

Rotherham Local Safeguarding Children Board (RLSCB)

Minutes from the meeting of Rotherham Local Safeguarding Children Board (RLSCB), held on Friday 13th December 2013, 12:30pm – 2:30pm at Riverside House

In attendance:

Steve Ashley - Chair	Independent Chair, Rotherham Local Safeguarding Children Board
Sonya Chambers – Minute Taker	Administrative Officer, Rotherham Local Safeguarding Children Board
Ruth Fletcher-Brown (with John Radford)	Suicide Prevention Lead, Rotherham Public Health
Tracey Slater - Member	Patient Experience Manager, Nursing Directorate, NHS England (South Yorkshire and Bassetlaw)
Chris Prewett – Deputy for Deborah Wildgoose	Head of Safeguarding, Rotherham, Doncaster and South Humber NHS Foundation Trust (RDASH)
Shona McFarlane - Member	Director of Health and Wellbeing, Neighbourhoods and Adult Services, Rotherham Metropolitan Borough Council
Sue Wynne - Member	Rotherham's Women's Refuge
Phil Morris - Advisor	Business Manager, Rotherham Local Safeguarding Children Board
John Radford - Member	Director of Public Health, Rotherham
Catherine Hall - Advisor	Head of Safeguarding, Rotherham Clinical Commissioning Group
Jason Harwin - Member	Chief Superintendent, District Commander, Rotherham South Yorkshire Police
Tracey McErlain-Burns - Member	Chief Nurse, The Rotherham NHS Foundation Trust
Clair Pyper - Member	Interim Director of Safeguarding Children and Families, Children and Young People's Services, Rotherham Metropolitan Borough Council
Alexis Jay - Observer	Appointed to undertake the Independent Investigation into Child Sexual Exploitation in Rotherham
David Polkinghorn - Member	General Practitioner, Clinical Commissioning Group, Rotherham
Councillor Paul Lakin – Participating Observer	Lead Member for Children and Young People's Services, Rotherham Metropolitan Borough Council
Joyce Thacker – Member	Strategic Director of Children and Young People's Services, Rotherham Metropolitan Borough Council
Sue Cassin - Member	Executive Lead for Safeguarding at the Clinical Commissioning Group, Rotherham
Warren Carratt - Advisor	Service Manager - Strategy, Standards and Development, Children and Young People's Services and Rotherham Local Safeguarding Children Board
Richard Burton - Member	Lay Member, Rotherham Local Safeguarding Children Board
Kevin Stevens - Advisor	Safeguarding Quality Assurance Officer for Rotherham Local Safeguarding Children Board and Children and Young People's Services
Nick Whittaker - Member	Head Teacher, Hilltop and Kelford Schools

Apologies:

Anne Riley - Member	Service Manager, Children and Family Court Advisory and Support Service (CAFCASS)
Pete Horner - Member	Public Protection Unit Manager, South Yorkshire Police
Dawn Peet – Deputy for Tony Carlin	Safeguarding Officer, South Yorkshire Fire and Rescue
Deborah Wildgoose – Member and Vice Chair	Deputy Director of Nursing, Rotherham, Doncaster and South Humber NHS Foundation Trust (RDASH)
Tracy Holmes - Advisor	Head of Corporate Communications and Marketing, Chief Executive's Department , Rotherham Metropolitan Borough Council
Jane Skupien - Member	Head Teacher, Sitwell Infants School
Sarah Mainwaring - Member	Head of Probation – Rotherham, South Yorkshire Probation Trust
Sherif El-Refie - Advisor	Designated Doctor, The Rotherham NHS Foundation Trust
Dave Stopford - Member	Detective Chief Inspector, South Yorkshire Police
Paul Grimwood - Member	Youth Offending Services Manager, Rotherham Metropolitan Borough Council
Dorothy Smith - Member	Director of Schools and Lifelong Learning, Children and Young People's Services, Rotherham Metropolitan Borough Council
Robin Williams - Advisor	Service Solicitor for Children and Young People's Services, Rotherham Metropolitan Borough Council
Zafar Saleem - Advisor	Community Engagement Manager, Community Engagement Team, Rotherham Metropolitan Borough Council
Debra Wadsworth - Member	Lay Member, Rotherham Local Safeguarding Children Board

Agenda item:

Action:

1. Welcome, apologies and introductions

Attendance and apologies were recorded as above.

