

**MINUTE**

***3<sup>rd</sup> Meeting of Safeguarding Board for Northern Ireland***

***21<sup>st</sup> March 2013, Armagh City Hotel***

**MINUTE - RECORD OF ATTENDANCE**

<b>Name</b>	<b>Title &amp; Organisation</b>	<b>Present</b>	<b>Apologies</b>
Hugh Connor	Chair Safeguarding Board for Northern Ireland	✓	
Neil Anderson	National Head of Service for N. Ireland NSPCC	✓	
Ashley Boreland	Chief Executive Ards Borough Council	✓	
John Devaney	CMR Panel Chair	✓	
Paul Douglas	Lay Member	✓	
Dr Brian Dunn	Clinical Lead for East Antrim Primary Care		✓
ACC George Hamilton	Assistant Chief Constable PSNI	✓	
Hugh Hamill	Probation Board for Northern Ireland		
Liam Hannaway	Chief Executive Banbridge District Council	✓	
Dr Carolyn Harper	Director of Public Health		✓
Mary Hinds	Director of Nursing and Allied Health Professions	✓	
Paula Jack	Chief Executive Youth Justice Agency	✓	
Paddy Kelly	Director Children's Law Centre	✓	
Pauline Leeson	Chief Executive Children in N. Ireland	✓	
Dr Clare Mangan	Chief Executive BELB	✓	
James Marshall	Lay Member	✓	
Fionnuala McAndrew	Director of Social Care and Children HSCB	✓	
Brian McCaughey	Director PBNI	✓	
Carmel McKinney	Lay Member	✓	
Paul Morgan	Dir. Children & Young People's Services SHSCT	✓	
Max Murray	Northern Ireland Prison Service		✓
Dawn Shaw	Operational Director Action for Children NI		✓
Ian Sutherland	Director of Children's Services SEHSCT	✓	
Marie Roulston	Director of Children's Services NHSCT	✓	
Una Turbitt	Safeguarding Nurse Consultant PHA	✓	
Lynda Wilson	Director Barnardo's NI	✓	
Cecil Worthington	Director of Child Care BHSCT	✓	
Koulla Yiasouma	Director Include Youth		✓
Kieran Downey	Executive Director WHSCT	✓	
<b>In Attendance</b>			
Sharon Beattie	Director of Operations SBNI		
Margaret Burke	Professional Officer SBNI		
John Toner	Independent Safeguarding Panel Chair		
Dr Bridie Pilkington	Independent Safeguarding Panel Chair		
Ciara Ward	Minute Taker		

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### Summary of Actions

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The Chair opened the public section of the meeting. No members of the public were present.

### I. Apologies

Apologies were noted from, Koulla Yiasouma, Dr Brian Dunn, Dawn Shaw, Max Murray and Dr Carolyn Harper.

### II. Minutes

No changes were noted to the minutes of the previous meeting and the Chair signed these as being an accurate record of the meeting.

### III. Matters Arising

The Chair noted that a paper on matters arising had been enclosed with the pack and asked the Board if further elaboration was required. None was required.

### IV. Declaration of Interests

The Chair asked the Board if anyone wished to declare an interest in any of the matters which were on the meeting agenda. None were declared.

### V. Complaints

There were none.

### VI. Chairman's Business

The Chair highlighted the various items under Chairman's Business and made specific reference to (e.) 'Inclusion of 'parenting' within SBNI strategic plan', which was added following a recommendation from the Health Committee. The Chair said he intended discussing this under the Strategic Plan.

The Chair also highlighted (f.) 'Virtual College' and stated that the SBNI had been in contact with this company, which was a for profit company based in England.

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The company made a presentation to the SBNI regarding their Section 12 audit and e-learning products. The Chair suggested to the Board that there would be benefit in the Board receiving a presentation.

Ms McKinney stated that she had been present at the initial presentation and felt it was important to share this with the Board and Committees. Ms Beattie stated that if the section 12 Tool was purchased, the member agencies would be included in this at no extra charge. Virtual College were presenting to the Effectiveness and Governance Committee in May.

The Chair stressed that customisation would be required to ensure that the learning was relevant to Northern Ireland. Mr Marshall stated that this would be a concern for him and enquired whether there would be an extra charge for this customisation. Ms Beattie confirmed that this was included in the price quoted and that the Virtual College had assured her that it would be specifically tailored for the SBNI. The Chair agreed with the concerns and suggested that it was necessary to have a discussion and for the Board to see for themselves if the products were relevant to the SBNI.

The Board agreed that the Virtual College be invited to the June meeting.

**Action 1:**

Invitation to be extended to the Virtual College to present to the Board at June Meeting.

**Action By: The Chair**

The Chair invited Ms Beattie to give the Board an update on the Child Death Overview Panel. Ms Beattie explained that since the CDOP workshop, it had been recognised that the Public Health Agency already collect data on child deaths up until one year old. This accounts for approximately 60% of the child deaths in Northern Ireland. Given this, and in order to avoid duplication there have been discussions with the Public Health Agency to extend their review to include all child deaths. If agreed this will provide a platform for collecting all the relevant data but the Board will need to further consider how to progress its work in this area before making a recommendation to the DHSSPS.

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**Action 2:**

Update to be given on CDOP progress at next meeting.

**Action By: The Chair**

The Chair added that he was trying to identify a Paediatrician to Chair this Panel.

The Chair also gave an update on the recruitment of CMR Team Chairs, which is currently ongoing. There are 10 candidates and the interviews are scheduled to begin on 25th March.

The Chair agreed to give a further update on the CMR Team recruitment at the next meeting of the Board.

**Action 3:**

Update to be given on CMR Team recruitment at next meeting.

