



Working in Partnership to Safeguard  
Children & Young People

Minutes of the

# **NSCB Full Board Meeting**

## **6 December 2017**

Venue:  
John Fretwell Centre  
Sookholme Road  
Mansfield  
Nottinghamshire

V0.2

Nottinghamshire Safeguarding Children Board  
Children, Families and Cultural Services  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP  
Tel No: 0115 97 73935

**Nottinghamshire Safeguarding Children Board**  
**Wednesday 6 December 2017 - Attendance List**

<b>NAME</b>	<b>ROLE, ORGANISATION</b>	<b>PRESENT</b>	<b>APOLOGIES</b>	<b>DEPUTY ATTENDED</b>
Chris Few <b>(Chair)</b>	Independent Chair, NSCB	<b>Y</b>		
Julie Gardner <b>(Vice Chair)</b>	Associate Director for Safeguarding & Social Care, Nottinghamshire Healthcare NHS Trust	<b>Y</b>		
Colin Pettigrew	Corporate Director, Children and Young People's Services, Nottinghamshire County Council		<b>A</b>	–
Steve Edwards	Service Director, Youth Families & Social Work, Nottinghamshire County Council	<b>Y</b>		
Marion Clay	Service Director, Education, Learning & Skills, Children and Families, Nottinghamshire County Council	<b>Y</b>		
Laurence Jones	Interim Service Director, Commissioning and Resources Children and Family Services, Nottinghamshire County Council	<b>Y</b>		
Joe Foley	Group Manager, Safeguarding, Assurance and Improvement group, Nottinghamshire County Council	<b>Y</b>		
Paul Johnson	Service Director - Strategic Commissioning, Access and Safeguarding Adult Social Care, Health and Public Protection, Nottinghamshire County Council	<b>Y</b>		
Kate Allen	Consultant in Public Health, Children's Commissioning and Consultant in Public Health, Children's Integrated Commissioning Hub and Public Health, Nottinghamshire County Council		<b>A</b>	<b>Nicole Chavadura</b>
Cathy Burke	Deputy Chief Nurse (Designated Nurse Safeguarding Adults, Children & LAC), NHS Bassetlaw Clinical Commissioning Group (CCG)		<b>A</b>	<b>Bushra Ismaiel</b>
Val Simnett	Designated Nurse, Safeguarding Children, NHS (Nottinghamshire) 5 CCGs		<b>A</b>	<b>Jane Brady</b>
Fiona Straw	Designated Doctor for Safeguarding, NHS (Nottinghamshire) 5 CCGs	<b>Y</b>		
Nadya James	Consultant Community Paediatrician/Named Doctor for Safeguarding, Nottingham University Hospital NHS Trust	<b>Y</b>		
Tina Hymas-Taylor	Head of Safeguarding, Sherwood Forest Hospitals NHS Trust	<b>Y</b>		
Rick Dickinson	Acting Deputy Director of Nursing, Midwifery & Quality – Doncaster & Bassetlaw Hospitals NHS Foundation Trust	<b>Y</b>		
Elaine Moss	Chief Nurse & Director of Quality, NHS Newark & Sherwood and Mansfield/ Ashfield CCGs		<b>A</b>	<b>Jane Brady</b>
Nichola Bramhall	Director of Nursing and Quality, Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups		<b>A</b>	<b>Jane Brady</b>
Nicola Ryan	Interim Chief Nurse, Executive Lead Quality and Safety NHS Bassetlaw CCG, Retford Hospital, North Road, Retford, Notts,	<b>Y</b>		
Bella Dorman	Head of Safeguarding, Nottingham University Hospital NHS Trust, Trust Head Quarters, 3 <sup>rd</sup> Floor, City Hospital Campus, Hucknall Road, Notts	<b>Y</b>		
Maria Stanley	Ambulance Operations Manager, Quality and Compliance, Safeguarding, East Midlands Ambulance Service		<b>A</b>	–
Bushra Ismaiel	Designated Doctor for Safeguarding, Doncaster & Bassetlaw Hospitals NHS Trust	<b>Y</b>		–

