

Theme: SSCP

Date: 29th April 2019

Time: 14:00 until 16:00

Chair: Charlotte Ramsden, Strategic Director People

Venue: Salford Room: St James House, Pendleton Way, Salford M6 5FW

MINUTES

1. Welcome and Apologies

1.1. Attended by:

Charlotte Ramsden (Chair)	Strategic Director	Salford City Council: People
Karen Armfield	Head Teacher	Boothstown Methodist Primary
Lorraine Ashton	Solicitor	Salford & Manchester Legal Service
Deborah Blackburn	Public Health Strategic Lead for Business, Planning and Performance	Public Health
Carole Brooks	Early Adopter Project Lead	Independent
Kalpesh Dixit	Designated Doctor (Safeguarding)	NHS Salford Clinical Commissioning Group
Emma Ford	Head of Safeguarding	Salford City Council: People
Rabbi Grant	Lay Member	Community
Sharon Hubber	Assistant Director: Specialist Services	Salford City Council: People
Chris Packer	Detective Chief Inspector	GMP
Andrea Patel	Designated Nurse	NHS Salford Clinical Commissioning Group
Vicky Pemberton	Senior Communications Officer	Salford City Council
Tim Rumley	Children's Services Senior Manager	Salford City Council: People
Manjit Seale	Assistant Chief Executive	National Probation Service
Tiffany Slack	Business Manager	Salford Safeguarding Children Board
Francine Thorpe	Director of Quality & Innovation	NHS Salford Clinical Commissioning Group
Michelle Warburton	Voice and Influence Manager	Salford Community & Voluntary Services
Simon Westwood	Independent Adviser	Independent

1.2. Apologies received from:

Danielle Buckley	Community Director for Salford and Trafford	Cheshire and Greater Manchester Community Rehabilitation Company
Rachael Harrison	District Superintendent	GMP

1.3. Chair welcomed everyone to first SSCP meeting. Today's meeting is largely to consider and agree new ways of working. All sub group chairs will be attending and reporting to this meeting in future, which will help with 'line of sight' about the work of the sub groups.

1.4. Chair asked to minute thanks to people who are not members of this group but were members of the SSCB:

Name	Role	Agency
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Alison Maxwell	Service Manager	Cafcass
Cathryn Buckley	Head of Adult and Child Safeguarding	Greater Manchester Mental Health Trust
Clare Kelly	Assistant Director of Nursing – Safeguarding	SRFT
Cllr Walsh	Support Lead Members	Salford City Council
Elaine Burfitt	Consultant Community Paediatrician And Named Doctor Child Protection	Salford Royal Foundation Trust (SRFT)
Gillian McLauchlan	Consultant in Public Health	Public Health
Gunjit Bandesha	Consultant in Public Health	Public Health
Jim Taylor	Chief Executive	Salford City Council
Laura Browse	Head of Primary Care	NHS England
Lisa Stone	Lead Member	Salford City Council
Polly Rogers	Skills and Work Officer	Salford City Council: People

2. **SSCB Minutes**

- 2.1. P3 Police representation: Mr Packer noted there are two actions relating to who will be attending meetings and informed that Rachel Harrison, Superintendent will make the decision on behalf of GMP.
- 2.2. Pg 4 Neglect report: Dr Dixit reported that dental decay is a key indicator of neglect and informed that there are standards available from the British Dental Association for people to be aware of regarding Neglect as well as a pathway to refer via a central hub at the Moss Side Centre. Ms Patel reported that there are other areas in Health that should also be included.
- 2.3. Pg 4 should read: from JTAI *in respect of domestic abuse*.
- 2.4. Item 13 keeping kids safe: Charlotte reported that Damien Dallimore did a response note which was used at GM children's board. Action: Charlotte to share with Tiff to circulate.

