



PARTNERSHIP LEADS GROUP: ACTION NOTES

Date of Meeting	23 June 2020
Venue	Microsoft Teams
Chair	Victoria Caple
Minutes	Lucy Teteris, Safeguarding Partnership Co-ordinator

Agency	Membership	Attendance
Avon and Somerset Police	Victoria Caple	Attending
Avon and Somerset Police	Andrew Bishop	
Avon and Somerset Police	Alison Codd	Attending
Avon Fire and Rescue	Meghan Elvin	Attending
BNSSG Clinical Commissioning Group	Anne Fry	Attending
BNSSG Clinical Commissioning Group	Angela Stephen	Attending
Designated Doctor BNSSG CCG	Richard Williams	Attending
National Probation Service	Liz Spencer	Apologies
North Somerset Council	Jo Baker	Attending
North Somerset Council	Ruth Sutherland	Attending
North Somerset Council	Joanne Bocko	Attending
North Somerset Council	Kate Blackburn	Attending
North Somerset Council	Jenie Eastman	Attending
Sirona Care and Health	Jos Grimwood	Attending
We are With You	Jill Foulds	Attending

Agenda Item 1: Introductions and apologies
Presenting:

Victoria welcomed everyone and introductions and apologies were made. A welcome was given to the new representatives:

- Ali Codd, Avon and Somerset Police who joins as the Chair of the Young People sub-group
- Jill Foulds, from We are With You

Agenda Item 2: Minutes and outstanding actions
Presenting:

The minutes from 14th April '20 were agreed as an accurate record.

Outstanding actions:

Agenda Item	Action	Update
3: ToR PLG	Comments to be fed-back to LT on draft ToR. This is an agenda item.	Action closed.
4: ToR Sub-Groups	Completed ToR to be returned to LT by end of April: Update: Terms of Reference have either been received or are in draft form (apart from Multi-agency Operational Group). This is an agenda item.	Action closed.
5: AOB	Troubled Families Governance. Update: JE has received a response from Bristol. An update is given below.	Action closed.
	JTAI themes to influence audits.	Action carry forward
	Added risk to children during pandemic, VC to raise at the NSSCP Executive. Other regions hosting COVID-19 multi-agency forums. Update: VC now hosting COVID-19 multi-agency forums. Key messages produced by LT and uploaded for circulation.	Action closed.

Agenda Item 3: Terms of Reference for PLG

Draft terms of reference were circulated to the group. Amendments were agreed as follows:

Core membership add:

- Avon Fire and Rescue
- Designated Doctor, BNSSG CCG
- Strategic Safeguarding and Quality Assurance Service Leader, NSC

Accountability add:

- a “reporting to” diagram.
- Induction: It was agreed that a more formalised induction process was needed. AF will email LT, as a new member, of what information she would find useful to be used within an induction template. **Action.**
- Each representative to have the support and sign-up of their organisation and manager. Include a signature line on the ToR. **Action.**

Action: Amendments to the ToR to be made and re-circulated to the group for sign-off.
VC/LT (w/c 27.07.20)

Discussion was held on inviting a lay-member to attend the group on an “as and when” basis; who that lay-member should be and that ideally there should be a “bank” of lay-members to call upon. The lay-member would ideally be someone who has been in receipt of services, for example, a care leaver who has transitioned into adult services. It was suggested that the member wouldn’t necessarily have to attend a meeting, which may be

intimidating, but could be engaged in other ways, for example, to review a paper or help with IT (Facebook/Tweet) during a marketing campaign.

AF asked whether North Somerset had a children's Shadow Board. Ali Codd was introduced as the person who has been assigned to arrange something similar within North Somerset. It was noted that it would be a good idea to tap into existing forums rather than re-creating and duplicating another forum.

Actions

- JB, VC to meet with Ali to progress the sub-group (end of July 2020)
- AC and KB to scope ways in which to engage with young people; KB to share her contacts; help devise questionnaires and give her support to AC to progress the sub-group. (On-going)

Agenda Item 4: Updates from NSSC Multi-agency Covid-19 Group

VC gave a brief summary, to those who don't attend, of the multi-agency safeguarding forums which she has been hosting since April, during the Coronavirus pandemic. Covid-19 has affected all services and impacted on safeguarding. The meetings are used as a multi-agency platform to discuss, concerns, blockers, challenges and good practice. As lockdown eases, Covid-19 is still having an impact on all partner organisations, children, young people and communities. She highlighted the following key messages:

- Challenges for schools and wider education and getting children back into school safely.
- Lack of foster care placements has been exacerbated by Covid-19.
- Barnardo's have been awarded a grant to lead a new campaign "See Hear and Respond". This is in its early stages, and further information will be disseminated.
- Challenges on how to return to a safe working environment. Best practice and learning to be shared across the partnership.
- ToR have been produced to formalise this group, as it is recognised that Covid-19 will be around for some time. As things change to a recovery and restoration phase, these meetings will continue, but on a monthly basis, as an opportunity to discuss issues.