Bob Bearne	Assistant Chief Executive, Derbyshire, Leicestershire, Nottinghamshire & Rutland Community Rehabilitation Company Ltd	Y		
Nigel Hill	Head of National Probation Service, Nottinghamshire		A	–
Andrew Gowan	Head of Public Protection, Nottinghamshire Police	Y		
Clare Mayne	Service Manager, Early Intervention Team, CAFCASS	Y		
Leanne Monger	Newark & Sherwood District Council (District & Borough Council representative)		A	David Jayne
Sue Fenton	Manager, Home Start Nottingham (voluntary sector representative)	Y		
<b>NSCB Officers</b>				
Steve Baumber	Service Manager, Partnerships and Planning, (P/T), Safeguarding Assurance and Improvement Group, NCC	Y		
Katie Tarrant	Temporary NSCB Business Manager	Y		
Bob Ross	NSCB Development Manager	Y		
Trish Jordan	NSCB Training Coordinator	Y		
Michelle Elliott	Minute Taker - NSCB Administrator	Y		
<b>NCC Councillor</b>				
Tracey Taylor	NCC Lead Member with responsibility for Children's Social Care	Y		
<b>Guests (and agenda item/s attended)</b>				
<b>Lucy Peel</b> (Appendix D)	Children and Young People's Mental Health and Wellbeing Programme Lead, ASCH &PP, NCC	Y		
<b>Izzy Martin</b> (Appendix I)	Service Manager, Independent Chair Service, Commissioning & Resources, Children and Families, NCC	Y		
<b>Hazel McKibbin</b> (Observer)	Temporary Service Manager, Safeguarding Children (Strategic) & LADO	Y		

**Minutes of NSCB Full Board Meeting 6 December 2017**

Agenda Item & Paper circulated	Discussion	Action
<b>Welcome &amp; Apologies</b>	The Chair, Chris Few (CF), welcomed everyone to the meeting. Introductions were made and apologies were noted.	
<b>Minutes of the meeting 20 September 2017 (Appendix A)</b>	<p>The <b>minutes</b> of the meeting held on the <b>20 September 2017</b> were reviewed for accuracy and actions:-</p> <p><b>Action (Page 9)</b> – Laurence Jones (LJ) spoke around school attendance and how the system failed the child if they are not referred to appropriate agencies – Suggested a message/letter to go out to Head Teachers concerning making appropriate referrals for children not attending school. <b>Update</b> – LJ confirmed that a committee report had been submitted and Rachel Miller will be sending out a letter to schools concerning making appropriate referrals for children not attending school. Marion Clay (MC) confirmed that further discussions concerning making appropriate referrals is taking place with external partners which includes Schools, Regional School Commissioners, Governors and Head Teacher.</p> <p>CF confirmed that the Children Trust Board is meeting on the 7 December 2017 and Children Missing from Education is on the agenda. <b>Action:</b> - CF suggested that the report be circulated to Board members and discussed at a later date.</p> <p><b>The minutes were agreed as an accurate record of the last meeting.</b></p>	<b>CF</b>
<b>Independent Chair's update (Appendix B)</b>	<p>CF drew members' attention to the Independent Chair's update and in particular highlighted the new Statutory Guidance Consultation encouraging Board members to respond individually. The closing date for the consultation period is the end of December.</p> <p><b>Action:</b> CF confirmed that the Board will also be providing a coordinated response and if Board members have any feedback to email Steve Baumber (SB).</p>	<b>All</b>
<b>NSCB Executive Report (Appendix C)</b>	<p>Julie Gardner (JG) drew members' attention to the NSCB Executive update and confirmed that a lot of business was dealt with at the November meeting.</p> <p>JG raised concerns regarding the Executive membership which should comprise of colleagues who are in a position to make decisions concerning assurance and decision making. JG noted that a number of organisations were not present at the November Executive meeting. JG asked for the Strategy Partners and Commissioners to collectively decide their representation and going forward as the revised structure is reviewed.</p> <p>NR confirmed that Elaine Moss has raised this point and a meeting is to be arranged shortly.</p> <p>CF mentioned the Looked after Children's Health Pathway and noted the Health Assessments are required within certain timescales but the performance information report indicated that such health assessments are not being completed within the</p>	

