



Keeping children safe is everyone's responsibility

# BRENT LSCB MEETING MINUTES

**Tuesday 29<sup>th</sup> November 2016, 13:30-16:30, Wembley Stadium**

## Present:

### Designation

Barnardos - Assistant Director Children's Services West Locality  
 CLCH NHS Trust – Representing Head of Safeguarding  
 Brent CCG - Designated Doctor for Safeguarding Children  
 Brent Council – Head of Community Safety  
 Brent Council – Children & Young People – Operational Director Integration and Improved Outcomes  
 Brent Council - Children and Young People Strategic Director  
 Brent LSCB Business Manager (Interim)  
 Brent LSCB Business Support Officer  
 Brent LSCB Independent Chair  
 Brent LSCB Lay Member  
 CNWL Mental Health Trust – Representing Associate Director Quality, Safety and Safeguarding *attending on behalf of Catherine Knights*  
 National Probation Service - Assistant Chief Officer  
 Primary School Representation – Head Teacher Stonebridge Primary School  
 Brent Council - Director of Public Health  
 Queens Park Rangers in the Community  
 Special School Representation – Head Teacher The Village School  
 Metropolitan Police - Child Abuse Investigation Command  
 Metropolitan Police – Brent Borough Command  
 Brent CCG – Assistant Director  
 College of North West London – Safeguarding Lead  
 CLCH NHS Trust - Head of Safeguarding

### Name

Marie Moody  
 Rachel Phillips  
 Dr Arlene Boroda  
 Karina Wane  
 Nigel Chapman  
 Gail Tolley  
 Yvonne Byrne  
 Wendy Proctor  
 Mike Howard  
 Pamela Stewart  
 Susan Bray  
 Sam Denman  
 Sophie Allen  
 Dr Melanie Smith  
 Janet Barr  
 Kay Charles  
 DCI John Foulkes  
 DI Lee Dawson  
 Duncan Ambrose  
 Anna Openshaw-Lawrence  
 Trish Stewart

## Guests:

### Designation

Brent Council Chief Executive  
 Metropolitan Police – Brent Borough Command - CID  
 Brent Council Executive & Member Services Governance and Civic Assistant

### Name

Carolyn Downs  
 DCI Pete Wallis  
 Nikoleta Nikolova

## Apologies:

### Designation

LNWH Trust – Assistant Director for Safeguarding Children  
 Brent LSCB Lay Member  
 CAFCASS Senior Service Manager for Greater London  
 Brent Council - Head of Housing Solutions  
 CNWL Mental Health Trust - Associate Director Quality, Safety and Safeguarding (Deputy Chair)  
 Family Magistrate Court  
 Brent Council - Children & Young People Head of Safeguarding & Quality Assurance  
 Brent CCG - Designated Nurse for Safeguarding Children  
 Brent Council - Adults Social Care Head of Support Planning and Review  
 Brent Council - Lead Member for Children & Young People

### Name

Lesley Tilson  
 Angela Clarke  
 Danielle Dunbar  
 Laurence Coaker  
 Catherine Knights  
 Pam Ullstein  
 Sonya Kalyniak  
 Gillian Attree  
 Helen Duncan-Turnbull  
 Cllr Wilhelmina Mitchell-Murray

<b>Item 33</b>	<b>Welcome &amp; Apologies</b>	<b>Chair</b>
<b>Key Points</b>	<ul style="list-style-type: none"> <li>All apologies are noted on page 1 of these minutes.</li> </ul>	