Action(s)

- **Email Carole Brooks (carole@carolebrooks.com) all information available re Neglect as she is scoping new neglect work.**
 - **Charlotte Ramsden will send the Keeping Kids Safe response note to Tiffany Slack for circulation to SSCP members.**
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3. **SSCP Action Log**

- 3.1. The action log was updated at the meeting.
- 3.2. **Staffing Update:** Paper presented re: performance officer vacancy and proposals as requested at last SSCB meeting. Ms Brooks reinforced the risk and highlighted that covering the role within the Business Unit has been challenging. Ms Thorpe and Ms Patel agreed there is no question about the need for the post, would support it and the request for additional funding. Ms Ford confirmed funding this year is £14,908, including the uplift for the training co-ordinator to bring in line with the Safeguarding Adults Board. Ms Ramsden noted there would not be any extra funding available from police. Ms Thorpe and Ms Ramsden agreed the LA and CCG would split the cost equally between them, as it was confirmed this is the shortfall from the budget.
- 3.3. Rabbi Grant said if there is a shortfall the council has the devolved budget for community priorities which Charlotte said was helpful.

Action(s)

- **Emma Ford to send Ms Thorpe the SSCP Budget.**
 - **Recruit to full time performance and quality assurance officer post at higher grade and training co-ordinator uplift.**
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4. Feedback from:**a. Salford Partnerships Business Managers**

- 4.1. Business Managers met on 28th March 2019; although Jacquie Russell, Assistant Director - Strategy & Change, was not in attendance. Inter-Board protocol feedback had been gathered and is progressing. They are working on a number of products which will come to inter-board chairs and are relevant to this group, including refreshing the Inter-board Protocol. Ms Ramsden confirmed that it was discussed earlier today at the inter-board chairs meeting. There was a query how it relates to the new commissioning requirements.

5. Early Adopter Programme Update**a. Highlight Report**

- 5.1. Ms Brooks summarised key areas from the highlight report which had been circulated prior to the meeting, including feedback from NCB survey which was positive. Ms Slack agreed to re-survey at the end of the year to compare against this baseline as part of the evaluation.
- 5.2. Ms Brooks provided information about the GM Business Manager's rapid review workshop on 25th April and informed that a larger workshop was planned to take place in June. The increase in rapid reviews is being felt in other areas too. Ms Ramsden queried what the reason for the increase is, Ms Ford explained it is due to the changed definition nationally. In response to Ms Ramsden's query about the impact of this increase, Ms Ford stated that, in most cases, the new way of undertaking reviews is more proportionate, but the impact is unknown apart from inevitably more work for the business unit. Ms Ramsden said we need to carefully monitor risks for rapid reviews and how we manage this. Ms Patel commented that the current reviews feel very different because the process is so quick, tight and feels more dynamic with a positive energy in terms of learning. It was agreed that if we can get everyone using a consistent rapid review methodology it will help conversations about CDOP as there are parallel discussions ongoing.
- 5.3. Ms Seale commented that the highlight report was a good and helpful report. She asked if there are any thoughts on sharing learning from reviews. Ms Brooks stated that Salford is leading this piece of work across GM, and there is interest from the Police national learning project for Salford to assist them, which she will talk to Superintendent Rachel Harrison about. Ms Thorpe said the GM Standards board will have a role in shared learning eventually, but they are not there yet, and they are happy for us to hold the workshop. Ms Thorpe is happy to keep them updated and provide the link.
- 5.4. Ms Ramsden asked about the new fixed term participation role and the risk in not being able to do that work. Ms Ford relayed that the deadline for applications is today and she is expecting to be able to appoint. CCG innovation happy with it. Project group is in place for the role, we are on track and tomorrow will know how many we have to interview.

Action(s)

- **Tiffany Slack, will redo the NCB survey at the end of the year to compare against the baseline.**
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b. SSCP templates

- 5.5. A number of new templates were presented for sign off, including a sub-group chairs report to be completed for this meeting on a quarterly basis, and themed (spotlight) report. There are also new workplans and terms of reference, and a standard agenda format for sub-

groups which starts with 'feedback from' and ends with 'feedback to' to improve communications and linkages.

