

**LCCG Safeguarding and LAC Working Group**  
**02 October 2017, 14:00- 16:30**  
**Lower Marsh, Room 407**

<b>Present</b>		
<b>NAME</b>		<b>ORGANISATION</b>
Amy Buxton-Jennings,	ABJ	Chair, Commissioning Director for Children's Services, Lambeth CCG/London Borough of Lambeth
Avis Williams– McKoy	AWM	Designated Safeguarding Nurse, Lambeth CCG
Efun Johnson	EJ	Designated LAC Doctor, Lambeth CCG
Yvette Newman	YN	Lambeth Designated Nurse for Looked After Children
Roneetta Campbell-Butler	RCB	Lead Commissioner for Looked After Children, Lambeth CCG / Lambeth Council
Margaret Hill	MH	Named Nurse, Lambeth Community GSTT
Mike Ferguson	MF	Assistant Director Children Looked After & Youth Offending Service London Borough of Lambeth
David Grafton	DG	Lambeth CAMHS Service Manager
Alison Davidson	AD	Named GP for safeguarding children, Lambeth CCG
Debbie Saunders	DS	Head of Safeguarding Children Nursing team, GSTT
Emily Wilson	EW	Paediatric Trainee, Mary Sheridan
Ann Lorek	AL	Acting Designated Doctor Safeguarding Lambeth

<b>Apologies</b>		
Ayanda Jolobe	AJ	Ayanda Jolobe, Named Doctor, Community GSTT
Susannah Beasley-Murray	SBM	Assistant Director Early Help, Access and Assessment, Children's Social Care, London Borough of Lambeth
Ian Diley	ID	Public Health Consultant , Lambeth & Southwark

<b>No.</b>	<b>Agenda Item</b>	<b>Action for / date</b>
<b>1</b>	<b>Welcome and Introductions</b>	
1.1	The Chair, Amy Buxton-Jennings welcomed all members and guests to the meeting and introductions were made  A round of introduction was made and apologies tendered.	
<b>2</b>	<b>Apologies for Absence</b>	
2.1	Please see above.	

<b>No.</b>	<b>Agenda Item</b>	<b>Action for / date</b>
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No.	Agenda Item	Action for / date
3	<p><b>LCCG/SLWG/003 – Declaration of Interests – In Agenda Items</b></p> <p><i>No interests were declared in relation to the agenda items for this meeting.</i></p>	
4	<p><b>LCCG/SLWG/15/004 – Minutes of the Previous Meeting held on 27 March 2017 and Matters Arising</b></p> <p>4.1 The minutes of the previous meeting were agreed as a true and accurate record. Actions and updates were discussed and are included in the Action Log.</p> <p>4.2 <b>Matters arising/Action Log :</b></p> <p>4.3 <ul style="list-style-type: none"> <li>• <u>5.1 Provider to present their self-assessment document at the next meeting so that we can have an overview of any issues arising from their self-assessment</u></li> </ul> </p> <p>4.4 Meeting on the 18<sup>th</sup> December 2017 to be extended until 5pm, in order for the ‘Self Assessment’ exercise to be conducted within the extended time slot.</p> <p>4.5 <ul style="list-style-type: none"> <li>• <u>7.1 Raise issue of drop in Child Protection Medicals formally at the Safeguarding Board so that everyone can have a shared understanding of why and what it means for the system.</u></li> </ul> </p> <p>4.6 AL noted that Davina is doing training with one of the teams and a date has been set in November to invite the entire front door team for the joint training.</p>	
5	<p><b><u>Reframing Early Help</u></b></p> <p>5.1 ABJ presented to the group;</p> <p>5.2 <ul style="list-style-type: none"> <li>• The council has recognised that Lambeth is not in a good place in regards to early help</li> </ul> </p> <p>5.3 <ul style="list-style-type: none"> <li>• After OFSTED inspection, the Early Help service was reorganised and pitched as a tier 3 service, but without clarity on coordination and engagement on tier 2 Early Help.</li> </ul> </p> <p>5.4 <ul style="list-style-type: none"> <li>• The view is that a new Early help framework needs to be established.</li> </ul> </p> <p>5.5 <ul style="list-style-type: none"> <li>• ABJ would like to know what the group’s views are on Early Help and how do we organise services and the greater integration of services</li> </ul> </p> <p>5.6 <ul style="list-style-type: none"> <li>• Over the next 6-9 months</li> </ul> </p> <p>5.7 <ul style="list-style-type: none"> <li>• AL noted that the health visiting link to the GP’s shouldn’t be lost.</li> </ul> </p>	

