

**Northumberland Safeguarding Children Committee  
Meeting Minutes**

**24<sup>th</sup> September 2019, 1.00 – 4.00pm**

**Northumberland Fire and Rescue Headquarters,  
West Hartford Fire Station, Cramlington, NE23 3JP**

<b>Present</b>	<b>Role</b>	<b>Initials</b>
Paula Mead	Independent Chair, NSCC	PM
Sheila Askew	Senior Operational Support Manager, NPS, North of Tyne	SAs
Deborah Brown	Community Safety Department Policy & Team Manager, Northumberland Fire & Rescue, NCC	DB
Steve Ammari (for Scott Hall)	Detective Superintendent Safeguarding, Northumbria Police	SAm
John Barnes	Executive Head Teacher, Seaton Valley Federation of Schools	JB
Karen Burns	Service Manager, Cafcass	KB
Robin Harper-Coulson	NSCC Business Manager, NCC	RHC
Alan Hartwell	Senior Manager, Performance, Education & Safeguarding, NCC	AH
Elaine Henderson (for Marion Dickson)	Director of Nursing Delivery, NHCFT	EH
Karen Herne (for Liz Morgan)	Senior Public Health Manager, NCC	KH
Dean Jackson	Service Director, Education and Skills, NCC	DJ
Naomi Jones	Designated Doctor, Child Protection, CCG	NJ
Catherine Joyce	Operational Director Children's Services, Action for Children	CJ
Vida Morris	Group Nurse Director, North Locality Care Group, NTW	VMs
Vikie Morton	Vice Principal Students Services & Registry, Northumberland College	VMn
Sue Reilly	Independent Lay Member	SR
Graham Reiter	Service Director, Children's Social Care, NCC	GR
Paula Shandran	Professional & Operational Lead Safeguarding Adults & Children, Safeguarding Service, NHCFT	PS
Jan Tilson	IRO Safeguarding Manager, NCC	JT
Annie Topping	Director of Nursing Quality & Patient Safety, Northumberland CCG	AT
Jane Walker	Virtual School Headteacher, NCC	JW

Karen Wright	Strategic Safeguarding Manager, Safeguarding Adults	KW
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<b>Apologies Received</b>	<b>Role</b>	<b>Initials</b>
Siobhan Brown	Chief Operating Officer, Northumberland CCG	SBr
Sian Bufton	Assistant Director Children's Services, Barnardo's	SBu
Cllr Wayne Daley	Cabinet Member for Children's Services	WD
Marion Dickson	Interim Executive Director of Nursing and Midwifery, NHCFT	MD
Scott Hall	Detective Chief Superintendent, Northumbria Police	SH
Tracey Horseman	Operational Manager, Social Work Learning and Development, NHCFT	TH
Cath McEvoy-Carr	Executive Director of Adult Social Care and Children's Services, NCC	CMC
Liz Morgan	Director of Public Health, NCC	LM
Jill Scarr	Independent Lay Member	JS
Philip Soderquest	Head of Housing and Public Protection, NCC	PS
Martyn Strike	Deputy Director of Offender Management, Northumbria CRC	MS
Margaret Tench	Designated Nurse Safeguarding Children, Northumberland CCG	MT
Lynsey Wafer	Principal Lawyer, Corporate Services, NCC	LW
Paul Weatherstone	Head of North of Tyne, NPS	PW

<b>In Attendance</b>		
Liz Hall	Inspector, Quality Assurance/Performance/Learning, Professional Standards, Northumbria Police	LH
Su Kaur	Principal Social Worker, Children and Families, NCC	SK
Sandra Blackwood	NSCC Business Support (Minute Taker)	SBI

