



Keeping children safe is everyone's responsibility

Brent LSCB Meeting Minutes

Wednesday 15th April 2015

9.30am-12.30pm

Sattavis Patidar Centre, Wembley

Minutes completed by: Wendy Proctor, LSCB Business Support Officer
Distribution list: All members of the LSCB

Present:

<u>Name</u>	<u>Designation</u>
Catherine Knights	Central North West London Mental Health Trust (CNWL) - Associate Director Quality, Safety and Safeguarding (Deputy Chair * Acting Chair)
Pamela Stewart	Brent LSCB Lay Member
Angela Clarke	Brent LSCB Lay Member
Lucille Allain	Brent LSCB Lay Member
Gail Tolley	Brent Council - Strategic Director, Children and Young People
Chris Williams	Brent Council - Head of Community Safety and Public Protection
Karina Wane	Brent Council - Deputy Head of Community Safety & Public Protection
Sarah Alexander	Brent Council - Head of Safeguarding Children & Young People
Neil Macdonald	Brent Council - Head of Locality Service Brent Social Care
Helen Duncan-Turnbull	Brent Council - Head of Support Planning and Review, Adults Social Care
Angela Chiswell	Brent Council - Head of Youth Support Services
Sandy Youngson	Brent Council - Health Improvement Specialist (Training) Public Health
Sue Gates	Brent Council - Head of Early Years
Cllr Ruth Moher	Brent Council - Lead Member for Children & Young People
DCI Mick Gornall	Metropolitan Police - Brent Borough Command
DCI John Foulkes	Metropolitan Police - Child Abuse Investigation Command
Dr Arlene Boroda	Brent CCG - Designated Doctor for Safeguarding Children
Pauline Fletcher	Brent CCG - Designated Nurse for Safeguarding Children
Dr Sarah Basham	Brent CCG - Co-Clinical Director for Kingsbury and Willesden
Colette Mannion	London North West Healthcare Trust (LNWH) - Deputy Director of Nursing
Kay Charles	Special School Representation – Head Teacher The Village School
Sophie Allen	Primary School Representation – Head Teacher Stonebridge Primary School
Sam Denman	National Probation Service - Assistant Chief Officer
Wendy Proctor	Brent LSCB Business Support Officer
Sue Matthews	Brent LSCB Business Manager
Kathryn Bryans	Brent LSCB Training Coordinator

Apologies:

<u>Name</u>	<u>Designation</u>
Dr Melanie Smith	Brent Council - Director of Public Health
Fiona Alderman	Brent Council – Chief Legal Officer
Afzal Ghany	Brent Council - HR Manager
Laurence Coaker	Brent Council - Head of Housing Solutions
Sara Williams	Brent Council - Operational Director Education and Early Help
Graham Genoni	Brent Council - Operational Director Social Care Children & Young People
Diana Brown	College of North West London – Safeguarding Lead
Sarah Mansuralli	Brent CCG - Borough Director for Safeguarding
Gary Passaway	CareUK - Service Manager Brent UCC
Richard Morris	CAFCASS Senior Service Manager for Greater London
Cassie Newman	Community Rehabilitation Company (CRC) – Assistant Chief Officer

15/15 **Apologies**

All apologies are noted on page 2 of these minutes.

Catherine Knights as Deputy Chair of the LSCB has stepped into the role as Chair of this meeting whilst the position is vacant.

16/15 **Minutes of the last meeting**

The minutes from the 4th February 2015 meeting were accepted as an accurate record with one amendment;

- Dr Arlene Boroda's job role is corrected to Brent CCG - Designated Doctor for Safeguarding Children.

17/15 **LSCB Minutes Action Log**Children with Disabilities Task Group

A verbal update was given on the progress of the Children with Disabilities Task Group. This group is chaired by the Team Manager of Brent Children with Disabilities Service and is focussing on improving safeguarding, partnership working and engagement of community.

Health & Wellbeing Board

The Health & Wellbeing Board agenda programme is being finalised and the suggestion was made from the LSCB for them to consider having a CSE themed meeting.