5.8	<ul style="list-style-type: none"> <li>• DG noted that it will be useful to raise that International House will be moving to the civic centre.</li> </ul> <p><b><u>OFSTED</u></b></p>	
5.9	<ul style="list-style-type: none"> <li>• The last OFSTED inspection was in 2015</li> </ul>	
5.10	<ul style="list-style-type: none"> <li>• OFSTED this time were looking at the front door and the assessment service, LAC (Looked After Children)</li> </ul>	
5.11	<ul style="list-style-type: none"> <li>• OFSTED commented on improvements in the LAC service, and the positive effect 'Heidi's leadership had.</li> </ul>	
5.12	<ul style="list-style-type: none"> <li>• The service still required improvement, and the serious concerns were highlighted in the integrated referral hub and the assessment service.</li> </ul>	
5.13	<ul style="list-style-type: none"> <li>• OFSTED noted that they could not see the same type of commitment in services of serious concern in comparison to other services.</li> </ul>	
6	<b>LCCG/SLWG/005 – SLAC ToR (Terms of Reference) Review</b>	
6.1	<ul style="list-style-type: none"> <li>• ABJ noted that the 'common traditions' wording in section 8 should have said 'contributions' instead.</li> </ul>	
6.2	<ul style="list-style-type: none"> <li>• AL noted that in paragraph 2.16 that assurance of attendance to trainings that are provided should be included also.</li> </ul>	
6.3	<ul style="list-style-type: none"> <li>• EJ noted that something should be included in regards to the corporate parenting board as done in the LSCB.</li> </ul>	
6.4	<ul style="list-style-type: none"> <li>• The group noted that CRB checks should be removed from the paragraph 2.15</li> </ul>	
6.5	<b>Action: EJ to send suggested amendment for corporate parenting to NB.</b>	EJ
6.6	<b>Action: Write a formal letter of invite to with the inclusion of the terms of reference to Children's Social Care</b>	ABJ/AWM
7	<b>LCCG/SLWG /006 Review of CSC</b>	
8	<b>LCCG/SLWG/007 – Looked After Children (LAC) Health Updates / Reports – Efun Johnson (EJ)</b>	
8.1	<u>The Initial Health Assessment Improvement Project Fund:</u>	
8.2	EJ provided an update to the group;	
8.3	<ul style="list-style-type: none"> <li>• The 'Aide Memoir' has now been changed permanently to ' The Guidance for Social Workers'</li> </ul>	

