



## Minutes of the GSCB Executive Meeting

### Monday 15<sup>th</sup> May 2006 09:30 to 12:30

#### 1i. Attendees

Jo Grills (Chair)	Director of Learning & Development, Children & Young People's Directorate, Gloucestershire County Council
Duncan Siret	Safeguarding Children Manager, GSCB
Sue Butcher	Head of CYP Services Child Protection and Stroud/ Cotswold Strategic Lead, Children & Young People's Directorate, Gloucestershire County Council
John Sweeney	Workforce Development Manager, Children & Young People's Directorate, Gloucestershire County Council
Pete Davis	Detective Chief Inspector, Specialist Crime Investigation Services, Gloucestershire Constabulary
Jan Marriott	Director of Clinical Development, West Gloucestershire Primary Care Trust
Jill Crook	Director of Nursing, Avon, Gloucestershire & Wiltshire Strategic Health Authority
Julia Oulton	Assistant Chief Officer, National Probation Service Gloucestershire
Victoria Penaliggon	Service Manager, Children and Family Court Advisory and Support Service
Kate Robertson	Head of Service Delivery, Connexions
Paul Summersby	Acting Assistant Director, NCH (Voluntary and Community Service Representative)
Nuala Livesey	Nurse Consultant, Cotswold & Vale Primary Care Trust
Jane Bee	Safeguarding Children Development Officer (education), Safeguarding Children Service, Children & Young People's Directorate, Gloucestershire County Council
Sayima Al-Haddad	Administrator, GSCB

#### 1ii. Apologies

Steve Elway	Executive Manager (Culture, Learning and Leisure), Gloucestershire City Council
Dr Simon Ackroyd	Consultant Paediatrician, Gloucestershire Hospitals Foundation Trust

#### 2. Introduction

		Action	By When
2i	<b>Chair's Introduction</b> The Chair welcomed members to the first GSCB Executive Meeting and explained her role as the GSCB Chair as part of her responsibilities as the Director of Learning and Development for the newly formed Children and Young People's Directorate.		
2ii	<b>Safeguarding Children Manager's Introduction</b> DSi explained briefly the function of the Executive Meetings, the GSCB and it's wider membership and how the board is now in a position to consider it's new responsibilities in Safeguarding Children.		

2iii	<p><b>Member's Welcome Pack</b></p> <p>DSi went through the various sections of the pack, highlighting the following points:</p> <ul style="list-style-type: none"> <li>● Although the Gloucestershire Child Protection Procedures are online and have been promoted across agencies, there is still concern with regards to accessibility. This is one of the GSCB priorities.</li> <li>● Partner Agencies have now committed to GSCB Executive membership. It is noted that some other local authorities have adopted a much larger board that meets less often, this is something which the ACPC has considered in the past.</li> <li>● Membership of multi-faceted agencies such as the PCTs, District Councils and Voluntary Organisations has been combined into one representative each.</li> <li>● SB reminded members that other agencies can be involved through the Safeguarding Forums.</li> <li>● The GSCB has a significant monitoring role, however the current Monitoring and Performance Sub-committee would need to be developed further in order to fulfil the GSCB's new responsibilities.</li> <li>● The GSCB reports its progress to the Children and Young People's Strategic Partnership (CYPSP) Programme Board but is not a sub-committee of the CYPSP.</li> <li>● The role of the Annual Conference is to bring together professionals from within the Partner Agencies to focus on a particular Safeguarding Theme. Whereas the Safeguarding Forums have a more local essence for the purpose of information sharing and discussion of practice issues by professionals including those agencies that have not been involved through the other functions of the GSCB, thereby extending the Safeguarding message widely across Gloucestershire.</li> <li>● Concern was raised over the insufficient time members will have to submit papers i.e. one month prior to the meeting. The Chair suggested that members keep this as a target and to liaise with DSi in cases where this target is not possible.</li> <li>● JO requested for the Welcome Pack to be made available in Word format on the GSCB website.</li> </ul>	DSi	22 May 06
<b>3. Previous Minutes</b>		<b>Action</b>	<b>By When</b>
3i	<p><b>2vi A &amp; E Access to the Child Protection Register (CPR)</b></p> <p>Members asked for clarification over this issue. DSi explained that this involved giving remote access to the CPR, currently used by the Safeguarding Children Service (SCS) to log child welfare concerns, to Gloucestershire Royal Hospital's A &amp; E department. It is to be available on the workstations of at least five administrative staff rather than nursing staff, this reducing by two the number of gateways required to access the register. There has been agreement that staff will be trained and a trial is due to begin next week. If successful, this will be rolled out into other agencies. DSi explained that second or subsequent child welfare concerns are then discussed with Social Workers who may decide the need for further action.</p>		