Brent Family Front Door Review Action Plan

The Brent Family Front Door Review action plan will be presented to the LSCB at the next meeting in June 2015.

Section 11 Challenge and Support Programme

Harrow LSCB and Brent LSCB will be carrying out joint Section 11 audits with the partner agencies that provide services across both boroughs.

DBS and Schools

Discussions are taking place regarding the development of a risk assessment template that could be offered to all schools to use when assessing the risks of cases that of barring by association.

18/15 **Standing Items**Issues arising from MAPPA

There had been a concern about the attendance from Brent Social Care and the blockage for this has now been addressed. There has been some IT issues with regards to the online referral form and work is being done to resolve this. It was agreed that any further problems that impact on the effective communication between partners would be raised with the Board.

Issues arising from MARAC

A MARAC steering group was set up in March to strengthen the MARAC governance arrangements. This group is developing well and will be meeting on a quarterly basis.

Issues arising from Inspection & Self Assessment

CNWL NHS Trust recently underwent a CQC inspection. This was a large undertaking involving 115 inspectors and positive preliminary has been received.

Feedback from Safer Brent Partnership

The Safer Brent Partnership has finalised the priorities for this year and the new strategy will be finalised and signed off at the next meeting taking place on the 21st May 2015.

Feedback from Health & Wellbeing Board

The Health & Wellbeing Board has been conducting themed meetings and the most recent theme focussed on mental health. Brent Childrens Trust has been tasked with taking forward a children and young peoples strategy focussing on mental health. A clear structure and links with both Brent Childrens Trust and the LSCB has been developed which will ensure proper connectivity and avoid duplication of activity and effort.

Feedback from Safeguarding Adults Board

The Safeguarding Adults Board is now a statutory body. A paper was presented to the Cabinet Board outlining the changes. Sarah Alexander is the confirmed representative for Children and Young People Service. Sue Matthews will continue to attend on behalf of the LSCB.

Feedback from Brent Childrens Trust

The Brent Childrens Trust has now reformed. Gail Tolley has taken on the role of the Chair.

Feedback from the London Board

Working Together 2015 has recently been published. The next London LSCB Chair's meeting will be taking place on the 28th May 2015. It is possible the new Chair will be in post by that date and will attend this meeting.

Partnership Improvement Plan (PIP)

The Chair expressed significant concern that the some actions on the PIP still require updating and requires improvement to reflect of a well functioning LSCB.

The Chair proposed that a meeting be set up to update all the outstanding actions on the PIP. All exceptions and issues will be raised at future meetings for the Board to provide appropriate challenge.

Welfare Reform

No update was given on the Welfare Reform.

ACTION :-

- 1. Sue Matthews to set up a meeting with members who have outstanding actions on the PIP to ensure that all actions are updated.**

19/15**Brent LSCB Sub Groups**

All sub group Chairs were requested to outline how they incorporate the voice of the child into the work of the group.

Developing a Learning Culture

The group has reviewed the action plan to ensure they are linked to the LSCB priorities and the meetings now focus on outcomes.

A concern was expressed that there is lack of trainers within the LSCB training pool, this is noted as a big challenge for the Board and without an appropriate pool of trainers and core representation the LSCB may not be able to meet the training needs of the partnership. All members were requested to submit any suggestions for trainers to Kathryn Bryans.

Another concern was raised regarding the request for single agency training from the LSCB. The LSCB provides multi agency training and it is felt that some partners, particularly schools need this message clarified.

The Board was informed that a special centre for safeguarding has been set up in Stonebridge School. This centre offers training for safeguarding training across schools and it was noted that it would be helpful for the LSCB to promote this to schools.

Concern was expressed that there is a low take up of the WRAP training offered by the LSCB. The Board discussed that there has been significant amount of single agency training on the PREVENT agenda and this has impacted on the attendance at LSCB training.

It was noted that where there are significant partnership events taking place that a calendar of these events should be sent to Kathryn Bryans to ensure that where possible LSCB events are not planned on the same dates.

A challenge was made to the Developing a Learning Culture sub group to consider developing a set of minimum standards for partner agencies to use when the commission trainers..