<b>Item 34</b>	<b>Minutes of last meeting/Matters Arising</b>	<b>Chair</b>	
<b>Minutes</b>	<ul style="list-style-type: none"> <li>The minutes of the last meeting held on 15<sup>th</sup> September were agreed as an accurate record.</li> </ul>		
<b>34.1 Action Tracker</b>	<ul style="list-style-type: none"> <li>All actions for the annual report were to be discussed under item 36.1.</li> <li>All comments on the Business Plan that were received had been incorporated into the LSCB Business Plan action plan.</li> </ul>		
<b>34.2 LSCB Ofsted Action Plan Sept 2016</b>	<ul style="list-style-type: none"> <li>The LSCB Ofsted Action plan was updated at the end of September 2016.</li> <li>The majority of actions have been completed, the outstanding actions focus on audits, links with the Family Justice board and Private Fostering.</li> <li>The Family Justice Board has denied a request for Brent LSCB to establish a link with it, therefore this recommendation cannot be completed.</li> <li>The Board's work to monitor the activity of the partnership for privately fostered children was ongoing.</li> </ul>		
<b>34.3 Domestic Abuse Project -Schools and Met Police</b>	<ul style="list-style-type: none"> <li>This pilot project was agreed earlier in the year and there has been some delay on progressing this project.</li> <li>A solution to how the information would be shared with schools securely has yet to be agreed.</li> <li>It was noted that this project ran successfully in other boroughs.</li> <li>The Chair expressed his concerns about this delay and it was agreed that DI Lee Dawson would follow up the progression with the Met Police and request feedback be given to the Chair.</li> </ul>		
<b>Actions</b>		<b>Action Owner</b>	
		<b>Deadline</b>	
Follow up the progression of the Domestic Abuse Information Sharing Project between Schools and Met Police and request feedback be given to the Chair.		DI Lee Dawson	14 <sup>th</sup> Feb 2017

<b>Item 35</b>	<b>Board Update</b>	<b>Chair</b>
<b>35.1 LSCB Budget</b>	<ul style="list-style-type: none"> <li>The Chair intended to present a full profile of the LSCB Budget to the Board at this meeting however had not possible.</li> <li>The new Brent Council Head of Finance had picked up this work and the Chair agreed to give him further time to develop the profile that will be fit for presentation.</li> <li>A full balanced budget would therefore be presented to the Chairs Group in January 2017 and the Board in February 2017.</li> </ul>	
<b>35.2 Feedback from Sub Groups &amp; Community Reference Group</b>	<ul style="list-style-type: none"> <li>Sub group Chairs submitted briefing work update reports to the Board on the progress of the sub groups.</li> </ul> <p><u>Monitoring &amp; Evaluation Sub Group</u></p> <ul style="list-style-type: none"> <li>The Group would continue to undertake multiagency audits that have been identified in the work plan.</li> <li>The Chair encouraged partners to input into the work of this group and bring any suggestions for additional multiagency audits to the group for consideration.</li> </ul> <p><u>Serious Case Review Sub Group</u></p> <ul style="list-style-type: none"> <li>The sub group met on Monday 28<sup>th</sup> November and discussed the Northamptonshire SCR Child Q and the risks that aggressive dogs continue to pose to the protection and wellbeing of children and families.</li> <li>A point was accepted that any work that the LSCB undertakes in the future to raise awareness of this should note that all dogs could be dangerous and aggressive.</li> </ul>	

