

Date: 5th December 2018

Time: 2:30 until 16:30

Chair: Simon Westwood, SSCB Independent Chair

Venue: Committee Room 4, Civic Centre, Chorley Road, M27 5AW

MINUTES

1. Welcome and Apologies Chair N/A

Attended by:

Members

Westwood, Simon (Chair)	Independent SSCB Chair
Armfield, Karen	Head Teacher, Boothstown Methodist Primary School & Chair of Education Safeguarding Group
Blackburn, Deborah	Assistant Director: Public Health Nursing (Represents Director of Public Health)
Buckley, Cathryn	Head of Adult and Child Safeguarding, Greater Manchester Mental health Foundation Trust
Ford, Emma	Head of Safeguarding, Salford City Council
Hagan, Glen	Service Manager, CAFCASS
Hubber, Sharon	Assistant Director Specialist Services, Salford City Council
Kelly, Clare	Assistant Director of Nursing, SRFT & Chair of Strategic Training Sub Group
Patel, Andrea	Designated Nurse, NHS Salford CCG/Representing NHS England Chair of Learning & Improvement – Performance and Quality Assurance Sub Group
Ramsden, Charlotte	Director of Adult and Children's Services, Salford City Council
McDonagh, Mary	Interim Head of Cluster: Manchester, Salford, Trafford
Thorpe, Francine	Director of Quality & Innovation, NHS Salford Clinical Commissioning Group
Warburton, Michelle	Voice and Influence Manager, CVS

Officers from the SSCB Unit will attend and support the Board

Bentley, Vivienne (minutes)	Senior Business Support Officer, SSCB
Slack, Tiffany	Business Manger, SSCB

Sub Group Chairs (attend when required)

Rumley, Tim	Senior Youth Service Manager, Salford City Council (Chair of Voice of the Child Sub Group)
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Apologies

Dixit, Kalpesh	Designated Doctor, NHS Salford CCG
Grant, Simon, Rabbi	Lay Member
Millington, Howard	Superintendent, Greater Manchester Police
Pugh, Nicola	Community Director (Manchester, Salford and Trafford) Cheshire & Greater Manchester CRC

The Lead Member for Children's Services will be a participating observer

Stone, Councillor Lisa	Lead Member for Children's Services (Participant Observer)
Walsh, Councillor John	Executive Support for Education and Learning

Other agencies or groups invited onto the Board as co-opted members and advisors

Brooks, Carole	Early Adopter Project Lead
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Not expected to attend

Bandesha, Gunjit	Consultant in Public Health, Salford City Council
Browse, Laura	Head of Primary Care, NHS England
Hassall, Anthony	Chief Accountable Officer, Salford CCG
McLauchlan, Gillian	Consultant in Public Health, Salford City Council

Sub Group Chairs (attend when required)

Packer, Chris	Detective Chief Inspector, GMP (Chair of Sexual Abuse and Exploitation Sub Group)
Rogers, Polly	Salford Health Works Advisor, (Co-Chair of Practitioner Forum)

Other agencies or groups invited onto the Board as co-opted members and advisors

Ashton, Lorraine	Solicitor, Manchester & Salford Legal Section (Professional Advisor)
Burfitt, Elaine	Named Doctor: Community Child Protection, SRFT (Professional Advisor)

Presentation of Reports –**2. Launch of the Early Help Assessment (Deborah Blackburn)**

2.1. Unfortunately Ms Lunn was unable to attend the meeting today, Ms Blackburn updated on her behalf:

- The family assessment was launched April 2017 and used until the end of October 2018.
- Feedback from professionals and families indicated that it was too long and it was felt it could be shorter, more effective and user friendly.
- A multi agency group worked on the feedback from the family assessment and the Early Help Assessment was piloted.
- It went city wide officially on 1st November 2018.
- Main changes are:
 - Main emphasis is having a conversation with the family in an engaging way and really focusing on the quality of that engagement.
 - The assessment has been reduced from 16 areas to 7 areas. It is still a strength based asset assessment.
 - It is to be promoted as an early help assessment that can be issued across services with an adult or a family.
 - It centres more on the family telling their story and deciding their desired outcomes.
 - The desired outcomes in the 7 areas should be expected to feed into the analysis section and action plan.
- The multi agency meeting is still a team around the family to be reviewed every 4-12 weeks.
- Scoring is going to be analysed and reported on focusing on the 7 areas and an overall family score.