The Chair began by saying that the focus of this meeting needs to be about how different agencies can work together to safeguard children, and not a forum for receiving presentations that are not necessarily relevant to this work.

The Chair therefore proposed that in future, the agenda of this meeting should cover the following key areas:

- The performance of the partnership.
- Any emerging issues that can be raised on the day.
- A thematic discussion item to iron out critical areas of work.

Action
1

2. Previous RLSCB minutes from 13.09.2013 and matters / actions arising

Please refer to Appendix One for updates on actions.

3. Safeguarding Children National Performance Indicators - update report (standing item) – Clair Pyper

Clair Pyper apologised that the paper for this item had not been distributed in advance and will send it out electronically after the meeting.

Action
2

Performance on Initial and Core Assessments is going down. Both of these are red indicators and a lot of work has been done to try and understand why and to turn these around. Rotherham Council's Performance Team has been looking at the underlying causes to try and identify why there is a lack of promptness in undertaking assessments to keep children safe.

However, the team was unable to gain any greater understanding of this issue, therefore an independent person with both an Ofsted and Social Care background was brought in to undertake an investigation. This independent person has since spent time with both the Contact And Referral Team (CART) and the Duty Team, and he found that the number of cases being referred in is too high for CART to deal with due to the number of Social Workers in CART and the deployment of workers. Basically, the team is currently dealing with far higher numbers of contacts and referrals than the number of people in the team can cope with, bearing in mind that the team has a broad remit and also deals with other issues such as licensing and disclosure and barring checks. The question now is how to address this in terms of deploying resources.

Some examples of good assessments were found, but these had not been done in a timely manner.

CART has been overwhelmed due to many partner agencies referring cases that have not met the threshold for Social Care, therefore there is a broader issue to address here relating to multi-agency thresholds and referral forms.

More is understood now about the failure to meet these performance indicators in terms of what needs to be done about it, but thought needs to be given to how partner agencies contribute to the contact and referral

**Agenda
item:**

Action:

process.

The Chair said the CART issue was worrying as this is a critical part of the Social Care process. He asked if addressing this problem would delay the proposed setting up of a Multi-Agency Support Hub (MASH), and Clair Pyper said that it needed to be looked at before MASH.

Temporary staff can be put into CART immediately to address the issue in the short terms, meanwhile the deployment of permanent staff can be properly considered. However, Social Workers work in CART on a rota basis, and whilst they are working in CART they are away from their own caseloads, so this has a knock on effect. Warren Carratt said that the recruitment process had already started to look at securing additional resources.

Councillor Paul Lakin said that Rotherham LSCB needs assurance that these performance issues will be put right. He added that he was confident that the service being providing is safe, but it is not timely enough.

The Chair stated that there needs to be the right balance between quality and timeliness.

Kevin Stevens pointed out that putting this into context, Rotherham ranks 38th out of 161 authorities in terms of its contact and referral bombardment rate. Therefore if Rotherham were in line with other areas nationally, it would actually be receiving 1200 fewer referrals.

Clair Pyper expressed frustration that no matter how many times guidance on Social Care thresholds is sent out to partner agencies, inappropriate referrals continue to be received. This is despite, in response to feedback from agencies, the threshold guidance being shortened to make it easier to follow – it can even now be displayed as a poster. It is the responsibility of agencies to ensure that they communicate to their relevant workers what the thresholds are and how to use them. Whilst Clair Pyper accepted that sometimes a professional may refer what seems initially to be an insignificant issue because of fears it may become more serious, she argued that CART is currently being used as a filtering service.