- 5.6. Ms Thorpe commented that she likes language used which is simple and effective and will help with communications. The sub-group chairs report was agreed and sub-group chairs were asked to ensure this is completed each quarter to deadline.
- 5.7. It was agreed that the term 'spotlight' rather than 'theme' would be used for reports. Ms Thorpe suggested that a completed example and guidance would be useful, and Ms Brooks stated this was already identified at Safeguarding Effectiveness group and underway, using the last themed report of Neglect and experience of sub-group chair in compiling it.
- 5.8. Mr Westwood stated we do need to be clear with papers to all meetings which is for decision, action, or information. Ms Seale agreed and there was a discussion about tighter decisions and recording of SMART actions and our role in assurance.
- 5.9. The spotlight report, with amends discussed, was signed off and will be used in the future. Ms Brooks asked if sub-group chairs are happy with the new forms and reporting, which they confirmed they are.

c. Data Transfer Agreement

- 5.10. Mr Westwood explained data sharing agreement is needed to transfer data from SSCB to SSCP. Jim Taylor, Chief Executive, has shared it with Miranda Carruthers-Watt, Assistant Director for Legal and Governance, who has said it is a good start, but thinks the Partnership should still have a full data sharing agreement and privacy impact undertaken between partners. The councils Data Protection Officer is looking at this in more detail.
- 5.11. Responsibility for the Data Sharing Agreement to sit directly with the Executive Board, Ms Slack will hold the action between meetings.
- 5.12. Mr Westwood said that current FOI rules will apply in the meantime and noted that SSCB was exempt, however new arrangements are not. It was agreed that if we get immediate data sharing request, we should speak to Mr Westwood as the last Chair of SSCB and get advice from Ms Carruthers-Watt.

Actions

- **The Data Sharing Agreement will be added to the Safeguarding Operational Group work plan to progress.**
 - **Ms Ramsden to follow up with Miranda Carruthers-Watt to make any further recommendation and management of data going forward.**
 - **Ms Thorpe and Mr Packer will also share the Data Sharing Agreement with their data protection officers.**
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6. Partnership Subgroups:

a. Members, ToRs and work plans

- 6.1. A matrix of current status of sub group terms of reference and work plans had been circulated. Ms Brooks asked if this partnership group are happy to delegate review and sign off of TOR and work plans to Safeguarding Operational Group. **This was agreed.**
- 6.2. Mr Westwood talked about CDOP possible changes and transfer, and Debbie added that there has been work to progress this, including a paper developed by Public Health and some of the CDOP chairs about future models, and Andrea Patel is also undertaking work. Ms Thorpe commented that people are tiptoeing around CDOP and for next 12 months we are committed to current arrangements but need clarity for the future. It was agreed that Andrea and Debbie would continue to work with their respective groups and present a joint

paper to the next meeting for decision making about what is right for Salford. This should not include the current CDOP independent chair at meetings as this arrangement may change. Ms Hubber stated that the safeguarding element needs to remain strong and agreed that Emma Ford as head of safeguarding would continue.

6.3. Terms of Reference for the three strategic groups (Executive, SSCP and Safeguarding Operational) were agreed with minor changes clarifying different levels of oversight.

6.4. Membership of groups and stakeholder directory provided is a significant piece of work and agreed agency leads would review their own agencies and respond to Tiffany Slack by email.

Actions

- **Ms Patel and Ms Blackburn would continue to work with their respective groups on future plans for CDOP and will present a joint paper to the next SSCP meeting for decision making about what is right for Salford.**
 - **All agencies to review how their agency is represented at all SSCP meetings and notify sscp@salford.gov.uk of any changes to the stakeholder directory.**
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7. Safeguarding Effectiveness Framework

7.1. Draft framework had been circulated and it was agreed that any comments should be sent back to Ms Brooks by 10th May, and it would be formally signed off at the next SSCP meeting, but accept this as a working draft to start implementing now.

Actions

- **Any comments of the draft Safeguarding Effectiveness Framework should be sent back to Ms Brooks by 10th May.**
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8. 2019/20 Priorities

8.1. Ms Slack explained the one page summary provided requires endorsement by this meeting. Priorities had been agreed at the Sub-Group chairs development session on 5th March. Neglect remains a high priority and there is a new proposal to merge a range of priorities under complex safeguarding to align with the merged sub-group. Ms Thorpe requested that the wording on the priorities sheet could be more Salford centric and Salford data. Ms Brooks recognised this as an area to revise and this will be done.