Questions and comments:

2.2. Ms Armfield informed that schools have expressed concern that the guidance says all staff will have training, schools have assured that they will ensure designated professionals are trained, but do not think it is feasible to train all staff. Ms Ford informed that at the Coordination and Delivery group meeting held on 19th November 2018, it was agreed to trial using webinars for this training to enable more staff to be trained.

- 2.3. Ms Blackburn informed that there is an early help strategy group which will address the practical issues identified during the implementation process.
- 2.4. Ms Armfield informed that there has been positive feedback from schools, it is easier to complete and just as effective. This is an asset based approach.
- 2.5. Mr Westwood informed that the early help assessments are overseen through the 0-25 Board; however SSCB still has statutory responsibility. When the new safeguarding arrangements are in place, the safeguarding partnership will not have statutory responsibility and this will be led by the 0-25 Board.

3. Viewpoint Update (Tim Rumley)

- 3.1. Mr Rumley presented the paper which was distributed ahead of this meeting.
- 3.2. Viewpoint is an online electronic system used to gather the views of children and young people in Salford. The system has been available in Salford since 2013. Mr Rumley has tried to encourage use wider of viewpoint via workshops, addressing administration issues, sharing guidance. The impact has been minimal.
- 3.3. Mr Rumley has asked young people and professionals to give their views on viewpoint; this resulted in negative feedback being received. Implications to SSCB including the costs are included in the paper. Salford cannot close the account with Viewpoint until October 2019 and there is a fee of £500 to end the contract early.
- 3.4. Mr Rumley informed that alternative systems are being explored and social care managers have been tasked with identifying how the voice of children and young people is gathered without using viewpoint.
- 3.5. Suggested recommendations were included in the paper; primarily it was recommended to continue using Viewpoint until the end of the school year in July 2019. Services that do not currently use the system will need to provide assurance that they document the voice of children and young people.
- 3.6. We still need to understand themes and issues affecting children and young people in Salford in the new partnership.

Questions and comments:

- 3.7. Mr Westwood commented that the paper was helpful; it includes views of professionals and young people as well as cost implications. He agreed that we need to be sure there are systems in place to capture the views of young people, particularly regarding safeguarding. Whatever the alternative is we need assurance that it will work and we need an alternative in place as soon as possible.
- 3.8. Ms Ford assured that we know we do capture the voice of children and young people; this was evidenced during the recent Ofsted inspection. We need to look at what means there are to give a range of opportunities to capture the voice and what do we do with that information. The child's voice feeds into child protection conferences and reviews, we need to identify how this Board knows what the themes are and how we collate views.
- 3.9. Ms Hubber gave assurance that the voice of children and young people is gathered and used for planning purposes. Ms Hubber agreed that once the decision is made to discontinue with viewpoint, professionals will stop using it. Children looked after by the local authority do not use viewpoint. This paper highlights what we will do and how, to ensure the voice of children and young people is heard. Ms Hubber highlighted that safeguarding is everyone's responsibility so all partners need to think about how they capture the voice of the child. This is an opportunity to think about how else we do this.
- 3.10. Ms Ford suggested that the CCG work in this area could be filtered into the early adopter programme. Ms Ford has contacted Nadine Payne, Innovation Manager, NHS

Salford CCG as she planned to write a bid for a QA officer across two agencies (CCG/LA), it would be good for a multi agency approach. Ms Ford has asked if it is possible to apply for an innovation bid to undertake a short piece of work to look at how we can do this as it would be useful to have someone in place to develop a framework and give options on how we can get children's views. This is a challenge as a lot of the issues are difficult for young people to discuss and process.