Agenda Item	Discussion and Action Agreed	A	C
1.	<p><b>Welcome, Introductions &amp; Apologies for Absence</b></p> <p>PM welcomed everyone to the meeting. Introductions were made and apologies were noted - see above.</p>		
3.	<p><b>Annual Report of the Principal Social Worker (paper) – Su Kaur</b></p> <p>SK presented her report to the group and was available to answer questions.</p> <p>AT asked about the reasons for the higher turnover of staff in the 0-2 years' time in service. SK: It is an emotive service area and the figure of 35% also includes agency staff. A capped rate of pay across all Local Authorities has addressed the issues of experienced workers choosing to work for social work agencies.</p> <p>KH queried the statistic that only 57% of staff have used annual leave within the same leave year. SK: It is important that annual leave is taken, for mental and physical well-being; back office support is being looked at. It is also important to consider the importance of stepping down early help as soon as it is appropriate to ensure the appropriate management of caseloads.</p> <p>SK agreed to AH's suggestion of using this report as a hyperlink to link in with other documents.</p> <p>JB asked if there was a certain area in Northumberland where turnover was highest and SK confirmed that Blyth and Bedlington have the highest staff turnover, although the workers may not have necessarily left the Local Authority. In comparison to national figures, these areas are relatively stable. The West and North have stable teams and a low turnover.</p> <p>JB queried the working relationship between teachers and Social Workers. SK agreed that relationships are fundamental and noted that the best outcomes are where the care teams work closely together; in the future, it may be more beneficial for the EHCP meetings to be aligned with the care team meetings. There may be future opportunities for the Social Work team to meet the Head teachers, to strengthen this relationship.</p> <p>DJ asked about the social care link with the North of Tyne Combined Authority. SK: There is a focus on the consistency of practice on a regional level and as the Principal Social Worker, SK works closely with North Tyneside and Newcastle.</p> <p>PM asked about the recruitment drive nationally and SK confirmed that there were Government initiatives in place around pathways into social work. The Leadership pledge is looking at the challenges of retaining staff e.g. building resilience.</p> <p>JT asked about the consideration on the impact for children of staff turnover/recruitment. SK: This is challenging to measure. Due to time constraints, this couldn't be discussed further.</p> <p><b>Action:</b> JT to discuss her concerns with SK post meeting.</p> <p>PM thanked SK for her presentation, the NSCC appreciated the challenges inherent in the social work role and other agencies want to support their work in any way they can.</p>	JT	JB
4.	<p><b>Minutes of Last Meeting, Matters Arising and Action Log</b></p> <p>The previous minutes of 25<sup>th</sup> July 2019 were accepted.</p>		

	The action log was reviewed and updated - see separate document.		
<b>5.</b>	<b>Items to Report &amp; Discussion</b>		
<b>5.1.</b>	<p><b>Professional Boundaries (paper) – Liz Hall</b></p> <p>LH visited to raise awareness of the professional boundaries of officers and key partners who come into contact with vulnerable people and inform the group of the methods to report concerns. This awareness raising follows a 2016 HMICFRS inspection on how the Police manage corruption. LH encourages this information to be shared widely within organisations and is happy to share the Police’s policy around professional boundaries for agencies to adapt, if required. The leaflet sent with the meeting agenda was also provided to the SAB.  <b>Action:</b> Agencies to distribute the leaflet within their organisations.</p> <p>RHC asked whether this links with the work of the Local Authority Designated Officer (LADO) and LH said that the roles are complimentary; they work with LADOs and information can be shared with them, as necessary.</p> <p>PM thanked LH for her presentation.</p>	<b>All</b>	
<b>5.2.</b>	<p><b>Safeguarding permanently excluded pupils in Northumberland (paper) – Jane Walker</b></p> <p>Following the recent JTAI, JW presented her proposal on challenging agencies to further understand the links between increased risk to children permanently excluded and their vulnerability to exploitation. This piece of work has been undertaken with RHC and covers three areas:</p> <ol style="list-style-type: none"> <li>1. Awareness raising (training for partners and increasing the understanding of the implications of being permanently excluded)</li> <li>2. Reviewing individuals on a case by case basis (screening vulnerabilities and sharing information)</li> <li>3. Monitoring school policies (ability to challenge child safety)</li> </ol> <p>This proposal allows for communication with the schools and encourages engagement and challenge.</p> <p>The reasons for being permanently excluded were discussed e.g. a one-off serious incident or if the child is a continual disruptor (the latter being the majority). VMs reiterated that it is important we understand the reasons why, rather than selecting the option of ‘other’. Once excluded, the child is placed in another school or with an alternative provider (the latter work within a legal framework but are not regulated by Ofsted - they are not considered a school. The outcomes are often not good for the child, there is approx. only 71% attendance, and there are safeguarding concerns in that the child is not in a regular full-time environment). It is imperative that we are reassured that each child attending an alternative provision is safe.</p> <p>AT queried the local position of unregulated social care accommodation following national media reports.  <b>Action:</b> GR to update on Northumberland position.</p> <p>This past year (to end Aug 2019) 115 pupils were excluded (89 the previous year). DJ informed the group that Northumberland was the 4<sup>th</sup> worst in the Country last year (Cambridge had 1 excluded pupil, Lincolnshire approx. 14). Different resources in each County will explain</p>	<b>GR</b>	