	<p>appropriate timescales. However it was noted that the quality of the health assessments were very good. <b>Action</b> CF to feed into the consultation LAC Children’s Pathway on behalf of the Board concerning the delay/timeliness of the health assessment reports.</p> <p>JG commented that a discussion took place at the Exec meeting around how important it is for Looked after Children to have quality and timeless health assessment reports.</p> <p>LJ recognised that there is an issue around insufficient capacity within a tight contract.</p> <p>NC confirmed the Exec meeting had asked for information around how long young people are waiting. This will allow partners to scrutinise the performance and provide assurance. Once the data has been collated it will be discussed at the Executive meeting.</p>	CF
<p><b>Multi-Agency Audit S.136 repeat audit</b> (Appendix D)</p>	<p>Lucy Peel (LP) was welcomed to the meeting and highlighted the key points of the report.</p> <p>LP shared the S.136 repeat audit which had been commissioned by the Nottinghamshire County and Nottingham City Safeguarding Boards.</p> <p>LP explained changes to S.136 of the Mental Health Act are due to be implemented in December 2017 – which will place further requirements on local systems to be able to respond to young people in an proportionate and timely way.</p> <p>LP noted with the audit in 2016 there were particular concerns around safe discharge planning from the 136 suite however due to improvements with this, it was not included as a focus of this audit. LP to amend the audit report accordingly.</p> <p>Some findings from the audit were consistent with the previous audit however at times it was difficult to get an accurate picture of the pathway for the young people who experienced the S.136, due to what is being recorded on multi-agency records.</p> <p>It was noted that when the issue was raised concerning police cars transporting young people assurance was given that it would be an unmarked car which can cause delays.</p> <p>Questions/comments were invited on the report.</p> <p>It was agreed to accept the report and recommendations.</p> <p><b>Action:</b> It was agreed that the recommendations and action plan be over seen and driven forward by the Task and Finish Group – An interim update to be provided to the Executive meeting including reporting on the Performance Framework.</p>	
<p><b>Multi-Agency Audit Missing Children Audit</b> (Appendix E)</p>	<p>Hilary Turner (HT) introduced the Missing Children Audit Report and highlighted the key points.</p> <p>HT shared that the report had required further work due to inconsistencies within the report and data. The recommendations from previous versions of the report have also been amended. HT explained that extensive liaison between health agencies had taken place. HT suggested that recommendation 1 be withdrawn</p>	

	<p>as it did not reflect the current position.</p> <p>HT confirmed that the report had been agreed at the Multi-Agency Audit Subgroup on the 17 November 2017.</p> <p>After Board sign off, the Missing Steering Group will monitor the progress of the action plan and will report back to the May 2018 Multi-Agency Audit Subgroup.</p> <p>HT confirmed that there were some positives emerging from the audit and opportunities for improvement in particular around evidencing children who continue to go missing and the impact on return interviews.</p> <p><b>Recommendations 1 – To be removed as a recommendation.</b></p> <p>Questions/comments were invited on the report.</p> <p>It was queried if social care practitioners completed all the return interviews – It was confirmed that the allocated social worker would complete the missing return interview – It was also noted that if a child or young person is new to CSC or has been a closed case for a certain length of time, then a Rapid Assessment Worker from the Family Service would complete the return interview.</p> <p>It was noted that a high proportion of children who go missing regularly are LAC both in and out of county. It was acknowledged that this can be a real challenge and that ensuring missing children outside of the county receive a return interview within their own local authority can be difficult.</p> <p>A question was asked if there is a risk strategy and if a certain tool is used to facilitate assessment. It was confirmed that a Safeguarding Assessment tool will be completed.</p> <p>JF mentioned the Missing Hotspot monthly meetings which consider and review all high risk missing children cases. This is a multi-agency meeting which is Chaired by the police. AG (Andrew Gowan) highlighted tactics used by the police, for example, if a child is missing for over 72 hours, they will use social media.</p> <p>It was confirmed that the Missing joint procedures were presently being reviewed and updated.</p> <p>A query was asked if trafficked or unaccompanied asylum children would be included within LAC or Missing from home. It was confirmed that they would and that statistics would include any child considered missing.</p> <p>The Board noted the report and agreed to accept the Recommendations apart from Recommendation 1 which is to be removed and with amendment of Recommendation 4 from which reference to Children’s Social Care would be removed.</p>	
<p><b>Children and Social Care Act 2017</b> (Appendix F)</p>	<p>SB introduced the report and highlighted the key points.</p> <p>SB confirmed that a meeting had taken place on the 7 November 2017 between the Safeguarding Partners, Child Death Review Partners, NSCB and Independent Chair.</p> <p>It was agreed for the Local Authority to develop an options paper</p>	