The Chair said that he could see how the problem had occurred if agencies have been encouraged to refer, therefore consideration needs to be given to how to get the threshold message across without discouraging proper referrals.

David Polkinghorn reminded everyone that it is not just CART that can provide advice regarding referrals, as there is an advice service as well which provides workers with the opportunity to speak to an experienced professional about whether or not to refer a case. Dr Polkinghorn added that his own experience of CART had been good, apart from that he doesn't always get to know the outcome of a referral Clair Pyper replied that the issue of feedback was being looked at.

Phil Morris informed the meeting that it is not all negative news as a recent review found that School Nurses have been making excellent referrals.

The Chair asked what the answer was to the problem of inappropriate

**Agenda
item:**

Action:

referrals. Clair Pyper answered that she would take the responsibility of asking agencies to reinforce the Social Care thresholds to staff along with use of the Multi-Agency Referral Form (MARF). Once this process is working properly, focus can shift to how individual agencies work with children and developing pathways to ensure that the right agencies are working with the right children.

Action
3

With regard to the other indicator rated as red - the timeliness of adoption placements, although this is currently showing as red, it is actually improving, but what isn't shown is that the total number of children covered by this indicator is higher than the national average. However, it was argued that it is better for the children to take the time to ensure that the right placement is found for them, even if this delay has an adverse effect upon the performance indicator.

Another performance indicator relating to the stability of looked after children's placements for two years plus is also rated as red – this needs attention as the more often children are moved, the more potential issues this causes. A meeting was held with CAMHS this week to look at this issue.

Another red indicator is the one relating to children who have been subject to child protection planning for two years or longer – this is currently the case for twenty children. Whilst it could be argued that these children should be taken into care, there isn't always the justification to do so. Some serious thought needs to be given to what to do with these families. It was clarified that twelve of these twenty children are actually only from two families – one sibling group of five and another of seven, therefore this accounts for more than 50% of the children. Large sibling groups such as these inflate the figures and can be misleading. The Chair asked Phil Morris and Kevin Stevens to do a sample on these twenty children to look more closely at the issues affecting them.

Action
4

Another national indicator linked in to the above is that fewer children are now subject to subsequent child protection planning.

Consideration is currently being given to how to use the Graded Care Profile on neglect cases.

With regard to those performance indicators rated as green, it should not be forgotten to acknowledge the work that staff have done to achieve these positive results.

Picking up on the earlier point raised by David Polkinghorn, John Radford said that it is critical for agencies to receive feedback from CART regarding all referrals, if agencies are to improve the quality and appropriateness of their referrals. Warren Carratt replied that a training package was being developed for staff to ensure that this feedback happens.

4. CYPS Improvement Plan – Clair Pyper

Clair Pyper reported that the end of the previous Improvement Plan had almost been reached, and the Improvement Panel recognised that some issues will always be ongoing e.g. neglect, therefore there needs to be a continued focus to address these ongoing problems.

**Agenda
item:**

Action:

The Improvement Panel has decided to shift its focus onto the new Ofsted framework and to undertake a self-evaluation to identify Rotherham's existing strengths as well as any gaps, with specific actions for all agencies (i.e. not just Social Care). This work will also be progressed via other forums e.g. the Voluntary Sector meeting in January.

Rotherham LSCB needs to reassure itself that the continuous work on neglect and on the quality of referrals to Social Care, as well as any new areas of work that link into the Ofsted framework, have been implemented.

5. Rotherham Independent Reviewing Officer Service - Annual Report for the Year April 2012 - March 2013 – Clair Pyper

Clair Pyper explained that this report was for information to the LSCB. The Chair said that this was a very useful report in outlining exactly what the role of an Independent Reviewing Officer involves.

