

Report to: Overview & Scrutiny Children, Young People and Families Scrutiny Committee

Date: 6th April 2009 28th May 2009

Subject: Wigan Safeguarding Children Board (WSCB) - minutes of the meetings held on 14th January 2009 and 23rd February 2009

Report of: Director of Children & Young People's Services

Contact officer: Nick Hudson 01942 486000
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Purpose / summary: To bring to Members attention the minutes of the WSCB.
The meeting on 14th January 2009 was held as an extra-ordinary meeting to discuss the Baby P Haringey Inquiry and subsequent implications for WSCB.
Minutes of the 23rd February 2009 record the introduction of the interim Independent WSCB Chair and the appointment of the WSCB Business Manager.

Alternative options considered and reason for selecting the one recommended: Not applicable

Recommendation / decision: That Members note the content of the minutes of the WSCB on 14th January 2009 and 23rd February 2009.

Key Decision: This report does not involve a key decision.

Risks / Implications:

Financial:	None
Staffing:	None
Policy:	None
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	

Wards affected:

All

Property Implications – Does the proposal involve a reduction, addition or change to the Council’s asset base or its occupation?

No

If yes, have the property implications been agreed with the Corporate Property Officer?

Does this proposal have significant implications for the Council and the local population?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Has the Service Director - Borough Solicitor confirmed that the recommendations within this report are lawful and comply with the Council’s Constitution? **No**

Has the Executive Director Business Support Services confirmed that any expenditure referred to within this report is consistent with the Council's budget? **No**

Are any of the recommendations within this report contrary to the Policy Framework of the Council? **No**

* delete which applicable

For Cabinet reports only :

Categorisation of the report:			
Discussion leading to a decision		Discussion	
Monitoring		Decision	
Sharing for corporate understanding		Information	

Tracking/Process:

	Consultation	Ward Members	Partners
Panel	Overview & Scrutiny	Cabinet	Council
28 th May 2009	6 th April 2009		

There are no Background Papers to this Report within the meaning of Section 100D of the Local Government Act 1972.

Proper Officer

A handwritten signature in black ink, appearing to read "Muhammad", written above a horizontal line.

Date

24th March 2009



WIGAN SAFEGUARDING CHILDREN BOARD

EXTRA-ORDINARY WIGAN SAFEGUARDING CHILDREN BOARD MEETING

14TH JANUARY 2009

Present:

Representatives of Wigan Council

Mr N Hudson (Chair)	Executive Director of Children and Young People's Services (CYPS)
Mr S Atkinson	Group Manager CYPS
Ms M Banham	Head of Social Care CYPS
Ms S Bond	Service Manager Youth Offending Team CYPS
Mrs E Brighton	Director of Housing Needs Wigan and Leigh Housing
Ms E Dann	Service Manager Connexions CYPS
Ms S Hughes	Service Manager Safeguarding and Commissioning CYPS
Ms J Robinson	Senior Solicitor/minuting meeting
Ms N Parkinson	minute taker
Ms T Anderson	Service Manager CYPS
Mr S Jenner	CYPS

Representatives of Other Agencies

Ms S Loudon	Cabinet Member and Children and Young
Ms J Jeffers	DAS representative
Ms R Walkden	Assistant Chief Officer Wigan and Leigh Council for Voluntary Services
Ms G Harris	Department of Health Nursing
Mr G Hughes	Greater Manchester Police (GMP)
Mr P Turner	Consultant in Public Health ALWPCT
Dr K Fallon	Ashton Leigh and Wigan Community Health Care
Mr A Roberts	District Manager Probation Service
Ms A M Arnold	Head of Safeguards Her Majesty's Prison Youth Offenders Institute Hindley (HMPYOI)
Ms S Woolmore	WSCB Adviser NSPCC
Ms L Kelly	Five Borough NHS
Ms D Waterworth	Acting Named Nurse Child Protection Royal Albert Edward Infirmary

Apologies:

Apologies for absence were submitted from Ms K Bardgett, Executive Director Corporate Services, Wigan Leisure and Culture Trust
Mr J Rotherham replacing Fatema Master as Cafcass representative
Ms F Master, Cafcass representative
Ms A Burt Designated Nurse Child Protection Ashton Leigh and Wigan Primary Care Trust (ALWPCT)

The extraordinary Wigan Safeguarding Children Board Meeting was convened following the tragic events in Haringey, to look at how safeguarding would be taken forward in Wigan.