8.2. Ms Warburton raised concerns about complex safeguarding, this is a massive remit for one group. Ms Hubber responded that we need to try this way due to the overlap and she assured that it will be managed, but if it is not working we will review it. Mr Packer agreed it is a big area of work but is now together under a single management structure. Mr Westwood said there are areas that are more of a concern than others and need to recognise that and priorities accordingly. Agreed to have a spotlight report on the whole issue to gain assurance and consider priorities within this.

8.3. Priorities agreed.

8.4. It was agreed that the Complex safeguarding spotlight report will be brought to the next meeting. Ms Brooks to provide new template and key lines of enquiry from safeguarding effectiveness meeting on Friday.

8.5. Ms Seale asked where parents with alcohol misuse were covered and discussion highlighted this needed to be explored.

Actions

- Ms Brooks will change the wording on the 2019/20 priorities sheet to be more Salford centric and include Salford data.
 - Ms Hubber and Mr Packer will submit a Spotlight Report on Complex Safeguarding to the next meeting to provide assurance and consider priorities within this area.
 - Ms Brooks to provide a copy of the new spotlight report template and key lines of enquiry from safeguarding effectiveness meeting held on Friday.
 - Explore where parents with alcohol misuse are considered.
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9. Forward Plan 2019/20

a. Meetings and evidence

- 9.1. Forward plan provided for information. Part 1 contains dates of SSCP and other partnership meetings, and Part 2 will be a schedule of evidence for safeguarding effectiveness group and this group.
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Action(s)

- **Circulate a copy of the Forward Plan for virtual comment once completed.**
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10. Priority 3: Communications and Engagement update

- 10.1. A written sub-group update had been provided in the new format which Ms Pemberton talked to regarding the use of social media, roadshows, campaigns and website update.
- 10.2. Mr Westwood asked about search function on website which has been removed. Tiffany informed that this is a software transition issue which will not be a problem when we move to the new website platform.
- 10.3. Ms Thorpe asked if Ms Pemberton is linked with communications teams in other organisations such as CCG, which she confirmed she is.

11. Risk Register and SoS Reflection

- 11.1. Ms Brooks explained that there are significant commonalities in risk register across board. Members agreed with the risk register format, to progress as inter-board if possible and that Safeguarding Operational Group would lead on it. Mr Westwood said that the Council also have corporate risk register at high level, and discussion about what others (e.g. GMP and CCG) have in terms of risk registers.
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Action(s)

- **Safeguarding Operational Group to monitor the Risk Register to make sure there are no conflicts and that it is palatable if a public document.**
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12. Feedback to:

a. SSCP Subgroups

- 12.1. Feedback on new forms and ways of working that they should be using in the future, and to ensure these are supplied to deadline. To continue progress with ToR and work plans.

b. SSCP Safeguarding Executive

- 12.2. Share priorities one page and Ms Brooks to provide early adopter 'closure' report.

c. Other Local Boards/Partnerships

- 12.3. Mr Westwood provided feedback from inter-board chairs that we should all start planning for 2020/21 now so that all meetings are properly aligned.
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d. Regional Meetings

12.4. Mr Westwood provided update on GMP funding which has now been conformed, but there has been misinterpretation somewhere in GM which means there are rumours in GM that GMP are not party to arrangements which is clearly not true.

e. Children, Professionals and Communities

12.5. Children's involvement is a current gap and it is hope the new participation officer to be appointed soon will help.

13. Items for Information

a. SCR Report Case 2017-08 and SSCP Action Plan

13.1. Mr Westwood gave update on current case review which Ms Thorpe is chairing and there are sensitivities around publishing. Mr Westwood thanked everyone for their efforts on this. We now need to extract learning and delivery of action plan.

Dates and themes of future SSCP meetings

Date	Report Deadline	Theme	SSCP Lead
17/6/2019	7/6/2019	Complex Safeguarding	Sharon Hubber (Interim)
30/9/2019	20/9/2019	Domestic Abuse	
16/12/2019	6/12/2019	TBA	

Minutes approved by:

Charlotte Ramsden, Strategic Director
People, Salford City Council

Minutes approved on:

10th June 2019