Warren Carratt questioned how to report updates about this service to the LSCB as reassurance, but without duplicating reports that go to the Corporate Parenting Board. Phil Morris undertook to arrange a meeting with the relevant people to clarify governance monitoring systems.

Action
5

6. Working Together 2013 – update report

A covering report was provided for the following three items, discussed in further detail below.

6.1 Learning and Improvement Guidance – Warren Carratt

Warren Carratt explained that the LSCB had been required to publish this guidance.

In terms of a serious case review model, Rotherham has looked at examples from other areas – Phil Morris has asked Doncaster LSCB to share theirs.

The Learning and Improvement Guidance consolidates what is in place in Rotherham and it accounts for the Sub Groups i.e. the 'delivery vehicles' of the LSCB.

Joyce Thacker asked how to get the message out to staff to reinforce how training fits in to their safeguarding practice, so that if they are asked by Ofsted whether they can evidence that they have undertaken training on specific areas, they are able to link any training they've done into Ofsted requirements. Warren Carratt explained that the 'Triple A' project will address this by providing a recognisable 'branding' for staff.

6.2 Multi-Agency Threshold Guidance – Phil Morris

Phil Morris explained that this guidance was another requirement from Working Together 2013.

6.3 Children's Multi-Agency Assessment Protocol – Clair Pyper

This was also required guidance to provide definitions about sections of the Children Act.

Agenda item:**Action:**

This is a 'hub' document, which points to other relevant sources.

7. RLSCB Sub Group update reports:

7.1 Serious Case Review Sub Group – Pete Horner

Phil Morris provided an update in the absence of Pete Horner.

The Serious Case Review Sub Group has not met for some time as no cases have recently been referred for consideration.

However, next week's meeting will be going ahead to look at a serious case review from Croydon, as two Rotherham agencies were involved with this (RDASH and TRFT).

7.2 Child Sexual Exploitation Sub Group – Jason Harwin

Recent key topics of discussion at the Child Sexual Exploitation Sub Group were the Barnardo's Review and the HMIC Report, which were discussed in more detail at this morning's extraordinary RLSCB meeting.

7.3 Performance and Quality Assurance Sub Group – Tracey McErlain-Burns

This Sub Group has now effectively closed down following the establishment of two new Sub Groups – the Performance Sub Group and the Quality Assurance Sub Group - to split the workload. Outstanding actions from the former Sub Group have been discharged to the new Sub Groups as appropriate.

7.4 Learning and Improvement Sub Group – Clair Pyper

Changes to the terms of reference for this Sub Group have now been agreed and some potential new members have been approached.

A recent agenda item for this Sub Group has been Early Help and the take up of Early Help training, including work on thresholds.

Bina Parmar from the National Working Group has offered to present a demonstration of their e-learning package at January's meeting of the Child Sexual Exploitation Sub Group.

A conference will be held on the theme of suicide and self-harm – Clair Pyper to discuss with Ruth Fletcher-Brown.

The Multi-Agency Assessment Protocol was signed off by Rotherham LSCB. It fits with both Working Together guidance and recommendation by the government. Consideration now needs to be given to how it will work in practice in terms of agencies supplying information. Social Workers depend upon information from other agencies to build up a picture of a case, so whilst Social Care will lead on the work, contribution from partner agencies is crucial.

Kevin Stevens reported that there is a move towards the direct input of case information, which means that individual login accounts will need setting up

**Agenda
item:**

Action:

to enable this. Tracey McErlain-Burns said that NHS email accounts follow workers if they move to another area, which means that they could still have access to cases that are no longer part of their workload. Kevin Stevens explained that in Social Care, historical workers stay on SWIFT to provide context to the case information but they are no longer active users.

7.5 Child Death Overview Panel and Suicide and Self-Harm Update presentation – John Radford & Clair Pyper

It was clarified that the item regarding suicide and self-harm will be a closed section of the minutes, because disclosure would breach confidentiality of a number of young people and their families. This is therefore available as a separate document.