	<p>in relation to safeguarding arrangements. The Clinical Commissioning Partners (CCGs) to complete an options papers for the Child Death Review. The next meeting is to be held on the 5 February 2018.</p> <p>The consultation period for the draft version of Working Together to Safeguard Children 2018 will end on the 31 December 2017.</p> <p>To be discussed at greater length at the next Full Board Meeting on 14 March 2018 – <b>Action:</b> ME to add the Children and Social Act 2017 to the Planner on the 14 March 2017 – <b>Completed.</b></p> <p>CF commented that the number of children who had died in Nottinghamshire, including the City, was lower than the base threshold set by the new guidance and highlighted the possibility that something more regionally based may be required for child death reviews.</p> <p>BR confirmed that the child death process has now moved from the Department of Education to the Department of Health.</p> <p>NR confirmed she has drafted TOR on behalf of the CCGs which are with Elaine Moss and Nichola Bramhall.</p>	<p><b>ME</b></p>
<p><b>Operation Equinox update</b> (Appendix G)</p>	<p>CF highlighted the key points of the Operation Equinox update.</p> <p>CF confirmed 1 October 2018 as the start of the Independent Inquiry Hearing of Nottinghamshire Councils and a pre meeting is to be held in January.</p> <p>Recommendations of the report were highlighted as similar to those of previous reports but it was emphasised that <b>recommendation 6.4</b> (Appendix A) March 2018.</p> <p>It was confirmed that Rob Griffin will continue to lead on Operation Equinox, keeping continuity for the victims and survivors.</p> <p>AG clarified that the allegations made against the number of suspects does not necessarily represent as many individuals due to some of the suspects being unidentifiable.</p> <p>Whilst in the meeting AG confirmed he had just been notified of a conviction taking place at Nottingham Crown Court of two counts of indecent assault and two of indecency with a child. The perpetrator received a six year sentence.</p> <p>Recommendations of the report were agreed by the Board</p>	<p><b>All</b></p>
<p><b>Break/Refreshments 3.05 pm – 3.20 pm</b></p>		
<p><b>MASH update</b> (Verbal Item)</p>	<p>SB provided a verbal update on the MASH following on from discussion at the September 2017 Board meeting.</p> <p>SB shared that he had spoken to Devon Allen, Group Manager and agreed for the MASH update to be presented at the March 2018 NSCB Full Board to see if actions taken have had any effect – <b>Action:</b> ME to add MASH update to the March Planner – <b>Completed.</b></p> <p>SB shared that the item which had not been fully resolved was around how agencies are going to fulfil their part in terms of</p>	<p><b>ME</b></p>