8.4	<ul style="list-style-type: none"> <li>Parts have been added to the 'corporate parenting needs' which have now been finalised and will be cascaded by Mike Ferguson</li> </ul>	RCB
8.5	<ul style="list-style-type: none"> <li>The 'Aide Memoir' has not been formally launched, but is being planned</li> </ul>	
8.6	<ul style="list-style-type: none"> <li>EJ noted that the response from Children's Social Care has been well.</li> </ul>	
8.7	<ul style="list-style-type: none"> <li>ABJ queried whether anything is being done in regards to the DNA rates and engagement of Foster Carers</li> </ul>	
8.8	<ul style="list-style-type: none"> <li>EJ and YN attended one of the Children and Care counselling groups and received feedback from the young people and the counsellor and one of the things highlighted was that when they come into care, they do not actually know what it's about. Previously there was a 'New Into Care' pack that was used, and now there is consideration in re-launching the 'New into Care' pack. This was chased up in the last Children and Care Counselling group and now the basic pack has been stopped and is now prepared by the carer.</li> </ul>	
8.9	<ul style="list-style-type: none"> <li>ABJ queried whether we have a log of all the actions for improving the Initial Health Assessment</li> </ul>	
8.10	<ul style="list-style-type: none"> <li>Are we confident in the data that we are receiving from the Local Authority</li> </ul>	
8.11	<ul style="list-style-type: none"> <li>There is a slight issue with the data accuracy being received from the local authority. There is a meeting date on hold that has not been finalised as of yet, that will include the local authority and the performance team. In this meeting it will be looked at how the local authority is collecting their data and comparing that to how health is collecting theirs in order to have determine a streamlined and accurate collection of data in the future.</li> </ul>	
8.12	<u>GSTT LAC Dashboard</u>	
8.13	<ul style="list-style-type: none"> <li>41 Children were referred in the whole quarter</li> </ul>	
8.14	<ul style="list-style-type: none"> <li>11 of the 41 children came within the first 5 days</li> </ul>	
8.15	<ul style="list-style-type: none"> <li>25 of 41 were booked an appointment within the first 20 days.</li> </ul>	
8.16	<ul style="list-style-type: none"> <li>Can another sub setting be included to explain what the 21 clients represent</li> </ul>	
8.17	<p><b>Action: RCB to follow up with Nigel Dennings and Melissa Murphy on the dashboard figures, to request for the trend figures as children social care report on these indicators on a monthly basis.</b></p>	
8.18	<p>AL noted that the indicator for ' % of children who have up to date health care plan recommendations' has no 'timeframe' added. EJ clarified that the timeframe should read within 10 days. Timeframe to be added to indicator.</p>	

8.19	<b>Action: Timeframe to be added to for ‘ % of children who have up to date health care plan recommendations’ indicator.</b>	EJ
8.20	<u>Health Passport</u>	
8.21	YN presented to the group;	
8.22	<ul style="list-style-type: none"> <li>• There are two types of Health Passport;</li> </ul>	
8.23	1) 0 to 11 Year Health Passport	
8.24	2) 12 to 18 Year Health Passport	
8.25	<ul style="list-style-type: none"> <li>• The document is considered best practice and is a national initiative</li> </ul>	
8.26	<ul style="list-style-type: none"> <li>• In a lot of the surrounding areas the passport has not been used but is now being adopted</li> </ul>	
8.27	<ul style="list-style-type: none"> <li>• The document would be a child health document and can be electronic or in paper form</li> </ul>	
8.28	<ul style="list-style-type: none"> <li>• The passport is filled out by any health professional that comes in contact with the patient and is ‘similar’ to the red book in it’s documentation.</li> </ul>	
8.29	<ul style="list-style-type: none"> <li>• NHSE have developed a mental health template for the passport in response to the ‘Future Minds’ report.</li> </ul>	
8.30	ABJ queried whether the passport can be held virtually? YN noted that this is a very early draft and that the passport is still being developed and incorporating ideas.	
8.31	<ul style="list-style-type: none"> <li>• EJ noted that GSTT did some work on the passport, and there was a split in what was desired from the format that the passport is stored, as some wanted memory stick storage, some wanted an ‘app’ and that it was very split in regards to what would be the best way to store the passports.</li> </ul>	
8.32	<ul style="list-style-type: none"> <li>• AWM suggested that it would be a good idea to ask CYPHP how the passport could be developed further.</li> </ul>	
8.33	<ul style="list-style-type: none"> <li>• ABJ suggested for YN and RCB to look into how the passport can be developed and to liaise with CYPHP.</li> </ul>	
8.34		
8.35	<b>Action: YN and RCB to look into how the passport can be developed and to liaise with CYPHP.</b>	YN/RCB
8.36	<u>CYPHP Programme Update</u>	
8.37	<ul style="list-style-type: none"> <li>• The CYPHP project reviewed education provided for personal advisors. Personal Advisors are people who support children who have left care.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It was noted that there were no clear structures in place for education and</li> </ul>	