Item 35	Board Update	Chair
	<p><u>Child Sexual Exploitation Sub Group</u></p> <ul style="list-style-type: none"> <li>The role of the Chair for this sub group had been taken up by Brian Grady – Brent Council Operational Director (Safeguarding, Performance &amp; Strategy).</li> </ul> <p><u>Child Death Overview Panel (CDOP)</u></p> <ul style="list-style-type: none"> <li>The Healthy London Partnership had been given a grant from NHS England to progress work in analysing child deaths.</li> <li>A workshop would take place in December 2016 focussing on suicides and another workshop would take place in February 2017 focussing on sudden unexpected deaths in infants.</li> <li>Training in partnership with the Lullaby Trust has been offered as part of the LSCB programme to raise awareness of co-sleeping in Brent which is a common cause of sudden unexpected deaths in infants.</li> <li>The interest in this course has been very low and sessions have been cancelled due to such low booking numbers.</li> <li>This awareness training would benefit anyone who works with families that have young children and the Board was asked to consider how the message could be promoted across the partnership.</li> <li>The Chair of the CDOP agreed to coordinate a range of suggested promotional activities to raise awareness of co-sleeping which include: <ul style="list-style-type: none"> <li>Offer Lullaby Trust training to parents and carers hosted by The Village School &amp; Children’s Centres.</li> <li>Schools could promote awareness of co-sleeping with parents via ‘parent mail’</li> <li>Awareness information to be included in the Children’s Centres newsletter.</li> <li>Promote the Lullaby Trust website with the Safeguarding Designated Lead Officers within schools.</li> </ul> </li> </ul> <p><u>Policies &amp; Procedures Sub Group</u></p> <ul style="list-style-type: none"> <li>It was noted that some terminology used in the briefing report submitted from the CDOP Chair would be amended for accuracy.</li> </ul>	
<p><b>35.3 Changes to LSCB with Brent Council</b></p>	<ul style="list-style-type: none"> <li>Some changes had been made in the way the LSCB Team would be managed with the view to strengthening relationships across all partnership Boards across Brent.</li> <li>The LSCB Business Support Officer moved into the Governance and Civic Services Team within Brent Council’s Executive &amp; Members Services.</li> <li>Brent Council was advertising for a Partnerships Manager who will pull together all the partnership Boards in Brent to enable closer links and better joined up working.</li> </ul>	
<p><b>35.4 LSCB Training</b></p>	<ul style="list-style-type: none"> <li>The training report for 2015/16 was presented to the Board.</li> <li>There had been a gap in the function and capacity of the LSCB Training Programme for some months due to the absence of the Training Coordinator.</li> <li>The LSCB Manager &amp; Business Support Officer had been carrying out some intensive work to pull together the training programme under difficult circumstances.</li> <li>The Chair recognised that the partnership had given support to strengthen the training programme.</li> <li>The focus would be to develop and sustain the training offer up until March 2017 and ensure that courses would be offered that addressed the LSCB priorities for 2016/17.</li> <li>The Board had also strengthened links with Harrow LSCB and would be working together to offer joint programmes in future.</li> <li>A quality assurance system was being developed by the Learning &amp; Development Sub Group.</li> <li>The online training management (LearningPool) that Brent LSCB used was in the process of being upgraded to increase functionality and ease of use.</li> </ul>	

Item 35	Board Update	Chair	
<b>35.4 LSCB Training Continued</b>	<ul style="list-style-type: none"> <li>A new range of updated online courses was available that the LSCB would add to the training offer programme.</li> <li>A working group would be set up to develop briefing sessions and practice learning forums alongside the training programme.</li> <li>Options on the delivery of training on mental health awareness was being explored.</li> </ul> <p><u>Practitioner Forums</u></p> <ul style="list-style-type: none"> <li>A working group would scope out the development of practitioner forums taking into consideration points raised regarding confidentiality and sharing live case information for learning.</li> </ul>		
Actions		Action Owner	Deadline
	A full balanced LSCB budget to be presented to the Chairs Group in January 2017 and the Board in February 2017	Yvonne Byrne Brent Council Head of Finance (Andrew Ward)	14 <sup>th</sup> Feb 2017
	Clarify the accuracy of the terminology within the Policies & Procedures Sub Group Briefing report with the Sub Group Chair.	Yvonne Byrne Catherine Knights	14 <sup>th</sup> Feb 2017
	Lead the CDOP in coordinating a range of suggested promotional activities to raise awareness of co-sleeping.	Dr Melanie Smith	31 <sup>st</sup> Mar 2017
	Funding opportunities for providing multiagency awareness training looking at Mental Ill Health to be discussed.	Duncan Ambrose Yvonne Byrne	14 <sup>th</sup> Feb 2017
	Set up a working group to scope out the development of the practitioner forums.	Yvonne Byrne Sam Denman	31 <sup>st</sup> Jan 2017