- 3.11. Ms Ford will wait for Ms Payne to respond regarding timescales and link with the Quality Assurance Framework later in December.
- 3.12. Ms Thorpe noted that we need to pick out the themes and trends relevant to SSCB. Operationally we need to know how young people feel about the services they receive. Ms Hubber informed that a lot of people are doing this work already, there has been low take-up of viewpoint, as a Board we need to identify what we are driving and why.
- 3.13. Ms Blackburn noted that this links to the voice of the child advisory group terms of reference, which were reviewed recently. In addition it links with the communication group with SSAB and Community Safety Partnership. This can go back to communication and engagement experts.
- 3.14. Mr Westwood noted that Viewpoint has not been utilised effectively and agreed that we should cease using it by October 2019. The minor costs to closing early will be covered by the budget. Ms Slack noted that originally the funding source was 50% SSCB and asked if there would this be the same split to cease viewpoint? Mr Westwood informed that this would be the case if it is possible however is unclear where the budget is for CYPTB for next year.
- 3.15. Mr Westwood asked who will take ownership of the databases when they are returned. It was agreed that children's services will receive the databases and they will be held within the quality assurance unit. The database will be used to inform the SSCB of thematic data.
- 3.16. As it was a shared decisions and cost to implement Viewpoint, it was agreed that agreement from CYPTB and O-25 Board was required before we can cease using Viewpoint. It was suggested not to create new accounts on Viewpoint, but to continue to use it with existing users.
- 3.17. A piece of work is required, which should be linked to the early adopter programme, describing how thematic views from young people are fed into the new arrangements. This should be a multi agency piece of work including information gathering and collating from a range of sources and used to inform the partnership of themes.
- 3.18. Ms Ford will ask Carole Brooks, Early Adopter Programme Lead, to work with Social Care Managers and wider networks to look at what is collected currently, where the information is, and identify what systems are required to pull this together. Ms Ford will apply for innovation bid funding to pull the systems and will also discuss this with the Quality Assurance Manager. Partnership input particularly from GMP may also be required.
- 3.19. Ms Hubber noted that we need to identify what we want to know from young people and if this is already collected elsewhere, for example children's social care annually review foster carers and as part of that review children are asked their views – this is evidence of feedback from children in vulnerable placements. We also need to identify what the difficulty is to being able to analyse the information received.
- 3.20. Ms Ford noted that we do need someone in the SSCB Performance role.

4. Early Adopter Programme (Simon Westwood)

- 4.1. Mr Westwood informed that the Early Adopter Project Highlight Report was included with the papers for this meeting. The only area that is currently amber is in relation to Carole Brooks' contract. Mr Westwood assured that this is almost sorted.
- 4.2. Point 5 is regarding voice groups and this links to the previous agenda item. We need to determine how we get the voice of the child to inform and link to new arrangements.

5. Annual Report 2017-18 (Tiffany Slack/Simon Westwood)

- 5.1. The detailed draft of the annual report was included in the papers for this meeting.
- 5.2. Mr Westwood informed that we would normally publish the annual report in September however it was agreed to publish later this year and de-prioritised due to events in Salford including the early adopter programme and the recent Ofsted inspection.
- 5.3. V9 of the annual report 2017-18 was circulated to SSCB members on Monday, 3rd December 2018 and covers April 17 – March 18.
- 5.4. Outstanding information is noted on the contents page. Any outstanding information should be submitted to tiffany.slack@salford.gov.uk ASAP.
- 5.5. We need to publish the report this year; it is worrying that complex safeguarding child sexual exploitation content is missing. **It was agreed that** Mr Westwood will write to Wayne Miller, GMP to inform him that GMP chair the sub groups and have not provided their content for the annual report. This is a high profile piece of work; the group has done a lot of good work in the time period.
- 5.6. Ms Hubber noted that it is important that it is feedback as she is aware that CSE information is being asked for by the PCC that the Directors of Children's Services are not aware of. Mr Westwood has discussed this with Jim Taylor, City Director and will try to ascertain an understanding of where other local authorities are up to with regard the GM CSE Review.
- 5.7. Ms Thorpe asked who the audience is for the annual report. Ms Slack informed that it is a public document and is available to public and professionals. The report format is not very public friendly. It was agreed to change the report format for next year and include case studies etc. Mr Westwood noted that there is the opportunity to produce a very different annual report next time. The current format is prescribed; the format for the new arrangements is less restrictive. We can look at how the annual report will be presented and it needs to be owned by partners. It may also be possible to shift the timeframe to include transitional arrangements and change the reporting cycle. SSCB will cease to exist after April 2019.
- 5.8. Ms Buckley asked why it is necessary to include SSCB members' attendance in Appendix 2. This was a requirement of Working Together; it is not a requirement in the new arrangements.
- 5.9. Mr Westwood asked members to read the report and inform the SSCB business unit of any errors, give comments and ideas for input by 14th December 2018.