Pauline Fletcher has stepped down as the Chair of this group and the Chair requested that if anyone is interested in taken on this role even for a limited time to contact Sue Matthews.

The sub group will now have the voice of the child as a rolling agenda item and includes this within all training evaluations. There are a lot of surveys that have been conducted that have engaged children and young people and the group is going to review these at a future meeting.

Recruitment of Training Coordinator

Kathryn Bryans was successful in her application and has been appointed as the LSCB Training Coordinator.

Training Report

A report has been developed by Kathryn Bryans on the LSCB training. This report will be incorporated into the LSCB annual report.

Vulnerable Groups

A Vulnerable Groups Summit is being held on the 22nd April 2015. This will showcase the work taking place across Brent and the interface between all the different strands of work.

Serious Case Review

The Child I & J SCR has been concluded and the action plan is largely completed. All outstanding actions are being monitored by the group.

Currently Brent LSCB is not leading on any Serious Case Reviews although partners are

contributing to 2 Serious Case Reviews being conducted by other boroughs. The group includes the voice of the child in the lessons learnt from serious case reviews.

Quality, Audit & Outcomes

A report on the audits that have been undertaken this year is included within the annual report. The group is now planning the audit programme for 2015 which will focus on the board priorities. Consideration is being given to how audits can be conducted more smartly with themes. The voice of the child is often included in the feedback process of audits and will now be included within all audit Terms of Reference.

Policies and Procedures

It was felt that it is struggle for this sub group to establish the voice of the child within policies and procedures and some consideration will be given to this at future meetings.

Children Missing from Education

This procedure was presented to the Board for information. It is a single agency policy focussing on children missing from education.

This policy was developed last year and a lot of work has taken place since that time to link children missing from education with children missing from care/home.

A full update on the broader issue of missing children (including children missing from education) will be presented to the Board at the next meeting.

CP Conference Complaints Policy

This policy outlines the process of complaints made about Child Protection Conferences.

The policy has been redrafted to further clarify the arrangements. The Board signed off this updated policy.

Child Death Overview Panel

The CDOP annual report will be presented to the LSCB at the next meeting.

The group will be conducting an audit on sudden infant deaths in the borough as there is a higher number in Brent than average. An awareness campaign on safer sleeping is also being developed. The voice of the child is considered when engaging families in the CDOP process and work will be done to strengthen this.

Child Sexual Exploitation (CSE)

Gail Tolley has now taken up the role as the Chair of this group. The focus of the last meeting was the group action plan and a discussion will be taking place at the next meeting on how to focus on the voice of the child.

A meeting has been convened with the youth participation officers within Brent Council to discuss the best way for all the strategic groups to engage with children and young people in Brent. A suggestion has been made for Sue Matthews to attend this meeting that will be led by Gail Tolley.

Progress Report: Tackling CSE in Brent

A progress report was presented to the Board which has been produced for the Brent Council Corporate Management Team. This report provides an update of the local and national arrangements and will be incorporated into the LSCB annual report.

CSE Strategy

The CSE sub group has now finalised the CSE Strategy and with a few agreed grammatical amendments the Board ratified the strategy.

ACTION :-

1. **All members to consider sending any suggested nominations to be part of the LSCB training delivery team pool to Kathryn Bryans, LSCB Training Coordinator.**
2. **All members to send any dates of significant events to Kathryn Bryans to ensure where possible the LSCB events are not organised to clash.**

20/15 The impact of the LNWH Trust merger on safeguarding in Brent

The LNWH Trust was established following the merger between Ealing NHS Trust, NWLH Trust and Ealing Community Services. The new trust has over 8500 staff. There trust now covers 3 LSCB's and all 3 Deputy Chief Nurses have split this responsibility between them. The LNWH Trust has an internal safeguarding board and assurance was given that there has been no change or reduction in the resources of the safeguarding children services.

A request was made for a list of the named doctors and named nurses to be circulated to partners.

It was noted that the Brent CCG Clinical Quality Governance Group have requested assurances that the governance arrangements for safeguarding children are robust following the merger.