The Chairman commenced the meeting by welcoming Councillor S Loudon Children and Young People's Champion and a member of the Cabinet observing for today's purposes.

Introduction

The Chairman commenced the meeting by confirming that it had been convened to talk about the move forward as a collective response and to put together an action plan for Wigan, in relation to safeguarding, post Haringey.

His letter dated the 19th December 2008 set out the remit of the meeting so that the Safeguarding Board could provide a co-ordinated response and joined up approach to the Borough.

Also for consideration was the matter of the Independent Chair which was raised at the Safeguarding Children Board held on 24th November 2008. In principle the decision was made that there should be an Independent Chair but it was acknowledged that this would take a period of time whilst the job description and package was put together.

To put into context a third of the Board's nationally have an independent Chair and it is likely that more Boards will be moving towards having independent Chairs.

Ms S Woolmore WSCB Adviser NSPCC had agreed in the interim to act as an independent Chair and the Board needs to reach a consensus around that decision.

The Board received a presentation regarding Wigan Safeguarding Children Board and issues facing the Board by Ms S Woolmore.

The Board asked questions to which Ms Woolmore responded.

Resolved: The Board:

- Notes the presentation and thanks Ms S Woolmore for the presentation; and
- Copies of the presentation will be distributed to members of the Board.

Each Agency outlined what actions they were taking in relation to safeguarding issues and action plans/audits will be put to the next meeting.

Ms M Banham reminded the Board of the presentation on domestic violence to be held on 23rd January 2009 at The Quality Inn.

Independent Chair

The Chairman then questioned whether there had been any change in the Board's view about whether or not there should be a move towards an independent Chair and also asked the Board for their views in respect of Ms S Woolmore becoming the independent Chair in the interim period.

To enable discussion by the Board, Ms S Woolmore then left the meeting.

Resolved: The Board agrees that Ms S Woolmore becomes the independent Chair in the interim period.

Ms Woolmore rejoined the meeting and the Chair extended his thanks to everyone and thanks to Ms S Woolmore for her presentation.

Date of Next Meeting: 23rd February 2009.



WIGAN SAFEGUARDING CHILDREN BOARD

23 FEBRUARY 2009

Present:

Ms S Woolmore
(Independent Chair) NSPCC

Representing Wigan Council

Ms T Anderson	Service Director, Strategy/Commissioning, Children and Young People's Services (CYPS)
Ms C Ellison	Local Authority Designated Officer, CYPS
Ms E Dann	Service Manager, Connexions, CYPS
Ms K Haskayne	Wigan Safeguarding Children Board (WSCB) Business Manager, CYPS
Ms S Hughes	Service Manager, Safeguarding and Commissioning, CYPS
Mr N Hudson	Executive Director, CYPS
Ms J Robinson	Senior Solicitor
Ms L Sutton	Service Director, Adult Services
Mr H J Webster	Democratic Services

Representatives of other agencies

Dr E Abbas	Consultant Community Paediatrician - Designated Doctor for Child Protection, Wrightington, Wigan and Leigh NHS Trust
Ms Ann Marie Arnold	Head of Safeguards, Her Majesty's Prison Youth Offenders Institute, Hindley (HMPYOI)
Ms A Baxendale	Head of Clinical Services, Ashton, Leigh and Wigan Community Healthcare(ALWCH)
Ms A Burt	Designated Nurse Child Protection, Ashton Leigh and Wigan Primary Care Trust (ALWPCT)
Mrs E Brighton	Director of Housing Needs, Wigan & Leigh Housing
Detective Inspector G Hughes	Public Protection Investigations, Greater Manchester Police (GMP)
Mr C Kattakayam	Paediatric Registrar, Wrightington, Wigan and Leigh (WWL) NHS Trust
Ms L Kellie	Assistant Director, CAMHS, 5 Boroughs Partnership
Ms M Leyland	Deputy Director of Integrated Governance & Patient Safety, WWL NHS Trust
Superintendent R Lomas	Greater Manchester Police