Agenda Item 5: Update from NSSCP Executive

The Executive met on 12 May and 9 June. The following were discussed:

- Two rapid review referrals were submitted. One was accepted as a Rapid Review; it was agreed that the other was a single agency learning review.
- Lack of business manager within North Somerset.
- Finances

VC explained that for NS, it is early days of the partnership and that there is still a lot of discussion around the mechanics. Activity from the sub-groups discussed at this meeting will be fed-up to the Executive for them to comment back down to this group. This is integral to the success of the partnership.

6.1 Quality Assurance and Performance: JB and JG co-chairs updated the group.

- The sub-group recently met and there was good attendance
- A couple of amendments were made to the ToR and these are now ready for sign-off.
Action: JB to sign-off and send to LT (End of July 2020)
- Discussed the need to produce a focused forward plan of audit themes over a 12-month period, guided from this group and the Executive. For example, themes arising from the recent Rapid Review.
- Current audit around missing children. Looking at the quality of the multi-agency response. Findings will be presented back to this group and then to the Executive.
- Ensuring audits are meaningful and change practice; monitoring with an action plan, feeding into sub-groups; revisiting strategies and measuring distance travelled. Continuously revisiting and re-evaluating.
- Focusing on outcomes not data. This group agreed that emphasis of the audits should be on quality and that two effective audits a year that change practice would be preferable.
- Ensure that there is no duplication with regional scrutiny work. Discussion at this group if another local authority area can carry out an audit around Missing children, then peer reviews, and learning across partnership could be done. Timetable produced to dovetail with what is happening locally.

6.2 **Workforce Development:** JoanneB and KB gave an update.

- ToR to be revised to include membership. **Action**
- First meeting will be held once the right representatives are confirmed; it was also noted that whilst schools are under a lot of pressure she didn't want to add to their load by inviting them to attend a sub-group.

VC asked, following the Section 11 audit and its findings around supervision and appraisal, what the process currently looked like. JoanneB felt that some schools were doing well whilst others, not so well. Zoom informal catch-up sessions are taking place with Joanne B in attendance to supervise.

KB noted that the school's annual audit is also due to be completed over the summer.

Many on-line 'Zoom' training sessions are taking place. The group discussed virtual training; its challenges; capacity of sessions etc.

KB highlighted the following 'resilience' tools which she felt, would be helpful to share with this group.

Links:

RiP (aimed at social workers): <https://sword.researchinpractice.org.uk/>

The British Psychological Society: [Taking trauma related work home](#)

School councils (students) have given feedback especially around mental health.

KB provided the following links for the group's information:

- Responding to self-harm and suicide.: Kooth data release June 11 2020:
https://www.northsomersetsafeguarding.co.uk/userfiles/downloads/721/cyp_infographic_110620.pdf
- <https://www.keep-your-head.com/assets/1/cyp-at-risk-self-harm-suicide.pdf>

6.3 Early Help: JE gave an update.

- Challenges that schools are facing also applies to early years, for example, trying to socially distance from a two-year-old
- Rethinking how to run training from September with the awareness of the overload faced and the fact that most staff will have worked throughout summer.
- Early Help sub group: information has gone out to High Impact Families/Troubled Families Board. Focus on getting things operationally up and running safely, in terms of transition taking place from children centres migrating towards family hubs (from 1 July) and transitioning Early Help, Troubled Families, Children Centres all together in one coherent offer, with triage taking place every Tuesday morning; 4 different pathways at the moment, there will be just one in a couple of weeks-time.
- the Early Help sub-group will become the reporting venue for the Troubled Families work. This is a statutory requirement. JE would like the group to be more multi-agency. She has emailed current members of the Troubled Families Board to ask them to join the sub-group. She would also like to include members from the police and BNSSG CCG. JG suggested Alli Chinn or Amanda Yates, health visitor leads. VC suggested Mark Nicholson, as a police rep. VC and JG offered their help to JE to recruit these members.
- 21 July is the sub-group's first meeting
- Draft TOR have been produced

AS and JS raised the issue when a LAC reaches 18, there is no process of notification going on to their adult files, as a vulnerable adult. It was agreed that VC will raise this to the LSAB. **Action** (21.07.20).