ACTION :-

3. **Colette Mannion to provide a list of the LNWH Trust named and designated professionals to Wendy Proctor for circulation.**

21/15 Brent LSCB Annual Report

Sue Matthews presented the draft 2014-15 annual report to the Board.

All members were requested to send feedback, amendments and comments to Sue Matthews by Friday 24th April 2015.

The Chair highlighted the importance that all members take the responsibility to engage and provide input into the development of the annual report. The Chair will be checking who hasn't provided feedback.

The Board felt the Brent Snapshot page was very helpful and gives an idea of the complexities of the Borough. The Board also felt encouraged to see the LADO referrals noted.

Some discussion took place on the use and meaning of the phrase 'Harmful Practices'. The board agreed that the Developing a Learning Culture Sub Group would explore this phrase.

ACTION :-

1. **All members to send feedback, amendments and comments on the annual report to Sue Matthews by Friday 24th April 2015.**
2. **The Developing a Learning Culture sub group to explore the use and meaning of the phrase 'Harmful Practices'.**

22/15 Impact of the changes to the Anti-Social Behaviour Legislation

A presentation and paper were submitted on this item after the agenda was circulated and as there is a lot of information contained within this paper it was agreed this agenda item will be deferred to the next meeting.

23/15 Lay Members Annual Report

The LSCB Lay Members produced and presented their annual report to the Board. The Board now has 3 Lay Members and was reminded that this is a voluntary role which all the Lay Members balance with other commitments.

The Lay Members have made great progress this year and the report sets out the work that has been completed. This includes;

- Strengthening links with schools
- Being the vehicle of the Community Reference Group

The challenges and key priorities for Lay Members going forward are;

- Involvement of wider communities
- Raising awareness that safeguarding is everybody's business
- Actively participate in LSCB sub groups
- Compile a profile of the community and faith groups
- Feed into and support these groups in understanding their safeguarding children responsibilities.

The next Community Reference Group meeting is taking place in June 2015 and to promote this group across the community the meetings are taking place in community buildings.

A challenge was made to the Board on what suggestions could be made for the Community Reference Group to capture the voice of the child in its work.

The board recognised the strong enthusiasm of lay members and acknowledged the dynamic work they have undertaken.

A request made from Councillor Moher that the Lay members should consider inviting local Councillors to be involved with the Community Reference Group who could assist in raising awareness of the group and its work. This will be discussed at the next meeting.

It was noted that the annual report make reference to an attachment which is a statement from a young child of an experience of being in care. This attachment will be circulated to the Board after the meeting.

ACTION :-

- 1. Angela Clarke to ensure that the request for local Councillors to be involved with the Community Reference Group is discussed at the group's next meeting taking place in June.**
- 2. Angela Clarke to send the annual report attachment statement to Wendy Proctor for circulation to the Board.**

24/15 **Brent CCG and NHSE joint GP Commissioning role**

It has been agreed via a vote that the CCG and GP's will now have co-commissioning arrangements for primary care GP services. The Board was assured that this new arrangement will not currently have any impact on the Section 11 requirements. Once the full details of this arrangement have been confirmed a paper will be presented to the Board.

25/15 **Schools Section 11 Report**

The section 11 audit for schools was developed as a result of a recommendation from a Serious Case Review to seek assurances that schools are following their safeguarding responsibilities. This audit was designed to provide schools with an improvement tool. It was a large document to complete however out of the schools that completed and returned the audit there was positive feedback from all. It was agreed that this audit will be undertaken every 2 years and the form will be reviewed to make it more 'user friendly'.

A concern was raised on the number of schools that completed this exercise and the Board felt that a follow up should be done with all the schools that did not complete the audit.

It was noted that both the DBS audit and the S.11 audit were set out simultaneously which caused some confusion. This will be taken into account when sending any further audit documents out to schools.

ACTION :-

- 1. Sue Matthews to suggest how best to follow up with the schools that did not complete and return the S.11 audit.**

26/15 **Safer Recruitment Guidance**

Following on from the DBS audit that was undertaken by Brent LSCB, it was agreed that the previous draft safer recruitment document would be reviewed. A small working group was set up and the final draft of the new guidance was presented to the Board for ratification.

