Partnership Summit, and CB requested that Liz Elgar, Assistant Director for Safeguarding & Family Support should also be involved in this work.</p>	D&P / LE
7.	Messages to Partners from Partnership Groups	
7.1	<p><u>Quality and Effectiveness Group</u> – see above.</p> <p><u>Development and Practice Group.</u></p> <p>ST gave a brief update from the first meeting of the Development and Practice Group. Discussions included the Resolution of Professional Disagreements Policy, and the engagement of young people.</p> <p>Partners felt that engagement of young people should be an agenda item for the next Partners' Board meeting on 18 November.</p> <p>Development and Practice Group members requested that the group's terms of reference be amended so that the minimum numbers of agencies present for a quorate meeting be raised from the accepted standard of 3 to 6. Partners felt that this would risk meetings having to be cancelled and agreed to keep the Terms of Reference unchanged.</p> <p>Action – Business Unit to ensure this decision to keep the Terms of Reference unchanged is fed back to the Development and Practice Group</p> <p>Development and Practice Group members also asked that the job of updating the neglect strategy be passed to the Quality and Effectiveness Group. Partners felt that the Development and Practice Group need to retain ownership and the following action was suggested:</p>	BU
7.2	<p>Action - Key members of the Development and Practice Group to update the neglect strategy and accompanying action plan virtually, thus avoiding the need for an additional meeting.</p> <p><u>Safeguarding In Early Years / Safeguarding In Education groups.</u></p>	D&P

7.3	<p>Both of these groups had met, although both were existing groups prior to the new children's safeguarding arrangements. Partners felt that it would be useful for both of these groups to have a focus on neglect.</p> <p>ST said that she would be happy to attend a future meeting of the Herefordshire Association of Secondary Head teachers and the Primary equivalent to inform them about 'Project Exchange', the multi-agency project looking at improving interagency information sharing.</p> <p>Action - It was agreed that minutes of all partnership groups should be copied to the Safeguarding Partners for information. EH will upload copies alongside future Partners' Board meeting papers.</p>	EH
8.	HSCB Annual Report for information	
	<p>Members noted the 2018-19 Annual Report of the Herefordshire Safeguarding Children Board (HSCB). It will now be uploaded onto the Boards / Partnership website, and circulated to Board Members.</p>	
9.	Any Other Business	
	<p><u>Letter from National Network of Designated Health Professionals</u></p> <p>EF highlighted a letter from the NNDHP, which links to the Partners' priority of neglect, as well as to the Children and Young People's Partnership and the Health and Wellbeing Board.</p> <p><u>MASH - health staff cover</u></p> <p>EF raised a concern regarding queries about the levels of health staff in the Multi Agency Safeguarding Hub (MASH). She confirmed that during a period of staff absence, a planned contingency was put in place by the CCG, which provided sufficient staff cover, so there was no ongoing issue.</p> <p>The meeting ended at 1.00pm</p>	

Date of next meeting – 18 November 2019.