8.38	training needs.	
8.39	<ul style="list-style-type: none"> <li>• A modular training programme has been put in place for the development of 'Personal Advisers' that consists of 3 modules</li> </ul>	
8.40	1) Module 1: Skills	
8.41	2) Module 2: Knowledge	
8.42	3) Module 3: Attitudes, Values and Beliefs	
8.43	<ul style="list-style-type: none"> <li>• The budget for the 'Out of Borough' nurse has been absorbed into this piece of work</li> </ul>	
8.44	<ul style="list-style-type: none"> <li>• ABJ noted that the group may need to restart the conversation about what other options there are to improve the service.</li> </ul>	
9	<b>LCCG/SLWG/008 – LSCB &amp; Sub Working Groups – ABJ / AWM</b>	
9.1	AWM presented to the group;	
9.2	<ul style="list-style-type: none"> <li>• The data that was given for review was out of date by the time it was being quality assured.</li> </ul>	
9.3	<ul style="list-style-type: none"> <li>• The number of children subject to Child Protection plan had gone up to 190+, whereas in the summer it was 136.</li> </ul>	
9.4	<ul style="list-style-type: none"> <li>• Good progress is being made, escalation seems to be now a normal part of having a referral, but the challenge with the front door service still remains.</li> </ul>	
9.5	<ul style="list-style-type: none"> <li>• Monitoring and management systems has been put in place to look at children still subject to a plan and the care pathway.</li> </ul>	
9.6	<ul style="list-style-type: none"> <li>• Monthly reporting has now been put in place.</li> </ul>	
9.7	<p><u>Serious Case Reviews (SCRs): - AWM</u></p> <ul style="list-style-type: none"> <li>• Child J – Is going to governance enquiry this month.</li> </ul>	
9.8	<ul style="list-style-type: none"> <li>• Child K – Bromley case. This is now finished. The recommendations will be centred around domestic violence and probation.</li> </ul>	
9.9	<ul style="list-style-type: none"> <li>• There will be a lot of internal learning</li> </ul>	
9.10	<ul style="list-style-type: none"> <li>• Child L – baby that ingested cocaine. The case is almost finished. The recommendations are being developed around substance misuse</li> </ul>	
9.11	<ul style="list-style-type: none"> <li>• There is a new domestic homicide review starting in Lambeth.</li> </ul>	

10	<b>LCCG/SLWG/009 – GPs &amp; Independent Contractors – AD</b>	
10.1	<u>Section 11 Audit:</u>	
10.2	<ul style="list-style-type: none"> <li>AD noted that when children are stepped down from Child Protection Plans to Child in Need it is policy not to inform the GP of any minutes from any meetings.</li> </ul>	
10.3	<ul style="list-style-type: none"> <li>AD noted that when children were involved in child protection sexual exploitation cases, minutes were coming to the GP.</li> </ul>	
11	<b>LCCG/SLWG/010 – GSTT Performance and Quarterly Reports and Multi Agency Safeguarding Hub (MASH) – DS / MH</b>	
11.1	MH presented to the group;	
11.2	<ul style="list-style-type: none"> <li>DS noted that between the current quarter and the previous quarter, the contacts has increased, as well as referrals.</li> </ul>	
11.3	<ul style="list-style-type: none"> <li>Pre-inspection numbers increased in MASH.</li> </ul>	
11.4	<ul style="list-style-type: none"> <li>The cases have now dropped once more</li> </ul>	
11.5	<ul style="list-style-type: none"> <li>AWM noted that the front door is being used as a screening tool, not for intelligence.</li> </ul>	
11.6	<ul style="list-style-type: none"> <li>AWM attended a steering group 2 weeks ago and it was reported that there was no cases processed for MASH for the entire week.</li> </ul>	
11.7	<ul style="list-style-type: none"> <li>A data set is being looked at for MASH</li> </ul>	
11.8	<ul style="list-style-type: none"> <li>DG noted that there seems to be a misunderstanding of what the group realises as what MASH is and what the staff at MASH think.</li> </ul>	
11.9	<ul style="list-style-type: none"> <li>ABJ noted that a conversation needs to be had with Tom and Jacqueline in regards to cases not being processed at MASH.</li> </ul>	
11.10	<ul style="list-style-type: none"> <li>There may have been IT issues in the week that no cases were processed due to a discrepancy on Mosaic, but a close eye still needs to be kept on the 'front door'.</li> </ul>	
11.11	There 9 cases escalated between June and August this year. 2 were taken to initial conference. The outcome was that the children were placed on a plan (Child In Need Plan).	
11.12	A case was rejected due to the incorrect information being given to the School Nurse	
11.13	<ul style="list-style-type: none"> <li>Responses are being given in regards to the escalations</li> </ul>	
11.14	<ul style="list-style-type: none"> <li>There was an SI to be completed in regards to a child with rickets</li> </ul>	
11.15	<ul style="list-style-type: none"> <li>There is an SI underway for a child who died of an asthma attack. This is</li> </ul>	