Action(s):

- 5.1 Any outstanding information, comments and suggestions for the annual report should be submitted by 10th December 2018.**

- 5.2 Mr Westwood will write to Wayne Miller, GMP to inform him that GMP chair the sub groups and have not provided their content for the annual report. This is a high profile piece of work; the group has done a lot of good work in the time period.**
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Business

6. Minutes of previous meeting, matters arising (Chair)

- 6.1. The minutes were agreed as an accurate record of the meeting held on 15th October 2018 with the following amendment.
- Deborah Blackburn was in attendance.

Action(s)

6.1 Ms Bentley will amend the minutes of the previous meeting

7. Outstanding actions (Chair)

- 7.1. Ms Hubber has submitted a paper regarding Neglect referrals following the ILAC and Peer review. This paper will be circulated to SSCB members ASAP.
- 7.2. Ms Hubber explained that graded care profiles (GCP) are not always connected to a referral. From 1st April 2019 The Bridge will no longer accept neglect referral without a GCP attached to it. The GCP allows practitioners to grade their level of concern. Referrals received from January to March 2019 will be monitored and the referrers who do not include a GCP will be contacted and asked why the GCP not completed, advice will be given to help referrers understand which elements of the GCP they can complete.
- 7.3. Over one third of children are on child protection plans for neglect, only 4% of these have a GCP at the time of referral.
- 7.4. Ms Hubber informed that the support of SSCB is needed to implement this.
- 7.5. It was accepted that referrers will not be able to complete all of the GCP; however they need to complete the relevant sections.
- 7.6. It was picked up in both the peer review and the ILAC inspection that we have a good tool that isn't used.
- 7.7. Ms Kelly commented that regarding community health services, if there is a concern then as caseload holders those practitioners should make steps to complete a GCP and work alongside professionals to do that. Ms Kelly would need to look at professionals from A&E, she was unsure how many are made from A&E but acknowledged that there may be occasions when children present at A&E in a neglectful state. Ms Hubber informed that this was discussed with Greater Manchester Fire and Rescue and it was suggested that they use the GCP to profile concerns. The Bridge will go back to organisations between January and March to explain how they could use GCP.
- 7.8. Ms Armfield asked if there is any overlap with this toolkit and the family assessment toolkit. Ms Hubber informed that they are both part of the MARAM toolkit. Early Help assessments should come in, the aim is to get to the point where nothing comes in without an Early Help assessment unless it is an emergency.
- 7.9. Ms Blackburn asked if this links with the Child Protection Information System. Ms Hubber explained that this system only links to children already on the child protection system.

- 7.10. Ms Armfield asked if parental consent is required for GCP. Ms Hubber noted we should be working with parental consent or making a child protection referral that would negate the requirement of consent.
- 7.11. Ms Patel noted that some referrals will not have neglect recorded as the presenting issue, although it may still be a factor. It will take time during the transition for practitioners to change working practices. The use of GCP was identified within the performance report as well.
- 7.12. Ms Kelly agrees that there needs to be a method in place to ensure the GCP is completed.
- 7.13. Ms Hubber noted that the external reviewers have all said the tools are excellent but are not being used. We need to understand why front line staff are not using the tools.
- 7.14. The Early Help assessment has been changed to reflect feedback received.
- 7.15. People don't complete GCP as they are not currently expected to complete them. However, we do not want families to go through same thing twice we need to ensure conversations are not repeated.
- 7.16. Ms Patel agrees with using GCP to improve outcomes for families. For children who are registered due to Neglect there is a recommendation from the child protection conference for GCP to be completed.