	<p>the differences e.g. larger pupil referral units (PRUs) or alternative provision academies.</p> <p>JB raised the issue of the difference in permanent and fixed term exclusions between academies and maintained schools. The NSCC's power around safeguarding in Academies was discussed; it was suggested we discuss any concerns with the Regional Schools' Commissioner, as they take the lead with Academy issues.</p> <p>JW will be reporting information on Northumberland exclusions to the Family and Children's Services Overview and Scrutiny Committee on 3<sup>rd</sup> October; this will then go to the Cabinet and be signed off on 20<sup>th</sup> October. JW was asked to provide an update to this Committee at the next meeting. <b>Action:</b> JW to provide an update at the 9<sup>th</sup> Jan meeting.</p>				<b>JW</b>
<b>5.3.</b>	<p><b>Performance and Audit Report (paper) – Alan Hartwell</b></p> <p>AH presented his report. PM found the audit activity summary on p1 helpful. To note:</p> <ul style="list-style-type: none"> <li>• Single agency audits are encouraged to be shared at the QIP. At the next QIP subcommittee meeting(s) 3 multi-agency audits will be presented and scrutinised.</li> <li>• The three issues highlighted on p2 will be reviewed again against Q2 data.</li> <li>• The Regional CSC dashboard is reviewed quarterly by Directors. <sup>14</sup>/<sub>18</sub> indicators are better or the same when compared to last quarter's data, but trends will be monitored at Q2.</li> </ul>				
<b>5.4.</b>	<p><b>JTAI Action Plan (paper) – Alan Hartwell</b></p> <p>The report of the action plan was provided with the agenda; the action plan was circulated separately.</p> <p>JB asked how the inspection went, compared to past inspections; the feedback overall was positive - well balanced and with no priority actions. Education did well.</p> <p>VMs asked about the timescales for delivering the actions. Although not specified by the inspectors, AH suggested that we aim for the end of 2020, although some actions will already be complete, as this will allow time for embedding and monitoring these actions. It is useful to note that any future inspection(s) will pick up on any delays in the progress of these actions.</p> <p>AT asked about the governance of this action plan and AH confirmed that it will be monitored by the S&amp;CE subcommittee (virtually and physically).</p>				
<b>5.5.</b>	<p><b>Individual agencies' JTAI Improvement Plans – All</b></p> <p><b>CCG (AT)</b></p> <p>There was one action from the JTAI which has now resolved: Sexual Health representation at MSET. At agency level there are areas of improvement which are being looked at e.g. communication with GPs and primary care staff and working with NTW. MT has met with CMC and is working on an improvement plan to fit under the main JTAI action plan, which will be ready at the end of the year; this will be monitored by the CCG Safeguarding group.</p>				

	<p><b>Northumbria Healthcare (PS)</b> NHCFT's 'Joint Targeted Area Inspection (JTAI) – Action Plan 2019/20 CSE &amp; Criminal Exploitation (County Lines)' was shared with the S&amp;CE subcommittee earlier this month. A band 7 Sexual Health worker will have safeguarding supervision and filter down any information.</p> <p><b>Northumbria Police (SAm)</b> Actions reflect the key issues and will be rewritten in line with the themes on the main action plan. A lot of the actions are 'in progress'. A strategic safeguarding team now have oversight. There is movement with criminal exploitation; focussed more in MSET and work is ongoing to increase awareness. Work is being done to raise standards on the quality of Police investigations; crimes are allocated by an independent team, with a secondary investigation unit. Teams are managed by a DS and DI and extra scrutiny is provided. PM asked when the problem profile action would be completed as this is fundamental for early intervention. SAm acknowledged the technology meant this was a challenge and the achievement date may not be met.</p> <p><b>Probation (SAs)</b> The inspectors identified issues with the process of sharing information with the MASH. Initially, the NPS were told they were sharing too much information and information was then held back with the proviso that NPS were contacted if further information was required. Requests are tracked. Now, a member of the NPS will attend the MASH once a week as a conduit for information sharing and there is a new proforma detailing the information that is needed and what is available from the NPS. The transition process was considered a strength by the inspectors. The Local Authority are reviewing attendance for strategic meetings to determine whether CRC and NPS need to be invited.</p> <p><b>Local Authority (GR)</b> Specific actions will be collated into an action plan in the next few weeks.</p>		<b>PM</b>
5.6.	<p><b>Safeguarding Practice Review Group Update – Robin Harper-Coulson</b></p> <p>On behalf of MT, RHC provided the group with an update:</p> <ul style="list-style-type: none"> <li>• 'Sean' and 'Thomas' action plans are still being reviewed.</li> <li>• There are 2 current reviews taking place (with the SAB) and draft reports have been written ('Aaron' by Carol Leckie and 'Bobby' by RHC).</li> <li>• In light of these, the 'Sarah' DHR is being revisited to check that the children specific actions have been embedded.</li> <li>• MT is leading a learning review for 'Child E', which takes place on 3<sup>rd</sup> October.</li> </ul>		
5.7.	<p><b>NSSP-HWBB Protocol (revised draft 2019-20) (paper) – Dean Jackson</b></p> <p>This replaces the previous paper and lays out the key responsibilities and interactions. The biggest change is that the Child Death Overview Panel is now accountable to the HWBB. The three safeguarding partners endorsed the protocol which now needs to be endorsed by the HWBB.</p>		
5.8.	<p><b>Forward plan – setting of next meeting's agenda (paper) – Paula Mead</b></p>		