Ms M Mackenzie	Headteacher, Shevington High School
Ms M Pennington	Information ICT Manager, Wigan Leisure & Culture Trust
Mr A Roberts	Acting District Manager, Probation Service
Mr J Rotherham	Service Manager, CAFCASS
Ms R Walkden	Assistant Chief Officer, Wigan & Leigh Council for Voluntary Services

ACTION

72 Apologies for absence: Apologies for absence were submitted from Mr S Atkinson, Group Manager for Integrated Children Systems, CYPS, Ms M Banham, Head of Social Care, CYPS, Ms K Bardgett, WL&CT, Ms S Bond, Service Manager, Youth Offending Team, Mr R Hill, Governor, HMPYOI, Ms J Hyde, Headteacher, Ince C of E School and Mr P Turner, Consultant in Public Health, ALWPCT.

73 Wrightington, Wigan and Leigh Annual Health Check

Declaration: Ms M Leyland, Deputy Director of Integrated Services gave a presentation to the Board on the Wrightington, Wigan and Leigh (WWL) Annual Health Check Declaration.

Resolved: (1) The Board:

- thanks Ms Leyland for the presentation;
- requests the Executive Board at its meeting in March to identify examples of good practice with WWL during the last twelve months to enable the Chair to respond on partnership working with WWL; and
- requests the Executive Board to identify similar examples of good practice with the Primary Care Trust and the 5 Boroughs' Partnership.

K Haskayne
S Woolmore

K Haskayne
S Woolmore

74 Minutes: The minutes of the meetings held on 24 November 2008 and 14 January 2009 were approved a correct records and signed by the Chair, subject to the substitution of 'Greater Manchester Probation Service' for 'Greater Manchester Police Authority' in minute 56, and the addition of Dr E Abbas and the substitution of the name 'J Jeffers' for 'J Jetters' in the list of those present at the meeting on 14 January 2009 .

75 Appointment to position of Chair of the Board: Ms Woolmore referred to her appointment at the meeting on 14 January 2009 as interim independent Chair of the Board for a period of six months and she outlined the terms and conditions of the agreement between the Council and the NSPCC under which her appointment had been made. She referred to the presentation which she had made to that meeting and promised to circulate a copy of it to all Members. The Board discussed the appointment of an independent Chair of the Board in preparation for the end of the six months' arrangement.

S Woolmore
K Haskayne

Resolved: The Board notes the report and agrees to consider at the next meeting a job description and a recommended process for appointment of an independent Chair of the Board.

K Haskayne

76 Introduction of Business Manager: The Chair introduced Ms Kara Haskayne, the new WSCB Business Manager who had taken up her appointment that day (a copy of the post's job description and person specification had been circulated to all Members).

The Business Manager gave a brief outline of her experience to date, having been employed in Children's services for 11 years.

The Chair suggested that requests from agencies for the Business Manager to become involved in projects should in the first instance be done through herself or the Business Manager's line manager.

Resolved: The Board notes the report.

77 Membership of Safeguarding Board: The Chair reminded Members of the Board that she had written to all Members requesting each one to undertake a review of representation at Board meetings to ensure regular and consistent attendance at meetings at the right level. She requested that the name of the representative together with a named deputy should be made available to the Business Manager before the Board's next meeting.

She referred in particular to requests from the Adult Substance Misuse Team and the NCH Action for Children to be represented on the Board. Ms Sutton stated that she was the strategic representative on the Board from Adult Services. Reference was made to the value of having a national organisation as a member of the Board. Reference was also made to the fact that Ms Woolmore, as interim independent Chair, was not attending Board meetings as a representative of the NSPCC. A Member asked if the NSPCC would be prepared appoint a representative until the position of independent Chair had been filled.

Resolved: The Board:

- requests all Members to review arrangements for representation and deputy representation at Board meetings before the next meeting and inform the Business Manager accordingly;
- refers the request from the Adult Substance Misuse Team for representation on this Board to Ms L Sutton; and
- notes the request from the NCH Action for Children for representation on this Board.