	<p>making sure their staff make appropriate referrals and to recognise when to use the MASH.</p> <p>A simple briefing note is in the process of being finalised and will be circulated to agencies shortly. The briefing note will also include the correct use of the SCIMT (Safeguarding Children Information Management) and will refer to the SCIMT Strategy.</p> <p>No questions/comments.</p>	
<p><b>JTAI Self-Assessment</b> (Verbal Item)</p>	<p>LJ explained that the JTAI Position Statements were due to be signed off by the Board today. LJ explained that the JTAI inspections are carried out by Ofsted, HMIC, CQC, Probation and Multi-agency around particular themes. The next JTAI theme was due to be Familial Sexual Abuse but this has been postponed and it has been decided they will be revisiting the previous themes CSE, Missing, Front Door Children Services, Domestic Violence and Neglect.</p> <p>Unfortunately the JTAI position statements received are inadequate and further work is required to ensure they demonstrate what the impact is as well as what is taking place. Work going forward will include bench-marking against national data and to consider what improvements can be made. It was discussed that Dentistry was an underappreciated resource for identifying cases of neglect.</p> <p><b>Action:</b> Amended JTAI position statements to be presented at the next Board meeting in March 2018 – <b>Completed.</b></p> <p>LJ confirmed that the JTAI Working Group meeting planned for Monday 11 December is still going ahead.</p>	<p><b>ME</b></p>
<p><b>Suicides/self-harm</b> (Appendix H)</p>	<p>Joe Foley (JF) presented the report and highlighted the key points.</p> <ul style="list-style-type: none"> <li>• JF shared that there had been five deaths by apparent suicide in Nottinghamshire since 28 February 2017.</li> <li>• In response to the deaths the NSCB Officers convened a multi-agency meeting to identify any common features, identify any immediate action in order to prevent future deaths and consider an overview of what was known to date about the circumstance of each death.</li> <li>• A meeting had been held with Professor Di Bailey from the University of Nottingham.</li> <li>• Kate Allen Consultant in Public Health reviewed National Statistics data.</li> <li>• Feedback from CAMHS in relation to their review of their contact with several young people.</li> <li>• Ongoing actions to be monitored by CDOP on behalf of the Board.</li> </ul> <p>Questions/Comments invited on the report:</p> <p>It was noted that a trigger point for child suicides is around exam</p>	



	<p>times and exam stress and should this be looked at further to see if any additional support could be provided. MC confirmed that action was taken straight away with Head Teachers and guidance was distributed. MC confirmed that further information will be sent out again.</p> <p>NC enquired if any links had been looked at with suicides in the City – LJ confirmed that the police in their investigation had looked at all the links including the City.</p> <p>Tracey Taylor (TT) expressed concern around in county children attending out of county schools and enquired if there is any dialogue with these schools and the Post 16 Service – MC confirmed that Charles Savage (Education Psychologist) is part of a National and Regional group and he shares information with key people. MC to ask Charles what information is shared and if there are any protocols or guidance around out of county schools.</p> <p>A question was asked around Home Educated Children and how families are reached as they are more at risk. MC confirmed that there is a structure in place for families who have notified the Education Department that they are home schooling.</p> <p>BR spoke to the training the Designated Safeguarding Leads forum in the County – for Education Safeguarding Leads – Charles has introduced the guidance and it has been well received.</p> <p>A question was asked if Childline or Samaritans had been contacted to see if the young people had contacted these agencies for help and support. JF confirmed that no information had been received. Andy Gowan (AG) confirmed that this would have been followed up in the police investigation.</p> <p><b>The Board agreed the recommendations.</b></p>	
<p><b>Electronic recording of CPC</b> (Appendix I)</p>	<p>Izzy Martin (IM) was welcomed to the meeting and highlighted the following key points of the report:</p> <ul style="list-style-type: none"> <li>• For the first part of the pilot minute takers were present and full minutes were being prepared and distributed in the usual way</li> <li>• Views were sought from partners and participating social work teams.</li> <li>• Parents, families and other attendees were informed that the meeting was being recorded</li> <li>• Reassurance was given around how any confidential information would be extracted from the digital recording if a request was made by parents for a copy</li> <li>• No plans to record ICPC or initial strategy meetings due to them often being very complex meetings – further work in this area is being explored</li> <li>• Audio recordings are stored securely</li> <li>• The pilot scheme has been received well by partners and attendees as well as providing an accurate and indisputable record of the meeting</li> </ul> <p>Questions/comments were invited.</p> <p>CF enquired about the ICPC meetings not being recorded due to</p>	