It was noted that there was an increase in referrals from GPs into early help during the pandemic. **Action:** VC to raise at next COVID-19 meeting (28.07.20).

6.4 Reviews: RW and JB updated.

- In the process of producing ToR (the old group didn't have any)
- Recently concluded a Rapid Review. A single combined chronology template was used as well as a self-analysis summary template for each agency to identify common themes. The engagement was good from each agency and the chronologies and summaries were of good quality.

A lot of immediate themes resonated with the Darry SCR from a couple of years ago. (Darry action plan was completed well before this case, and therefore good practice should have been embedded.) Themes include: agencies did not escalate; a lack of information sharing; no lead agency; self harming and suicidealisation. VC suggested linking with Becky Hopkins from Somerset to share their Lead Professional Protocol.

Action.

The report has been submitted to the National Review Panel with the recommendation to carry out a CSPR. The NRP is meeting on 30 June and will make their decision. JB noted that there is a possibility that the NRP may want to carry out a National review, she highlighted that the Chair of the NRP has published an article identifying themes, since the outbreak of Covid-19, around young people and self-harm. They are also receiving many referrals of cases around young babies.

6.5 Contextual and Complex Safeguarding Group: RS gave an update.

- The group met a couple of weeks ago.
- Membership was reviewed. Looking to ensure the right people are on the group. No police representative. VC will chase. **Action** (By end of July)
- She would like to recruit a co-chair for this group. **Action.**
- All current members attended a recent scoping meeting with RiP to produce a needs analysis to understand the broader picture in the context of safeguarding in North Somerset. RiP will work closely with the sub-group to produce a strategy.
- The group needs a steer on local key priorities for example, knife crime; criminal exploitation; county lines and how these may fit with the regional group's themes.

The PLG discussed the name of the sub-group and that it may cause confusion. RS explained that she has clarified with her sub-group that "contextual safeguarding" is from when the child leaves their front door to when they get to the school gates. JB confirmed, in the theoretical sense, anywhere outside of the family home.

6.6 Multi-agency Operational Group: AB was not present at the meeting. VC will email AB for an update. **Action.**

6.7 Young People's Forum: VC asked Ali if she had any questions she would like to put to the group. The group raised the following:

- Try to link with children who are isolated, who are not so eloquent
- Try to link with children who have been through care
- Better opportunities with the use of technology
- Children with disabilities
- Use existing forums
- Learn and develop services through children's input
- Young people not in schools; home schooling or missing from education (Wendy Packer would be able to supply this information).

AC explained that as a beat officer on the Bournville she will link with other beat officers across North Somerset to get as broad a range as possible. She also intends to use her PCSOs who have established trust and friendships with the young people.

VC and AC will discuss further outside of this meeting.

6.8 Communications: VC reminded everyone that it had been agreed that there would be no local sub-group. North Somerset Marketing and Communications team link regionally with any regional and national comms campaigns. VC noted that everyone within this group is the communications link with their own organisation, to disseminate key messages, etc. arising from here or other safeguarding groups.

Agenda Item 7: AOB

VC noted that the LSAB use a template for their sub-group reporting. This has prompts to help the chair fill in the relevant information. It was agreed to adapt this template for the NSSCP. VC/LT to adapt and circulate for PLG's approval. **Action:** By end of July 2020.

The next meeting is arranged for Wednesday 9 September at 1.00pm: venue to be confirmed.

Agenda Item	Action	By when	Lead
3: ToR PLG	Add amendments as per the minutes and circulate to the group.	27.07	LT
	Young People sub-group: JB VC and AC to meet to progress the sub-group	w/e 31.07	VC
	AC and KB to meet to scope ways of engaging with young people.	On-going	AC and KB
6: Q&P S-G	ToR to be signed-off by Chairs of sub-group and returned to LT	w/e 31.07	JB
6: WD S-G	ToR to be amended and returned to LT completed	N/A	JoanneB
6: E-H S-G	Process around LAC turning 18 and notification going on adult services file. VC to raise with LSAB.	21.07	VC
	Increase in referrals from GPs into EH during pandemic. VC to raise at next Covid-19 meeting.	28.07	VC
6.4: Reviews S-G	RW and JB to link with Somerset to share their Lead Professional Protocol.	w/e 31.07	RW/JB
6.5: C&C S - G	Membership: police. VC will chase	w/e 31.07	VC
	Sub-group co-chair	?	RS/VC
6.6: MOG S-G	VC to email AB for an update	w/e 31.07	VC
7: AOB	Adapt Adults sub-group reporting template for children sub-groups and send round for approval.	w/e 31.07	LT