8. Coordination & Delivery Update (Emma Ford)

- 8.1. Ms Ford informed that Carole Brooks, Early Adopter Programme Lead attended the meeting to update and agree the new safeguarding partnership arrangements.
- 8.2. The discussions focussed on independent scrutiny arrangements and there is a working group in place to drive this work forward.
- 8.3. Sub group updates.
- Case Review: There is a delay to complete case reviews as it is difficult to commission reviewers and set the terms of reference. Currently this group has four case reviews ongoing and the group is stretched capacity.
 - Complex Safeguarding: action was for Ms Blackburn and Mr Packer to meet and look at the two areas of work regarding complex safeguarding, how they join up and linking a strategy.
 - Education: Important that all school staff understand the early help work, it was accepted that school staff cannot all attend training so will pilot a webinar assisted by Carole Brooks.
 - Training: Ms Kelly has stepped down as chair of this group. An email has been circulated to request nominations for a replacement. Ms Warburton has nominated herself to chair this group.
 - Neglect: There was a lot of discussion about neglect. The ILAC feedback was positive. We need to look at how we respond to neglect. The ADCS national safeguarding pressures report has been published and there is a meeting arranged for Friday, 7th December 2018 to look at benchmarking neglect in Salford. Ms Ford has discussed this with Ms Hubber people leading on work in Salford to ensure it ties in.
- 8.4. Ms Blackburn explained that the complex safeguarding group was initially set up as a task and finish group with the aim that it will link with Greater Manchester work into locality based provision. There was a conversation at the Operational Complex Safeguarding group regarding the purpose of the group. The group has evolved from the task and finish group into a long term group as a sub group of Community Safety Partnership and SSAB.

- 8.5. Ms Blackburn asked if we still need this oversight across the boards. Mr Westwood noted that we have good operational links on the ground working to the Greater Manchester strategy and asked if there is a role for an ongoing sub group if complex safeguarding Greater Manchester work feeds into the Greater Manchester Standards Board. If there is a system in place and working by April 2019 then there is no need to prolong this group. Ms Blackburn noted that the group is currently attended by representatives from housing and neighbourhood managers; they continue to be engaged with the group and suggested holding biannual meetings to maintain this engagement.
- 8.6. Ms Hubber explained that the four defined priorities set for the Operational Complex Safeguarding group are operational; the Complex Safeguarding sub group has wider priorities and noted that as an example FGM would continue to use the same processes. It was suggested to change the remit of the complex Safeguarding group to think about where the energy should be focussed.
- 8.7. Ms Kelly informed that the discussion at the workshop prior to this meeting was also raised at the Strategic Training Meeting yesterday, particularly regarding the inconsistency of the complex safeguarding sub group and late cancellation of meetings.
- 8.8. It was felt that there is disconnect with Greater Manchester and that group, this is particularly evident around training as training is offered to Greater Manchester practitioners but by the time the Salford group is notified all places have gone. Information is not coming into the strategic training group regarding multi agency training.
- 8.9. Ms Blackburn agrees information needs to be shared in a more timely fashion and agreed that there needs to be a 7 minute briefing shared with practitioners. Ms Hubber informed that there is a lot of work ongoing; this includes a training and awareness programme delivered to teams and schools in Salford.
- 8.10. Ms Patel noted that a lot of the Greater Manchester information on complex safeguarding has been cascaded out. Information on larger conferences is distributed however places are difficult to obtain. With regards to local events, work is ongoing to identify who will access these. It is important to look at what we coordinate and how. Priorities were identified in a recent development session. It is known that a lot of different people are involved in bits of this work, but this is not connected up. There is also a lot of central activity which needs to be linked better and also linked into training.
- 8.11. The Complex Safeguarding group needs to cover all ages. It was suggested to ask Greater Manchester what they need from local areas as they are driving the generic training across Greater Manchester.
- 8.12. Ms Slack asked if there is a clear Greater Manchester strategy or plan. Ms Hubber asked if we need a group when there is a lot of work ongoing in different places. Pathways for the four identified priority areas were discussed at The Bridge. There are a lot of organisational groups that can make decisions and agree pathways, polices and protocols. The Operational Group needs to look at the pathway and tell SSCB how it will happen.
- 8.13. Ms Blackburn noted that the main focus for Greater Manchester is on children but adult exploitation is also a major issue. We need to utilise the work that is already ongoing.
- 8.14. Ms Hubber and Ms Blackburn agreed to write a paper to explain what the different complex safeguarding groups do. It was noted that there are two issues that need to be clarified; training, and governance.

8.15. Mr Westwood noted that the paper should also be shared with Ms Brooks, Early Adopter Programme Lead as it is unlikely this group will be required under the new arrangements.