	<p>This was previously part the Business subcommittee's role but now passes to the NSCC to set. An example of the next meeting's agenda was reviewed and agenda items discussed.</p> <ul style="list-style-type: none"> <li>• <b>Standard agenda items:</b> <ul style="list-style-type: none"> <li>• Performance and Audit report</li> <li>• JTAI action plan</li> <li>• Annual / Multi-Agency Reports</li> <li>• Update on safeguarding / Board changes</li> <li>• VMs suggested 'any significant issues for Children &amp; Young People in Northumberland' e.g. knife crime, bullying, County Lines, exploitation etc. Governance of broader children and young people's issues are covered by the CYP Strategic Partnership. <b>Action:</b> Bring the Children, Young People and Families Plan to the next meeting for information as Staying Safe is a subset of the plan delivered by the NSCC.</li> </ul> </li> <li>• Include: <ul style="list-style-type: none"> <li>• Exclusions paper and response to exclusions (JW)</li> <li>• NHS England briefing paper on the guidance for working with GPs on safeguarding reports, for assurance (AT)</li> <li>• DC&amp;YP Annual Report (NJ) – for 12<sup>th</sup> March meeting, to include an update 1-year post audit</li> <li>• Single report on 'workforce capacity and pressures' e.g. Social Workers, Health Visitor caseloads – possibly for the 12<sup>th</sup> March meeting, but to be considered by the QIP subcommittee first</li> </ul> </li> </ul> <p>The 20-page NSCB Annual Report, covering an 18-month period in order to include Q4 data, will be shared via email and signed off virtually (it will be presented to the Family and Children's Services Overview and Scrutiny Committee in December). This will then be available every September.</p> <p>Previously, the subcommittees provided reports to the Business Subcommittee at each meeting – it was suggested they now provide an annual proforma, staggered over the year, presented verbally to the Committee if there are any issues. AH reminded the group of the importance of ensuring attendance by colleagues at the subcommittees so that the actions are progressed timely.</p>	<b>CMC</b>	
<b>6.</b>	<b>Information Items</b>		
6.1.	<p><b>Annual reports (papers):</b></p> <p style="padding-left: 20px;"><b>a) Control and Restraint</b></p> <p>RHC reminded the group that this is a statutory responsibility and should be challenged. The information is looked at independently and actions have been put in place following the recent inspection.</p> <p style="padding-left: 20px;"><b>b) YOS Strategy Board</b></p>		
6.2.	<p><b>Business Subcommittee Meeting Minutes (paper)</b></p> <p>The minutes from the meeting on 10<sup>th</sup> September 2019 were distributed with the agenda, for information.</p>		
6.3.	<p><b>Northumberland and North Tyneside Safeguarding Adults Board Minutes</b></p> <p>N/A – the next meeting takes place on 26<sup>th</sup> September 2019.</p>		