	It was noted that the SCS receive concerns during office hours, whereas Police during out of office hours. The remote access to the register will mean the police will no longer need to be contacted. SB raised concerns about the Police control room response to the Emergency Duty Team when they log welfare concerns. SB and PD to discuss.	SB/ PD	12 Jun 06
3ii	<p><b>Confidentiality of Minutes</b></p> <p>PS queried the status of confidentiality of the minutes. Although a suggestion was made to circulate a non-confidential executive summary of the minutes, it was agreed that limiting circulation would inhibit the GSCB's open approach. Thus the Chair suggested:</p> <ul style="list-style-type: none"> <li>● Making the GSCB approved minutes available on the GSCB website once they are accepted as accurate.</li> <li>● Flagging confidential sections of the GSCB minutes during the meeting for exclusion prior to uploading to the website.</li> </ul>	DSi	22 May 06
3iii	The remaining minutes were accepted as accurate.		
4. Annual report & Business Plan		Action	By When
	<p>DSi explained that this draft version once approved by the board will be published and sent to key departments such as DfES, Partner Agency Chief Executives and GSCB members/ sub-committee chairs. It will also be available on the GSCB website and will drive the work of the board.</p> <p>The Gloucestershire Children and Young People's Plan's (CYPP) safeguarding elements have been incorporated in the GSCB Business Plan.</p> <p>SB requested revision of the action for Issue 2 (page 33) with regards to the timescales for disseminating lessons learnt.</p> <p>JB requested exclusion of Issue 14 (page 32) with regards to completion of Kelly recommendations.</p> <p>The Chair requested the following actions:</p> <ul style="list-style-type: none"> <li>● Members to have another look through the document and return back any suggestions and comments to the Safeguarding office.</li> <li>● Sub-committee Chairs were asked to complete the timescales and outcomes. If any actions raise resource implications, these must be discussed with DSi.</li> <li>● DSi to ensure sub-committee actions are not overlapping.</li> </ul> <p>If issues raised by members, highlight any difficult issues then a second draft to be discussed at the July meeting. If all matters are resolved, the July meeting will consider the approval of the final document for publishing.</p>	<p>DSi</p> <p>DSi</p> <p>All</p> <p>SC Chairs</p> <p>DSi</p>	<p>12 Jun 06</p> <p>12 Jun 06</p> <p>30 May 06</p> <p>30 May 06</p> <p>12 Jun 06</p>

5. Working Together to Safeguard Children 2006		Action	By When
	Members took note of the information document and DSi highlighted the major changes:		
5i	<p><b>Ceasing the term Child Protection Register</b> This must be done by April 2008. This change will mean that instead of children being included on the child protection register, the child will have a Child Protection Plan. The Child Protection Conference which is now deciding on whether to include/ retain the child on the register requires a fixed yes or no decision which is often difficult. Shifting the focus onto a Plan will ensure the Conference aims to agree on ways to safeguard the child rather than whether to put on the register or not. The purpose of the change is to encourage practitioners to make judgements about risk to children on what they see rather than whether or not a child is on a register. We will still be required to record which children are the subjects of a Child Protection Plan and the category of concern.</p> <p>DSi briefly explained how these changes may fit in more closely with the new Information Sharing Index (ISI) which will be in place by the end of 2008. (More information in Paper 45-2006)</p>		
5ii	<p><b>Under-age Sexual Activity</b> The Chair suggested that it would be useful for this to be an agenda item for discussion at the next GSCB meeting.</p> <p>SB requested a copy of the Local Authority letter regarding this. NL would like to discuss this matter with DSi.</p>	DSi  DSi	12 Jun 06  22 May 06
5iii	<p><b>Child Death Reviews</b> The GSCB has new responsibilities to monitor and report on all sudden child deaths by April 2008. Upon discussion by members, the Chair suggested inclusion of this into the September agenda. The Chair also suggested inviting the Director of Community (Chief Fire Officer) to be a GSCB member and part of these discussions.</p>	DSi	16 Aug 06
5iv	<p><b>Creation of stronger links with MAPPP</b> As SB is the CYP representative on the Multi-agency Public Protection Panel, she along with JO could provide advice on how this requirement can be initiated further. The Chair suggested inclusion in the November agenda.</p>	SB/ JO	11 Oct 06