The CDOP update report contained three recommendations:

1. That the Rotherham Foundation Trust review the mechanisms and operation of midwifery liaison with social services.
2. That the Board support the revised Child Death Review Process
3. The Board note the need for all staff dealing with vulnerable families the importance of smoking, alcohol, not breast feeding and sleeping position as risk factors that must be addressed to reduce sudden infant death. All staff must support families into services to address these issues and provide advice on sleeping.

With regard to recommendation 1, John Radford explained that the recent review of a child death highlighted the need to act quickly on the balance of probability rather than awaiting reports.

With regard to recommendation 3, it was pointed out that the risk factors for sudden infant death are also common features of neglect cases. There is the perception that a sudden infant death is a natural death, but many of the factors listed above are preventable. The Chair commented that sudden infant death seems to have disappeared from the national agenda. John Radford said that there is an increased risk of these deaths in deprived areas. In a recent case, it was positive to see that a mother had taken on board the safe sleeping message as a Moses basket was seen in the home. Tracey McErlain-Burns said that agencies cannot always be sure that messages have got through to service users and interpreters are used where necessary, as well as leaflets in different languages.

Catherine Hall reported that she had presented an item on sudden infant death on behalf of Rotherham at an event in London. She explained that midwives now undertake visual assessments with new mothers by asking them to demonstrate certain actions, e.g. how they put their baby to bed. Whilst agencies cannot become complacent about this issue, a lot of work is already happening.

David Polkinghorn said that managers need to be mindful about constantly telling professionals they could do more when services are already stretched.

The Chair asked if the LSCB could be assured that enough work was being done in Rotherham with new arrivals to England from other countries, who don't speak English and who come from a culture where messages like the safe sleeping campaign were not publicised. David Polkinghorn replied that the problem is that these cases are often caught late.

**Agenda
item:**

Action:

8. RLSCB 2013 – 2016 Business Plan (standing item) – for monitoring – Phil Morris

Key points covered in the Business Plan include:

- Suicide.
- Barnardo's 'Train the Trainer' training in January.
- The new requirement for the Voluntary Sector to undertake Section 11 self-audits.
- An update regarding the children's advocacy service – it was questioned whether it be worth the LSCB receiving a midway review on this, and Clair Pyper said that there was already enough information to bring to the next LSCB meeting. This service provides an effective means of capturing the child's voice.
- The protocol between the LSCB and the Health and Wellbeing Board will be approved in January.

Action
8

9. Lay Member tenure

The tenure for Rotherham LSCB Lay Members is two years.

It was agreed that a third Lay Member will be appointed to cover periods of absence.

Richard Burton agreed to remain in post and a further post will be advertised.

10. For information:

10.1 Minutes from meeting of RLSCB Sub Group Chairs held on 20.11.2013

Joyce Thacker mentioned that an important issue discussed at the previous meeting of the RLSCB Sub Group Chairs was the problem of obtaining information from schools for child protection conferences during school holidays. Nick Whittaker agreed to discuss this with Dorothy Smith outside of today's meeting.

Action
9

10.2 Budget update report (standing item) – Karen Potts

This report was submitted for information and no issues were raised.

10.3 Report on Winterbourne View – Shona McFarlane

This report was submitted for information and no issues were raised.

11. Any other business

Richard Burton noted that the maximum age a child can be fostered up to has recently been extended to age 21, and he asked whether this had created extra demand for foster carers. Joyce Thacker responded that this was a positive move in terms of providing continuity for existing foster children, but it does mean that foster carers cannot take extra children on if they are already at full capacity, therefore it will possibly create some pressure in terms of finding available placements. Phil Morris questioned why it is not the same for children in residential placements, who become independent at the age of 16.

**Agenda
item:**

Action:

12. Future agenda items

- The performance of the partnership.
- Any emerging issues that can be raised on the day.
- A thematic discussion item to iron out critical areas of work.
- An update regarding the children's advocacy service.