7.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Northumbria Community Rehabilitation Company inspection (RHC)</b></li> </ul> <p>Northumbria CRC has been busy with an inspection over the past 3 weeks; our support has been offered to MS.</p> <ul style="list-style-type: none"> <li>• <b>Herbert Protocol (KW)</b></li> </ul> <p>Launched by the Police in July, this is a national protocol encouraging the completion of a form ( <a href="https://beta.northumbria.police.uk/media/2440/the-herbert-protocol-form.docx">https://beta.northumbria.police.uk/media/2440/the-herbert-protocol-form.docx</a>) to record information about a family member with dementia, which can be used by the Police if they go missing.</p> <ul style="list-style-type: none"> <li>• <b>Safe Week (KW)</b></li> </ul> <p>This week is Safe Week, with the focus on scam awareness. Information has been previously circulated: <a href="https://www.friendsagainstscams.org.uk/">https://www.friendsagainstscams.org.uk/</a> and <a href="https://www.nationaltradingstandards.uk/">https://www.nationaltradingstandards.uk/</a></p>		
7.	<p><b>Dates and Times of Future Meetings:</b></p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> January, 12<sup>th</sup> March, 29<sup>th</sup> June and 8<sup>th</sup> October 2020</li> </ul> <p>All diarised for 1-4pm at West Hartford Fire Station, Cramlington, NE23 3JP</p>		



Name	11.01.18	22.03.18	15.05.18	19.07.18	20.09.18	20.11.18	22.01.19	14.03.19	16.05.19	25.07.19	24.09.19
Paula Mead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sheila Askew	✓	✓	Mark Lennox	✓	✓	✓	✓	Mark Lennox	✓	✓	✓
John Barnes	✓	DNA	✓	A	✓	A	✓	A	✓	DNA	✓
Ian Billham	✓	✓	DNA	✓	✓	✓	A	A	No longer at NCC		
Lindsay Blackmore	✓	Gary Connor	Gary Connor	A	✓	A	Now Martyn Strike				
Deborah Brown	✓	Helen Guy	✓	A	DNA	Ian Moffat	✓	Charlotte Sayers	✓	✓	✓
Sian Bufton/Emma Ramsay	A	A	A	✓	✓	✓	✓	✓	A	✓	A
Karen Burns	✓	A	A	✓	A	A	✓	✓	✓	A	✓
Wayne Daley	A	A	A	✓	A	A	DNA	A	A	A	A
Marion Dickson							Jane Smyth	A	A	Paula Shandran	Elaine Henderson
Julie Dodson	✓	A	A	A	✓	A	DNA	Left the group			
Anna English	DNA	A	A	✓	DNA	✓	Karen Wright	Karen Wright	Karen Wright	Karen Wright	Karen Wright
Nicholas Greenley	✓	A	✓	✓	✓	A	A	✓	A	✓	DNA
Scott Hall					✓	✓	Steve Ammari	Steve Ammari	Steve Ammari	Louise Cass-Williams	Steve Ammari

Robin Harper-Coulson	✓	✓	✓	A	✓	✓	✓	✓	A	✓	✓
Alan Hartwell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dean Jackson	N/A	N/A	✓	✓	A	✓	A	✓	✓	✓	✓
Andy Johnson	A	A	Retired-now Dean Jackson								
Jackie Jollands	Ann Marshall	✓	Ann Marshall	✓	✓	Now Vida Morris					
Naomi Jones	✓	✓	DNA	✓	✓	✓	✓	✓	✓	✓	✓
Catherine Joyce	✓	✓	Julie Ayres	A	✓	✓	✓	✓	Lindsey Kirk	✓	✓
Jane Kennedy					✓	A	✓	✓	A	Left the group	
Cath McEvoy-Carr	✓	✓	✓	✓	A	✓	✓	✓	✓	A	A
Ellie Monkhouse	✓	✓	Jane Smith	Trish Grant	DNA	Trish Grant	Now Marion Dickson				
Liz Morgan	A	A	✓	Karen Herne	✓	✓	✓	✓	✓	Karen Herne	Karen Herne
Vida Morris						✓	✓	✓	Leesa Stephenson	✓	✓
Vikkie Morton											✓
Mick Paterson	✓	Paul Woods	✓	✓	Now Scott Hall						
Deborah Reeman	✓	A	A	Retired							
Sue Reilly	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Jill Scarr	A	✓	✓	✓	A	✓	✓	A	A	✓	A

Phil Soderquest	✓	A	Julie Young	A	✓	A	DNA	DNA	A	Julie Stewart	A
Martyn Strike							✓	✓	A	Mark Ryland	A
Margaret Tench	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A
Jan Tilson	✓	✓	✓	✓	✓	A	Karen MacDonald	✓	✓	✓	✓
Annie Topping	A	✓	A	✓	A	A	✓	✓	✓	✓	✓
Lynsey Wafer	✓	✓	✓	Helen Coombs	✓	✓	✓	✓	✓	A	A

✓ = Attended DNA = Did not attend A = Apologies