Item 36	Business	Chair
<b>36.1 Annual Report 2015-16</b>	<ul style="list-style-type: none"> <li>The Chair presented the final version of the Annual Report to both the Overview &amp; Scrutiny Committee &amp; Brent Children's Trust and received positive feedback</li> <li>A number of questions were raised by Members of the Overview &amp; Scrutiny Committee which the Chair would respond to.</li> </ul>	
<b>36.2 Section 11 Audit</b>	<ul style="list-style-type: none"> <li>A summary of the Section 11 Audit for 2016 was presented to the Board.</li> <li>Anna Janes, the external consultant commissioned to undertake this audit was unfortunately not able to complete the work due to ill health.</li> <li>The findings from this pilot audit process were varied and specific to each partner agency and the key findings were: <ul style="list-style-type: none"> <li>Staff awareness of safeguarding varied greatly.</li> <li>Staff confidence levels of responding to concerns they had varied greatly.</li> <li>Agencies needed to communicate with staff better.</li> <li>Most people felt that they had opportunities to discuss safeguarding concerns.</li> <li>There was some variation in attending safeguarding training on LSCB priority areas with Mental Ill Health being the lowest.</li> <li>There was generally a low level of knowledge and confidence of Private Fostering amongst all staff.</li> <li>Four action plans were received from member agencies.</li> <li>Most actions that were received focussed on training, increasing awareness of safeguarding and stronger communication.</li> </ul> </li> <li>The S11 pilot audit process, which was followed, received positive feedback from partners who undertook and owned the audit.</li> <li>This process would be carried out again in 2017 and suggested improvements would be made to allow all partners to commit to undertaking it.</li> <li>The improvements that would be made to the audit process were: <ul style="list-style-type: none"> <li>Use SurveyMonkey as the basis of the questionnaire and analysis of results as the paper based route created delay and some obstructions.</li> </ul> </li> </ul>	

Item 36	Business	Chair	
<b>36.2 Section 11 Audit Continued</b>	<ul style="list-style-type: none"> <li>○ Review the questionnaire to make it more relevant to voluntary, community and faith groups.</li> <li>○ Begin the process in spring 2017.</li> <li>○ Better communication about the pilot to all partners with clarity on expectations from the Board.</li> <li>● The Board was reminded that safeguarding is everyone's responsibility and that all partners would be expected to actively participate in this process.</li> </ul>		
Actions		Action Owner	Deadline
Ensure a copy of the S11 Audit presentation was circulated to all Board members with the minutes.		Yvonne Byrne Wendy Proctor	23 <sup>rd</sup> Dec 2016

Item 37	Discussion: Performance Dashboard and Data Set	Chair	
<b>Key Points</b>	<p><u>Board Activity</u></p> <ul style="list-style-type: none"> <li>● The Board broke into discussion groups to review the proposed LSCB performance dataset which focussed on: <ul style="list-style-type: none"> <li>○ The options paper presented to the Board at the September 2016 meeting; and</li> <li>○ The suggested list of data indicators which was also presented to the Board at the September 2016 meeting.</li> </ul> </li> </ul> <p><u>Discussion and Next Steps</u></p> <ul style="list-style-type: none"> <li>● The feedback from the discussions and any further comments from partners would be collated by the LSCB Business Manager.</li> <li>● Members agreed to submit suggestions of data that could be provided from their agency to be included in the new performance data dashboard.</li> </ul>		
Actions		Action Owner	Deadline
All members to suggest what data could be provided from their agency to be included in the new performance data dashboard.		All members	16 <sup>th</sup> Dec 2016
Collate the feedback from the dataset discussions during the meeting and any additional comments received from Members.		Yvonne Byrne	14 <sup>th</sup> Feb 2017