13. Dates of future meetings:

- Thursday 6th March 2014, 1pm – 4pm
- Thursday 5th June 2014, 1pm – 4pm
- Thursday 4th September 2014, 1pm – 4pm
- Thursday 4th December 2014, 1pm – 4pm

Appendix One

Actions Points Raised / On-Going as at 13.12.2013

No:	Owner	Details	Update
1.	Sonya Chambers	<p>The Chair proposed that in future, the agenda of this meeting should cover the following key areas:</p> <ul style="list-style-type: none"> • The performance of the partnership. • Any emerging issues that can be raised on the day. • A thematic discussion item to iron out critical areas of work. <p>Sonya Chambers to update the agenda as appropriate.</p>	
2.	Clair Pyper	Clair Pyper apologised that the Safeguarding Children National Performance Indicators had not been distributed in advance of the 13.12.2013 RLSCB meeting and will send it out electronically afterwards.	
3.	Clair Pyper	The Chair asked what the answer was to the problem of inappropriate referrals to Children's Social Care. Clair Pyper answered that she would take the responsibility of asking agencies to reinforce the Social Care thresholds to staff along with use of the Multi-Agency Referral Form (MARF).	
4.	Phil Morris & Kevin Stevens	The Chair asked Phil Morris and Kevin Stevens to do a sample on the twenty children who have been subject to child protection planning for two years or longer to look more closely at the issues affecting them.	
5.	Phil Morris	Warren Carratt questioned how to report updates about the Independent Reviewing Officer service to the LSCB as reassurance, but without duplicating reports that go to the Corporate Parenting Board. Phil Morris undertook to arrange a meeting with the relevant people to clarify governance monitoring systems.	
6.	John Radford	The Chair said that he liked the suggestion regarding active intervention on Google searches in Rotherham to check if anyone is accessing suicide websites, therefore John Radford will look into this.	
7.	Joyce Thacker	Councillor Lakin asked whether it is possible to block suicide websites, and Joyce Thacker undertook to speak to the head of IT to see if such websites can be accessed from school computers and via the council's internet system.	

8.	Clair Pyper	An update on the children's advocacy service to be brought to RLSCB on 06.03.2013.	
9.	Nick Whittaker & Dorothy Smith	Joyce Thacker mentioned that an important issue discussed at the previous meeting of the RLSCB Sub Group Chairs was the problem of obtaining information from schools for child protection conferences during school holidays. Nick Whittaker agreed to discuss this with Dorothy Smith outside of today's meeting.	
10.	Deborah Wildgoose & Clair Pyper	Rotherham, Drug and Alcohol Services, Adult Mental Health Services and Children's Social Care are working together effectively to address any safeguarding concerns. The required audits, as stated in the Ofsted recommendations to LSCBs, are underway in Rotherham and the results will be reported back to Rotherham LSCB.	On-going. Deborah Wildgoose to meet with Clair Pyper to clarify exactly what is required. <u>13.12.2013</u> Clair Pyper is meeting with Deborah Wildgoose in the New Year to discuss what will be audited and which audit tool will be used.
11.	Phil Morris	Notify Liz Thackray of the point of contact for feeding back updates on the Childline project.	<u>13.12.2013</u> Liz Thackray is to keep in contact with Phil Morris and an update will be provided to RLSCB on 05.06.2013.
12.	Sue Wilson	Send performance reports to Sonya Chambers for distribution to Board Members, allowing them to review current performance.	<u>13.12.2013</u> Sonya Chambers to chase this up.
13.	Steve Ashley	Discuss with Clair Pyper how the Performance sub group are going to review information and ensure that key points are translated into meaningful information for the RLSCB.	<u>13.12.2013</u> Steve Ashley said that in the New Year, key performance indicators will be produced for RLSCB to focus on. Steve Ashley will chair the Performance Sub Group in first instance until it is up and running, but a new Chair will be sought to take over mid-2014.
14.	Phil Morris	Arrange a meeting for Steve Ashley to meet LADO, Jill Brookes, to allow an understanding of her role and how things are progressing.	<u>13.12.2013</u> This meeting has not yet taken place.
15.	Steve Ashley	Discuss potential chairs for the performance sub group with Phil Morris	<u>13.12.2013</u> This will be Steve Ashley in the short term.
16.	Sonya Chambers	Update signatures on RLSCB Constitution	<u>13.12.2013</u> Ongoing as not all received yet.