The Board agreed to sign this guidance with the following amendments being made;

- Where it mentions providing UK birth certificate a reference should also be made to providing appropriate immigration papers
- A note should be made that references should be taken up dependent on organisational guidelines

ACTION :-

- 1. Sue Matthews to ensure the agreed amendments are made to the Safer Recruitment Guidance and it is published on the LSCB website.**

27/15 **LSCB Meetings Forward Plan**

The following items will be added to the LSCB meeting forward plan:

June 2015 Meeting

- Anti-Social Behaviour Home Office Peer Review
- Gangs Peer Review

- Brent Family Front Door Review Action Plan
- CDOP Annual Report 2014-15
- Working Together 2015
- Missing Children

July 2015 Meeting

- Early Help
- Youth Offending Service
- Social Care Annual Report

28/15 Any Other Business

i. Learning Points

It was agreed that in all future LSCB meetings a summary of the meeting will be discussed at the end and any learning points will be identified. These will be highlighted in all minutes in lilac.

ii. Challenges

It was agreed that in all future LSCB meetings a summary of the meeting will be discussed at the end and any challenges made during the meeting will be identified. These will be highlighted in all minutes in lime.

iii. What to do if you worried a child is being abused.

This guidance has been updated and a link will be circulated to all partners. The updated document will also be made available on the LSCB website.

iv. School Nursing and Health Visiting

It was noted that the School Nursing and Health Visiting services in Brent are now being provided the Central London Community Healthcare (CLCH) NHS Trust. It was agreed that an invitation will be extended CLCH to send representation to sit on the LSCB. The Health Visiting Service will be moving over to the Local Authority in October 2015 and an update on this will be presented to the Board at the July Board.

v. Appointment of LSCB Chair

The Board was updated on the appointment process of the new LSCB Chair. It is the responsibility of Chief Executive of Brent Council to recruit a new chair and some Board members have been invited to join the interview panel.

ACTION :-

- 1. Sue Matthews to circulate the updated' What to do if you worried a child is being abused' guidance.**

Date of next meeting:

Subject to Change
Wednesday 10th June 2015
9.30am - 12.30pm
Venue TBC

Brent LSCB Meeting – 15th April 2015 Action Log

Actions	Contact	Completion Date
PIP		
Set up a meeting with members who have outstanding actions on the PIP to ensure that all actions are updated.	Sue Matthews	10 th June 2015
Training Pool		
Consider sending any suggested nominations to be part of the LSCB training delivery team pool to Kathryn Bryans, LSCB Training Coordinator	All Members	10 th June 2015
Events Calendar		
Send any dates of significant events to Kathryn Bryans to ensure where possible the LSCB events are not organised to clash.	All Members	10 th June 2015
LNWH Trust		
Provide a list of the LNWH Trust named and designated professionals to Wendy Proctor for circulation	Colette Mannion	10 th June 2015
Annual Report		
Send feedback, amendments and comments on the annual report to Sue Matthews by Friday 24th April 2015.	All Members	10 th June 2015
Explore the use and meaning of the phrase 'Harmful Practices'.	Developing a Learning Culture	10 th June 2015
Lay Members Annual Report		
Ensure that the request for local Councillors to be involved with the Community Reference Group is discussed at the group's next meeting taking place in June.	Angela Clarke	10 th June 2015
Send the annual report attachment statement to Wendy Proctor for circulation to the Board.	Angela Clarke	10 th June 2015
Schools S11 Audit		
Suggest how best to follow up with the schools that did not complete and return the S.11 audit.	Sue Matthews	10 th June 2015
Safer Recruitment Guidance		
Ensure the agreed amendments are made to the Safer Recruitment Guidance and it is published on the LSCB website.	Sue Matthews	10 th June 2015
What to do if you are worried a child is being abused		
Circulate the updated 'What to do if you worried a child is being abused' guidance.	Sue Matthews	10 th June 2015