11.16	currently on going.													
11.17	<ul style="list-style-type: none"> <li>• There is a 'Task and Finish Group' in progress</li> </ul>													
11.18	<ul style="list-style-type: none"> <li>• The Health Visiting supervision numbers are down</li> </ul> <p>ABJ queried with DS when the GSTT Safeguarding Review will be carried out and whether it should be placed on next working group agenda. DS noted that the review will commence by the end of October/beginning of November.</p>													
12	<b>LCCG/SLWG/011 – KCH Performance and Quarterly Reports – RJ</b> <b>item for provider health services</b>													
13	<b>LCCG/SLWG/012 – SLaM and CAMHS Performance and Quarterly Reports – DG</b>													
13.1	DG presented to the group;													
13.2	<ul style="list-style-type: none"> <li>• DG noted that there has been a number of cases referred to Children's Social Care but it's difficult to obtain updates or progress. DG noted that when you escalate this issue, you do get a response.</li> </ul>													
13.3	<ul style="list-style-type: none"> <li>• There are still issues with attendance for conferences mainly due to short notice and staff not being notified in time.</li> </ul>													
13.4	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f28b82;"> <th style="padding: 5px;">Meeting</th> <th style="padding: 5px;">Invite</th> <th style="padding: 5px;">Attended</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">CP Conference</td> <td style="padding: 5px;">16</td> <td style="padding: 5px;">9</td> </tr> <tr> <td style="padding: 5px;">Strategy Meeting</td> <td style="padding: 5px;">15</td> <td style="padding: 5px;">8</td> </tr> <tr> <td style="padding: 5px;">Core Group</td> <td style="padding: 5px;">17</td> <td style="padding: 5px;">7</td> </tr> </tbody> </table>	Meeting	Invite	Attended	CP Conference	16	9	Strategy Meeting	15	8	Core Group	17	7	
Meeting	Invite	Attended												
CP Conference	16	9												
Strategy Meeting	15	8												
Core Group	17	7												
14	<b>LCCG/SLWG/013 - Any Other Business</b>													
14.1	<ul style="list-style-type: none"> <li>• The JTAI Domestic Abuse Report will be placed on the agenda for the next meeting.</li> </ul>													
14.2	<ul style="list-style-type: none"> <li>• 24<sup>th</sup> November there will be inter agency training at the Mary Sheridan Centre and will take place 9am – 1pm</li> </ul>													
14.3	<ul style="list-style-type: none"> <li>• LSCB training has been set up</li> </ul>													
14.4	<ul style="list-style-type: none"> <li>• There has been a breach in information governance due to care notes data being released without checking. The breach is being investigated.</li> </ul>													
14.5	<ul style="list-style-type: none"> <li>• 20<sup>th</sup> November the LSCB Conference on Youth Violence will be held.</li> </ul>													
<b>Future Meetings</b>														

15	<b>LCCG/SLWG/014 – Dates and times of future meetings</b> Dates and times of future meetings and deadlines for the receipt of reports / papers are as below		
<b>Meeting Date</b>	<b>Papers due by</b>	<b>Location / Time</b>	
<b>2<sup>nd</sup> October 2017</b>	25 <sup>th</sup> September 2017	Room 407, 4 <sup>th</sup> Floor, Lower Marsh / 14:00-16:30	
<b>18<sup>th</sup> December 2017</b>	11 <sup>th</sup> December 2107	Lewisham and Greenwich Room ,4th Floor Lower Marsh / 14:00-16:30	

The agenda and minutes of this meeting may be made available to public and persons outside of NHS Lambeth Clinical Commissioning Group as part of the CCG's compliance with the Freedom of Information Act 2000.