All Members

L Sutton

78 Structure and Functions of Wigan Safeguarding Children Board: The Chair referred to the need to ensure that agendas for Board meetings contained items of a strategic nature and that sufficient time was given to enable issues to be discussed at length. The Executive Board and the sub group structure now in place would enable issues to be scrutinised prior to consideration by this Board.

ACTION

The Board discussed the position of Chair of the Executive Board which it was considered should be independent of the provider service.

Resolved: The Board:

- agrees that agendas for Board meetings shall contain items of a strategic nature and that sufficient time is given to enable issues to be discussed at length;
- agrees that the Executive Board should scrutinise issues raised by the sub group structure prior to consideration by this Board and that the Business Manager review the terms of reference of the Sub Groups to ensure consistency of reporting to the Executive Board; and
- requests the Chair to give consideration to recommending a Chair of the Executive Board in preparation for its next meeting.

K Haskayne

S Woolmore

79 Format, venue and dates and times of meetings: The Board considered a revised format, venue and dates and times of meetings during 2009/10.

Resolved: The Board agrees:

- to amend the format of meetings to enable the first part of the agenda to consider developmental work and best practice;
- to meetings commencing at 1.30 pm and to last for a duration of three hours;
- to hold meetings at alternative venues; and
- to meetings during 2009/10 being held on Mondays 22 June, 17 August, 12 October, 7 December 2009 and 15 February and 26 April 2010.

80 Serious Case Review: The Chair referred to a completed Serious Case Review (SCR), which had been referred to the Executive Board for implementation of the action plan.

Reference was also made to a new case, which had been the subject of a complaint against the Council. The Council had implemented its complaints' procedure, following which the case had been referred to the WSCB Chair to consider the appropriateness of holding a Serious Case Review. The Chair had decided that a Serious Case Review was required and had informed Government Office North West. Members of WSCB had been advised to secure any case files relating to this family in correspondence dated 2 February 2009. Subsequently, the appointed SCR panel, with an independent Chair, had met to determine its terms of reference and agencies/organisations were currently being asked to confirm whether or not they had had any dealings with the family concerned.

The Executive Director, Children and Young People's Services, explained that some criticism had been levelled at the format and

ACTION

style of individual management reports in respect of the most recent Serious Case Review in Wigan. He suggested that reports from all agencies/organisations should follow a standardised format for future Serious Case Reviews.

The Business Manager stated that if the Board considered that reports should be sent out in a standardised format, then she would ensure a template was used by all agencies/organisations. The Chair suggested that the Lessons Learned Sub Group should have an input into standardisation of reports.

Resolved: The Board

- notes the report and requests all agencies/ organisations involved to confirm to the Business Manager before the end of February 2009 whether or not they have had any dealings with the family concerned; and
- requests the Business Manager to ensure standardisation of reports via the use of a template for use by all agencies/organisations.

All Members

K Haskayne

81 Notification process for reporting concerns / child deaths:

- **Sharing confidential data.**

The Business Manager asked Board Members to consider confidentiality when sharing personal details.

The Chair suggested to the Board that it needed to explore alternative methods of sharing confidential information. One method suggested was to publicise information on sharepoint, via a web based portal, to which only authorised users had access.

The Board considered the need to constitute a Serious Case Review Sub Group for reporting concerns/near misses/child deaths/serious untoward incidents etc. The Sub Group would act independently of, and therefore not replace, statutory notification procedures already in place.

Resolved: The Board:

- requests the Business Manager to investigate the use of sharepoint as a means of sharing confidential information; and
- agrees to constitute a Serious Case Review Sub Group and requests the Chair and the Business Manager to present to the next meeting proposals for the constitution of the Sub Group.

K Haskayne

S Woolmore
K Haskayne

82 Finance/Budget profile: The Chair informed the Board that Ms Hughes and the Business Manager were to undertake work in relation to preparing a budget for the Safeguarding Children Board. Reference was made to the need to identify what plans the Board was to undertake and subsequently to decide the level of resources from each agency/organisation.

S Hughes
K Haskayne

ACTION

Ms Burt raised issues about expenditure on training provided by the WSCB, as her role as Chair of the training sub-group required greater detail about the allocation of this funding.