	<p>the complex nature of the meetings and if any other ways have been explored? IM confirmed that they are exploring a system using a digital pen. The minute taker will be present at the meeting and after the meeting the pen will be down loaded onto a system. CF suggested that even if other means were used to produce the formal record of these meetings it would be advantageous to record them as a definitive record of what was said.</p> <p>CF asked if the issue around identifying who was speaking at a particular time has been resolved when the colleagues were listing to the recording. IM confirmed that colleagues are asked to introduce each other before the meeting starts and the Chairs have developed their own styles asking for people to give their name/role before they give their views.</p> <p>Clare Mayne (CM) enquired if any feedback had been received from young people concerning recording the meetings – IM confirmed that they had not received any feedback from young people and that this is something to be considered.</p> <p>Trish Jordan (TJ) enquired what would happen if parents wanted to record the meeting on their mobile phone as this question had been raised in a training event. IM confirmed that there would not be an objection to the meeting being recorded. IM noted that a few parents had recorded the meeting without the Chairs knowing.</p> <p>A question was asked if the parents refused for the meeting to be recorded. IM confirmed that the social worker would discuss this with the parents before the meeting but if they still refuse a minute taker will be provided at the meeting.</p> <p>CF thanked IM for providing an informative and positive report.</p>	
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>• <b>Multi-Agency Partner visits by Board members</b> - CF encouraged Board members to visit frontline settings and feedback to the Board by completing the report template. LJ suggested that he and the Board Managers would identify places for Board members to visit which would support the JTAI preparation work which is on-going. <b>Action:</b> LJ and Board Managers to identify places for Board members to visit in the next couple of months.</li> <li>• <b>Partnership Strategy for LAC and Care Leavers in Nottinghamshire 2018-21</b> – CF confirmed that an email had been forwarded to partners seeking feedback to the renewed partnership strategy for LAC and Care Leavers in Nottinghamshire 2018-21. The consultation period had closed on the 1 December but any comments or feedback could still be provided and these should be emailed as soon as possible. CF mentioned this item was also linked with the Looked After Children’s Health Pathway presented at the Exec meeting – <b>Action:</b> CF to feed into the consultation LAC Children’s Pathway on behalf of the Board</li> <li>• <b>CCG Restructure</b> – CF referred to a briefing paper on the developments in the CCGs – Greater Nottingham Joint Commissioning – integrating their management functions and introducing Greater Nottingham wide governance arrangements which should be in place by April 2018. NC</li> </ul>	<p><b>LJ / SB</b></p> <p><b>CF</b></p>

	<p>noted that the arrangements for children’s commissioning have not been confirmed as of yet.</p> <p>CF enquired how the new commissioning arrangement is going to link in within the Local Authority children’s commissioning – NC shared currently children’s health commissioning is undertaken by the children’s integrated commissioning hub, which is hosted in public health and commissions all aspects of children’s healthcare from universal public health services to specialist clinical provision on behalf of the CCGs. The ACS in Greater Nottingham, which is bringing together 4 CCGs under a single management structure, is instigating a review of how children’s health services are commissioned in the new arrangements. It is not currently clear what the arrangements will be, but this can be reported back to the board in the New Year.</p> <p>FS mentioned that it would also have an impact on the designated professionals. An options paper is due in January 2018 and hopefully should address designated professionals and where they might sit.</p> <ul style="list-style-type: none"> <li>• JG thanked Joe Foley on behalf of the Trust for representing the Board at the recent CCQ inspection. JG noted that they have not had the formal feedback but the initial feedback in terms of partnership is very positive.</li> <li>• Sue Fenton (SF) notified the Board that the CCGs have decommissioned Home-start as from August this year and that Ashfield will close on 31 March 2018. This will have a huge impact on Safeguarding. It was agreed that CF and SE would discuss this with SF outside of the meeting.</li> </ul>	
	Meeting ended at 4.20 pm.	
<b>Next Meeting</b>	<b>Wednesday 14 March 2017, 1.15 pm – 4.30 pm, Rufford Suite, Riverside Block, County Hall, West Bridgford, Nottingham.</b>	