6. Children with Disabilities		Action	By When
	<p>DSi went through the proposal which prompted in depth discussion with regards to how widely the proposed definition will be used, whether consultation had taken place and the fact that different definitions are required for different contexts e.g. for education, employment etc. The Chair suggested that these considerations may not be the remit of the GSCB.</p> <p>KR suggested that this paper could be passed on to Matthew Shewell from CYPSP Project group who is currently working on Children with Disabilities.</p> <p>The issues highlighted by members include:</p> <ul style="list-style-type: none"> <li>● The definition relies on an assessment having been carried out on a child and this would only occur if something has triggered the process, the question is what about those who may have a disability but have not had an assessment.</li> <li>● Those with a disability are vulnerable up to the age of 25. Thus up to what age does the GSCB propose to support.</li> <li>● References to disabled child should be replaced with a child who has a disability.</li> <li>● PS has also done some work on children with disabilities.</li> </ul> <p>The Chair summarised that members are comfortable with the proposed definition until the CYPSP CWD project group are able to finalise a working definition.</p>	<p>DSi</p> <p>DSi</p>	22 May 06
7. Deputy Chair Nominations		Action	By When
	<p>The Chair informed members that Jo Davidson, Group Director of Children Services, has suggested that it would be beneficial to have a Deputy Chair from another agency and thus invited those interested to nominate themselves forward.</p> <p>KR's offer was accepted by members.</p>		
8. Sub-committee Reports		Action	By When
8i	<p><b>Health</b></p> <p>This committee had not met since the last GSCB and are due to meet this week.</p>		
8ii	<p><b>Serious Case Review</b></p> <p>SB summarised the following points:</p> <ul style="list-style-type: none"> <li>● Resources for the commissioning of overview reports is currently an issue as there are three ongoing SCR. Thus reciprocal arrangements with Swindon are currently being considered.</li> <li>● SB would like to include certain articles on the GSCB website to assist professionals e.g. managing risk.</li> <li>● Progressing potential case XX further is still proving difficult.</li> <li>● Case XX is still ongoing as CSCI has identified various issues which the sub-committee have been considering.</li> </ul>	SB/ DSi	30 May 06

	<p>SB pointed out that the purpose of SCR is not to point the blame on agencies but to bring to light recommendations to ensure best practice and learning of lessons through a multi-agency action plan. SB thanked the agencies for their support in the complicated reviews.</p> <p>The three ongoing SCRs at this stage are showing similar issues. Thus a SCR Action Day has been planned to pull together a set of recommendations, which can be disseminated through the Safeguarding Forums or the Annual Conference or even in a Road show format.</p> <p>PS suggested a Safeguarding Alert which would have more chance of being read than detailed policies. Members agreed that communication seemed to be a critical stage. DSi informed members that he attends the CYPSP Communications Group that should have representatives from the Partner agencies. It is through this group and through the GSCB Newsletter that safeguarding messages are being put forward.</p> <p>SB explained that disseminating information is not just the issue, practitioners are aware that, for instance accurately completed Chronologies are critical but for some reason policies are not being adhered to. Thus for effective information sharing:</p> <ul style="list-style-type: none"> <li>● Issues need to be broadcast far and wide.</li> <li>● Agencies requirement to have a communications tree, starting from the CYPSP representative to front line staff.</li> <li>● Managers need to embed the recommendations into the systems so that front line practitioners are supported in the implementation of policies. The system need not be complicated and could possibly involve a check list system which staff could use.</li> <li>● Issues to be raised in individual supervision sessions.</li> <li>● Then implementation of lessons needs to be monitored.</li> </ul> <p>The Chair suggested that this should be included in the July agenda with recommendations on ways to “Flag up key issues”.</p>	DSi	12 Jun 06
8iii	<p><b>Policy &amp; Procedures</b> DSi briefly went through the minutes.</p> <p>With regards to the Sharing of Information between Agencies about Violent Clients, it was agreed that as the revised version will be included when the procedures are next updated – it may require further dissemination as practitioners would not know to look in Child Protection Procedures if they come across violent adults.</p> <p>DSi to look into this and this policy may be used as a mechanism to test the effectiveness of the communication channels, which have been set up as part of the Children &amp; Young People’s Partnership.</p>	DSi	12 Jun 06