Item 38	Any Other Business	Chair
<b>Key Points</b>	<p><u>Probation Inspection</u></p> <ul style="list-style-type: none"> <li>● Probation service providers have recently been inspected and the report was due to be published on 15<sup>th</sup> December 2016.</li> </ul> <p><u>iMPOWER</u></p> <ul style="list-style-type: none"> <li>● iMPOWER are undertaking a project for Brent Council and partners were encouraged to engage with any consultations that may be requested.</li> </ul> <p><u>Metropolitan Police Inspection</u></p> <ul style="list-style-type: none"> <li>● The Metropolitan Police was subject to a national HMIC inspection in March 2016 that focussed on child protection.</li> <li>● 16 boroughs were inspected and the inspection report was published on Friday 25<sup>th</sup> November 2016.</li> <li>● The report was very critical and made a number of recommendations for action.</li> <li>● Brent Police has begun to undertake a programme of activity to respond to all recommendations.</li> <li>● The following actions have already taken place: <ul style="list-style-type: none"> <li>○ A dedicated Missing Persons Unit had been set up.</li> <li>○ The focus had shifted to risk rather than concentrating on the MOPAC 7 group of offenses.</li> <li>○ Reintroduced a series of training days which focused on CSE awareness and reporting.</li> <li>○ Stronger attendance and presence at CP conferences and Strategy meetings.</li> <li>○ Reintroduction of the Brent 24 hour grip and pace unit/control room.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Moving forward it has been recognised that partnership working was key and stronger links will be made with health and education.</li> <li>• An integrated unit would be introduced in Brent.</li> <li>• The Board was assured that the case studies that were used in the inspection where children were deemed at risk were not Brent cases.</li> <li>• A number of changes across London are planned for the Metropolitan Police including merging boroughs into 'super boroughs'.</li> <li>• It had not been confirmed when these changes for Brent will take place.</li> <li>• The Board recognised that key partners like the Local Authority should be consulted and formally involved in improvement planning for these proposed changes and the LSCB can assist facilitate this.</li> </ul> <p><u>Football Association</u></p> <ul style="list-style-type: none"> <li>• Nationally there had been several disclosures of football coaches sexually abusing footballers.</li> <li>• The FA had responded quickly to this and has set up a hotline in partnership with the NSPCC for adults who may have been abused as children within the football industry.</li> <li>• QPR is the major club that works with Brent and they were in the process of reviewing the safeguarding and safer recruitment policies and procedures.</li> <li>• QPR's Head of Safeguarding recently updated the whistleblowing policy and there was a number that people could call anonymously.</li> <li>• To date there had not been allegations against QPR.</li> <li>• The Metropolitan Police was involved in the cases that were being reported.</li> <li>• QPR is offering reassurances to all parents that DBS checks were done appropriately and that they had robust procedures in place.</li> <li>• The Board recognised that there had been a proactive response from the FA and Brent LSCB had strengthened links between Brent Council and the FA safeguarding department.</li> <li>• The Board had offered advice and support to the FA.</li> <li>• The Board had requested assurance from the FA on the systems and procedures it has in place to monitor the grass roots football clubs and also how it ensures that the FA's safeguarding training was quality assured and fit for purpose.</li> </ul> <p><u>Offers of Meeting Venues</u></p> <ul style="list-style-type: none"> <li>• The next meeting was moved to 14<sup>th</sup> February 2017 and was scheduled to be held at Loftus Road Stadium, the home of QPR.</li> <li>• Board members were asked to consider offering venues for future LSCB meetings.</li> <li>• Some sub group members had experienced difficulties accessing the meetings within Brent Civic Centre and action was taken to try and address these difficulties.</li> <li>• The Village School had offered a space for the LSCB April 2017 meeting.</li> </ul>	
<b>32.1 Forward Planning</b>	<ul style="list-style-type: none"> <li>• The following items will be discussed at the November 2016 meeting. <ul style="list-style-type: none"> <li>○ LADO Annual Report</li> <li>○ S11 Audit</li> </ul> </li> </ul>	
<b>Actions</b>	<b>Action Owner</b>	<b>Deadline</b>
Review, update and circulate LSCB Ofsted Action Plan	Mike Howard Yvonne Byrne	29 <sup>th</sup> Nov 2016
Ensure the message from the Board that key partners should be consulted and formally involved in improvement planning for the Met Police proposed changes to Brent is fed back centrally.	DCI John Foulkes	14 <sup>th</sup> Feb 2017
Seek assurance from the FA on what systems and procedures it has in place to monitor the grass roots football clubs.	Mike Howard	14 <sup>th</sup> Feb 2017

**Brent LSCB meetings will be held on:**

<b>DATE</b>	<b>Time</b>	<b>Venue</b>
Tuesday 14th February 2017	09:30-12:30	Loftus Road Stadium, W12