17.	Steve Ashley	Meet with Kevin Stevens to discuss the Multi Agency Review of Serious Child Neglect report further and establish how it fits into the RLSCB. Table for the December RLSCB meeting.	<u>13.12.2013</u> Steve Ashley suggested that an extraordinary RLSCB meeting is convened to look at this.
-----	--------------	--	--

Actions Discharged on 13.12.2013

No:	Owner	Details	Update
18.	Sonya Chambers	Table an update for the RLSCB to be briefed on the progress towards the 7 recommendations	On-going Planned for December 2013 Board meeting DISCHARGED
19.	CSE Sub Group	The processes for when children are placed out of area need to be strengthened	On-going - The Exploitation sub group requested that Safe at Last conduct a review requested by Clair Pyper. Has this action been taken forward by CSE Sub group? DISCHARGED – discussed at 13.12.2013 RLSCB meeting.
20.	Pete Horner	Provide an update regarding the restructure of the Criminal Investigation Department of South Yorkshire Police, which would affect the Public Protection Unit	On-going. The restructure is still on-going. Update to be provided when finalised. DISCHARGED – Jason Harwin said that more detail would be available for the 06.03.2013 RLSCB meeting.
21.	Shona Macfarlane	Provide an update to the December Board on the actions taken from the Ofsted – What About Children report	On-going. To be discussed at December RLSCB meeting. DISCHARGED – as already covered by action point 10.

22.	Clair Pyper	Provide an update on how Child S' family would be supported following the publication of the Home Affairs Select Committee report into child sexual exploitation	On-going. Update to be provided at December meeting. <u>13.12.2013</u> Clair Pyper explained that this was an old action that had been completed. DISCHARGED
23.	Performance Sub Group	Performance Sub Group to include all data sets from other agencies.	DISCHARGED – covered by action 13.
24.	Steve Ashley	Meet with Linda Alcock to discuss the lack of LADO referrals in certain agencies.	DISCHARGED – meeting arranged.
25.	Steve Ashley	Attend the Performance Sub group to gain an understanding of the information reviewed.	DISCHARGED – Steve Ashley to chair this meeting.
26.	Jason Harwin	Provide Sonya Chambers with an updated CSE delivery plan for distribution.	DISCHARGED – done.
27.	Sonya Chambers	Circulate the CSE action plan to Board members	DISCHARGED - circulated for the extraordinary RLSCB meeting on morning of 13.12.2013.
28.	Jason Harwin	For the next RLSCB meeting in December provide a progress update for this sub group along with an agenda item to discuss the delivery plan.	DISCHARGED – discussed at 13.12.2013 RLSCB meeting.
29.	Sonya Chambers	Circulate the link to the Governments response to the Home Affairs Select Committee report.	DISCHARGED – done.
30.	Joyce Thacker & Cllr Lakin	Report to go to the Children, Young People's and Families Partnership on 20 th November, 2013.	DISCHARGED – done.
31.	Sarah Mainwaring Tracey Slater	Discuss the issues Probation is having with the new mental health legislation.	Completed in that the pathway for Mental Health Treatment Requirement has been established so contact with Tracey was not required. DISCHARGED – issue resolved.
32.	Phil Morris	Provide Debra Wadsworth with the previous year's information relating to LADO cases.	<u>13.12.2013</u> Phil Morris confirmed that he had done this. DISCHARGED