LCCG Safeguarding and LAC Working Group Action Log of meeting held on 02 October 2017

Item	Action	Lead	Completion
<b>LCCG/SLWG/005 – SLAC ToR (Terms of Reference) Review</b>			
<b>6.5</b>	EJ to send suggested amendment for corporate parenting to NB	<b>EJ</b>	
<b>6.6</b>	Write a formal letter of invite to with the inclusion of the terms of reference to Children's Social Care	<b>ABJ/AWM</b>	
<b>LCCG/SLWG/007 – Looked After Children (LAC) Health Updates / Reports – Efun Johnson (EJ)</b>			
<b>8.17</b>	RCB to follow up with Nigel Dennings and Melissa Murphy on the dashboard figures, to request for the trend figures as children social care report on these indicators on a monthly basis.	<b>RCB</b>	
<b>8.35</b>	YN and RCB to look into how the passport can be developed and to liaise with CYPHP.	<b>YN/RCB</b>	

LCCG Safeguarding and LAC Working Group Action Log of meeting held on 26 March 17: updated post 26<sup>th</sup> June 2017

Item	Action	Lead	Completion
<b>Minutes/ Matter Arising</b>			
<b>4</b>	<b>LCCG/SLWG/15/004 – Minutes of the Previous Meeting held on 26 June 2017 and Matters Arising</b>		
<b>4.1</b>	Add CYPHP programme update to future agenda <b>Update 26.6.17:</b> This is to be added to the agenda under 'Looked After Children Health Updates / Reports'	LAC Designated Professionals	27.03.17

Item	Action	Lead	Completion
		EJ, YN & RCB	
4.2	Confirm start date for Designated LAC Nurse	DS	26.06.17
4.3	Add away-day to agenda for next meeting?	AWM	26.06.17 Under AOB
<b>5 LCCG/SLWG/006 – LCCG Provider Self-Assessment-CQC/ Ofsted Inspection</b>			
5.1	Following Meeting on the 18 <sup>th</sup> December 2017 to be extended until 5pm, Self Assessment exercise to be conducted within the extended time slot.	ALL	
<b>LCCG/SLWG/005 – SLAC ToR (Terms of Reference) Review</b>			
	EJ to send suggested amendment for corporate parenting to NB	EJ	
<b>6 LCCG/SLWG/006 – Slam and CAMHS Performance and Quarterly Reports</b>			
6.1	Provide narrative for next quarter about progress plan and work plan about how we are taking forward the initial health assessment	EJ	26.06.17
6.2	Provide a progress report and a list of required actions to this group in terms of how to take forward issues with LAC initial health assessments, referrals and notification	EJ	26.06.17
6.3	Request report from CYPHP Nurse as part of LAC digest	EJ & YN	
<b>7 LCCG/SLWG/007 – GSTT Performance and Quarterly Reports and Multi Agency Safeguarding Hub (MASH)</b>			
7.1	Raise issue of drop in Child Protection Medicals formally at the Safeguarding Board so that everyone can have a shared understanding of why and what it means for the system.	ABJ	?
7.2	FGM Prevalence Data to be included in the report	MH	?
7.3	Highlight any areas for concerns and neglect audit on report for next meeting	MH	?
7.4	Talk about Neglect audit and deep dive that is being planned for the summer	AM	Deferred to mtg 02.10.17
<b>9 LCCG/SLWG/009 – Slam and CAMHS Performance and Quarterly Reports</b>			
9.1	Future SLaM reports to include a narrative report as well as performance digest	DG	?
<b>11 LCCG/SLWG/011 – Independent Contractors</b>			
11.1	facilitate a meeting with ABJ, Naeema Sarkar, David Grafton and David Michael (Service Manager responsible for Child Protection Chairs and IROs) to discuss issues with case conferences		26.06.17
	Have Young People at risk on Part 1 of future meeting agenda	AWM	?
<b>15 LCCG/SLWG/015 Any Other Business</b>			
	All to send any other comments and feedback to AWM or ABJ before Wednesday	ALL	?