9. SCR (Emma Ford)

- **Child R - SCR**: All single agency action plans are complete, CMFT need to provide evidence. This has been escalated. The SSCB action plan is almost complete.
- **Case 2017-08 – SCR**: The 4th Panel meeting took place on 26th November 2018. The first draft of the overview report will be discussed at the next panel meeting.
- **Case 2018-01 – MACR**: Colleen Murphy has agreed to facilitate a practitioner led review of this case.
- **Case 2018-02 – MACR**: – Colleen Murphy has agreed to facilitate a practitioner led review of this case utilising internal resources from Salford City Council
- **Case 2018-05 – SCR**: Melanie Hartley has agreed to facilitate a practitioner led review of this case. Rochdale and Manchester have been invited to contribute to the review.

10. Performance Report (Q2 2018/19) (Andrea Patel)

- 10.1. Ms Patel explained that the paper included with the performance report is the skeleton of a new style paper. Ms Brooks attended the last Learning, Improvement, Performance Management and Quality Assurance sub group meeting and the paper highlights the discussions at the meeting and captures safeguarding effectiveness.
- 10.2. Section 3 of the report discusses the summary of evidence available, the group will work on the remit and oversight of this and the development session in January will consider this in more detail. The Safeguarding Effectiveness group will look in more detail at identified theme data.
- 10.3. Targets are required for most of the performance measures.
- 10.4. The group discussed developing a risk register for elements where we cannot obtain assurance.
- 10.5. There was also some discussion regarding the performance indicator for 2 year old funding, it was felt this indicator was better placed with the 0-25 Board.
- 10.6. Mr Westwood noted that the rate of families supported has increased significantly and suggested this indicated improved early help better support. Ms Patel informed that this increase was due to improved data collection.
- 10.7. The data for repeat referrals shows these are moving in the right direction.
- 10.8. The rate of children subject of a CP plan remains high however there is a downward trend.
- 10.9. The number of second or subsequent plans has reduced. Ms Hubber noted that this is a fickle dataset, at the last SSCB meeting it was decided this should only be included if the last plan was during the previous 12 months.
- 10.10. Ms Ford informed that from January 2019, the Safeguarding and Quality Assurance Unit will review all cases where they are back on a CP plan within 12 months of discharge.
- 10.11. Ms Hubber commented that this report is a better way of presenting the performance data and is easier to read. It was noted that the graphs will be labelled to correlate with the performance indicators.

Recommendations:

- Risk register: Agreed that it would be helpful for the group to propose a model to register high level strategic risks

- 2 year old funding: Agree to move this indicator to 0-25 Board
- Priority areas: Accepted the proposed four areas to work on.
- GMP Data: This is an ongoing issue, contributions from GMP are an issue in other areas too, and there is no GMP representative in attendance today. **Mr Westwood agreed to raise this with Wayne Miller, Territorial Commander.**

Action(s)

- 10.1 Mr Westwood will contact Wayne Miller, Territorial Commander, GMP to inform of the ongoing issue regarding GMP input to the work of SSCB.**
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Local Partnership, Regional and National Information

11. Feedback from:

GM Standards Board- Shadow Board (Francine Thorpe)

- 11.1. Ms Thorpe informed that there is a development session scheduled for 24th January 2019.
- 11.2. The Chair of this group has changed.

Key Information: Items Circulated for Information

12. Complex Safeguarding Business/Roll Out Plan

- 12.1. The business plan has not been submitted. Ms Hubber noted that the plan is not appropriate to share with SSCB members as it includes personal details. This is an operational plan.

13. Inspection of children's social care services (Oct 2018)

- 13.1. The report following the recent inspection of Salford Children's Services was shared with SSCB members.
- 13.2. Mr Westwood commended Ms Hubber and the Children's Services staff for their work which was recognised in this report.

14. SSCB Latest News

- 14.1. Another E-Bulletin will be circulated soon.
- 14.2. The latest news page (<https://www.partnersinsalford.org/sscb/news.htm>) on the website is updated regularly.

Standing Items

15. Items to refer to young people **Open** **N/A**

- 15.1. This meeting did not identify anything to refer to children and young people.

16. Items to evidence impact, challenge and good practice **Open** **N/A**

- 16.1. The following items evidence impact, challenge and good practice:

Dates and themes of future SSCB meetings

Date	Report Deadline	Theme	SSCB Lead
25/03/2019	11/03/2019	Neglect	Steve Canning

Minutes approved by: Simon Westwood, Independent SSCB Chair

Minutes approved on: 17th February 2019