The Chair wished to ensure that appropriate 'audit trails' were easily accessible in order to identify how the contributions from WSCB member agencies were being committed to the work of the Board.

Resolved: The Board agrees that the Business Manager takes on the role and responsibility for the preparation of a budget for the Safeguarding Children Board along the lines now indicated.

K Haskayne

83 Report from Chair of Executive Board: The Board considered a report of the Chair of the Executive Board. Members were reminded that safeguarding audits prepared by individual agencies should be forwarded to the Executive Board to enable the Board to develop a combined action plan.

Reference was made to the need to invite the Chair of the Child Death Overview Panel (CDOP) to a future meeting of the Board.

The Board considered discussions at each meeting of the Sub Groups since the last meeting.

The Board undertook a review of the WSCB Action Plan 2006-2009, updated in January 2009.

Resolved: (1) The Board:

- reminds all Members to forward safeguarding audits prepared by individual agencies to Ms Banham (Head of Social Care) to enable the Executive Board to develop a combined action plan;
- agrees to invite the Chair of the CDOP to a future meeting of the Board;
- requests the Lessons Learned Sub Group to ensure that lessons learned are communicated and applied across the Safeguarding Children service;
- requests the Chair to write to Local Safeguarding Children Boards in the North West requesting each to indicate what is expected from Wigan Safeguarding Children Board in terms of provision of data from YOI Hindley concerning safeguarding issues for boys who come from outside the Borough of Wigan;
- requests that an updated draft of the safeguarding in secure settings data set to be distributed via the Business Manager after the Secure Settings Sub Group's next meeting;
- agrees that the Chair will act as media spokesperson for issues relating to WSCB;
- requests the Business Manager to produce an induction pack for Members of the Board; and
- agrees that the Education Settings Sub Group can proceed with a web based schools audit tool for child protection as part

All Members

K Haskayne

S Atkinson

S Woolmore

A M Arnold

S Woolmore

K Haskayne

S Jenner

ACTION

of a pilot programme with the NSPCC.

(2) The Board approves the WSCB Action Plan 2006-2009, updated in January 2009, as now amended.

84 Report of Local Authority Designated Officer (LADO): Ms C Ellison, Local Authority Designated Officer, reminded the Board that she was required to submit an update to Government Office North West (GONW) on policies and procedures in place in relation to the management of allegations. She presented to the Board an update for submission to GONW by 31 March 2009.

Resolved: The Board :

- requests the Best Practice Sub Group to consider the update now submitted prior to submission to GONW; and
- agrees to consider Local Authority Designated Officer updates on a six monthly basis prior to submission to GONW.

S Bond
A Roberts

C Ellison

85 WSCB Data Set Information: The Board considered WSCB data set information for the period January to December 2008. Concern was expressed about the steady rise in the number of children having child protection plans and the low level of written reports presented at case conferences.

Reference was made to the value and relevance of the data produced in the present format, so as to ensure that there is no duplication of current Local Authority monitoring arrangements.

Resolved: The Board:

- requests Members to investigate written reports presented at case conferences by invited professionals within their respective organisations, using a template for this investigation which will be prepared by Ms Hughes and the Business Manager; and
- agrees to consider this issue further at the next meeting.

All Members

S Hughes
K Haskayne

K Haskayne

86 Issues to consider at future meetings: Resolved: The Board agrees to consider the following issues at future meetings:

All Members

- Anti – bullying strategy (minute 58 refers);
- Wigan Safeguarding Children Board Business Plan (minute 61 refers);
- Shadow Safeguarding Children Board (minute 63(a) refers);
- Wigan Safeguarding Children Board Training/Safeguarding Unit (minute 63(d) refers); and
- Sudden Unexpected Death in Children Protocol.

87 Annual hospital child protection audit: Dr Abbas provided the Board with details of the annual hospital child protection audit.

ACTION

Resolved: The Board notes the annual hospital child protection audit now submitted.

88 Date and time of next meeting: Resolved: The Board agrees:

- to hold the next meeting at a venue to be decided on Monday 20 April 2009 from 1.30 pm until 4.30 pm; and
- to consider at a future meeting dates for additional meetings or proposals to alter the frequency of meetings and the holding of a Development Day.

All Members

All Members

CHAIR