	<p>The Working Together guidance suggests Training Managers from other organisations are invited which NL is to progress. KR expressed interest in her agency supporting this. PS to suggest a Training Manager from one of the voluntary organisations.</p> <p>Additionally the sub-committee is to discuss Common Core competencies at the next meeting.</p>	<p>NL</p> <p>PS</p> <p>NL</p>	<p>31 May 06</p> <p>30 May 06</p> <p>31 May 06</p>
8vi	<p><b>Education</b></p> <p>JB informed members regarding handbooks that are being developed for Designated Child Protection Officers and Governors.</p> <p>With regards to representation of Schools, GASSH (Gloucestershire Association of Special Schools Heads) will be represented on the sub-committee from June.</p> <p>After lengthy discussion, it was agreed that JS would represent Schools on the GSCB and all school settings would be represented on the sub-committee. If a particular agenda item requires the presence of a specific setting, then they will be invited to the GSCB meeting.</p> <p>The Chair suggested the review of the membership of the Board in the November meeting.</p>	DSi	11 Oct 06
<b>9. Resources Task Group</b>		<b>Action</b>	<b>By When</b>
	<p>The Chair asked DSi for forward the following to her:</p> <ul style="list-style-type: none"> <li>Regular updates</li> <li>Any issues with regards to funding</li> <li>Whether all Partner Agencies had contributed the agreed amounts for 2006/07.</li> </ul> <p>DSi explained to members that the Resources Task Group has been set up to consider a future funding formula. This meeting is being chaired by Paul Byrne.</p>	DSi	
<b>Any Other Business</b>		<b>Action</b>	<b>By When</b>
	<p><b>Attendance and Multi-agency membership of sub-committees</b></p> <p>DSi explained that although the membership of the Policy &amp; Procedures Sub-committee is varied, attendance is low. DSi to remind sub-committee members and provide feedback at the July Meeting.</p> <p>Members may view the Sub-committee reports which give details of who is/ is not representing them in the sub-committees.</p> <p>Additionally DSi would like to invite agencies to nominate individuals from their agency who have a monitoring background for membership in the Monitoring &amp; Performance Sub-committee. JM suggested approaching the Public Health department too. DSi to provide feedback at the July Meeting.</p>	<p>DSi</p> <p>All</p> <p>All</p> <p>DSi</p>	<p>10 Jul 06</p> <p>10 Jul 06</p> <p>30 May 06</p> <p>10 Jul 06</p>



	<b>Paper 42-2006</b>		
	JB requested an amendment to the Education Minutes, where IEP should read EIP.		

### Forward Plan

- July (Deadline for papers and sub-committee reports is 12 June 06).
  - 0205 Overview Report
  - Monitoring & Performance Sub-committee Membership
  - Policy & Procedures Sub-committee Membership
  - Final Draft Annual Report and Business Plan
  - Responding to Under-age Sexual Activity
  - Flagging up key issues & Communication
  - Disparity in Rates of Registration
- September
  - Child Death Reviews
- November
  - Review of GSCB Membership
  - GSCB links with MAPPP

### Next Meeting

Monday 10<sup>th</sup> July 2006 @ 09:30

Gloucestershire Constabulary HQ, Waterwells, Quedgeley, Gloucester