**Action By: The Chair**

### 1. Finalising the Strategic Plan and Board Approval of Equality Screening

The Chair invited Ms Beattie to discuss the Strategic Plan.

Ms Beattie stated that this had been a work in progress and hoped that there would be some agreement on the issue at this meeting. Since the previous Board Meeting, work had been undertaken to incorporate changes that had been suggested from the members. A number of changes to this also came about as a result of a CMR case which had not yet been presented to the Board but would highlight worrying concerns about neglect.

There was previously some discussion around the equality screening process. This has been carried out and has resulted in the view that a full Equality Impact

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Assessment (EQIA) was unnecessary. This decision was made based on legal advice taken by the SBNI.

Ms Beattie described the process involved in the equality screening process to the members of the Board. Ms Beattie welcomed Anne Basten from the Business Service's Organisation who was present to answer questions from Members of the Board on issues around the EQIA.

The Chair asked if the Board was content with the strategic priorities and with the process around the equality screening.

Ms Kelly noted the thoroughness of the equality screening process and thanked Sharon for the work that was put into this. She noted that there were a few things that needed to be looked at, e.g. the reliance on English data. She also disagreed with the conclusion in terms of differential impact, specifically around children with disability, younger age groups and LGBT children based on the lack of data for these groups. She stressed that she felt that the EQIA should be done alongside the strategic plan consultation in the hope that these gaps in data collection could be filled.

ACC Hamilton agreed with Ms Kelly's comments around the comprehensiveness of the equality screening. He also asked Ms Kelly for clarification on her rationale to move to a full EQIA.

Ms Kelly clarified that in terms of the SBNI's priorities, there was potential for differential impact on certain groups e.g. children with disabilities. The fact that there was little mention of these groups in the strategic priorities gave the potential for a differential impact.

ACC Hamilton queried how significant the differential impact was and whether this would have a significant detrimental impact to those groups. Ms Kelly felt that there was the potential for this.

Ms Basten clarified that there were different ways to mitigate the differential impact, one of which was to work in partnership with other groups to ensure that

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the issues were addressed. Ms Basten also queried what the additional value of an EQIA would be.

Ms McAndrew asked Ms Kelly if she felt the current reference to disability within the strategic priorities was insufficient. Ms Kelly stated that it was her feeling that this priority was too passive and that this should be strengthened. Ms Leeson stated that she was pleased that disability was a priority.

Ms Beattie stated that she is happy to send out equality questions as part of the Strategic Plan consultation.

Ms McAndrew wondered if there was a reference to the UN Convention on the Rights of the Child within the Strategic Plan. Ms Beattie stated that within the main body of the strategic plan, a reference was made to this.

Dr Devaney queried if there was also a reference to the UN Convention on the Rights of Persons with Disabilities. Ms Beattie confirmed that this was also incorporated within the equality screening process.

Mr Sutherland commended Ms Beattie on this piece of work and highlighted the merit of differentiating between children with specific disabilities and also children with mental health problems and felt that this could be incorporated into Strategic Priority 4.2.

Under strategic priority one previously, there was inclusion of children at risk from sexual and violent offending. This has been removed subject to approval by the Board. The SBNI had been informed that there was joint work being undertaken by the YJA and HSCB in relation to a regional children's forensic service which will support this group of children and young people.

Mr Connor stated that the NSPCC had just produced a study which compared the four home nations in terms of child protection/safeguarding work. The Chair stated that there were a higher number of suicides in NI compared with the rest of the UK. The Chair felt that this may be, in part, due to statistical variations but made it clear that this was a significant area which the Board needed to look at. The Chair stated that it was up to the Board to make their recommendations

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about the elements that should be addressed within the strategic priorities. The Chair asked the members for their comments.

The Chair asked for any other comments on the amendments made to the strategic priorities. Mr Anderson highlighted that he was disappointed to see the reference to education and training in A&E taken out from the previous draft of the strategic priorities. He felt that this was an area that had many overlaps with CMR and CDOP and felt that there had been no major disagreement with this at the previous meeting.

The Chair stated that in a recent CMR, recommendations had been made about A&E services and it was felt that this issue would be addressed through the Effectiveness and Governance Committee. The Chair stated that the intention in this review was to produce a plan where significant progress could be made, rather than identify a list of priorities which were so extensive that little would be actioned. This, he believed, was the mood of the previous meeting.

Ms Wilson stated that it would be useful for this to be made explicit.

Mr Marshall stated that strategic priority 3.3 was the all-embracing point and that this might well highlight A&E within it. Mr Sutherland stated that he felt that this could be picked up within the business plan.

Ms Beattie confirmed that she would factor into the business plan. Ms Beattie stated that another factor in changing this was, that it had previously been combined with work with GP's, and it was felt that the progress in this area was more likely to be made through the Integrated Care Team at the Health and Social Care Board.

Mr Anderson stated that some signposting would be useful so that this would be clear.

Mr Worthington made reference to strategic priority 2.1 and asked how the changes to this came about.

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The Chair clarified that it was felt important that the SBNI, from its outset, tried to develop a sound governance model which was able to manage the “grey areas” between the governance arrangements of the member agencies. The Chair also felt that the Board as a whole should learn from the work processes of the member agencies and see what extra information could be gained from this. This might allow the SBNI to talk about the child protection system and its effectiveness with some more confidence in the future.

The discussion reverted to Mr Sutherland’s initial concern about suicides he stated that it may be more useful to have an oversight group in relation to the work that was already being done.

Ms Beattie indicated that additional guidance was being drawn up in relation to Case Management Reviews as cases of suicide could come under CDOP or CMR

Dr Devaney expressed his view that the child protection register is not as good at determining if a child’s social and emotional wellbeing has improved as a result of having a child protection plan, and suggested this might be something to be focused on.

ACC. Hamilton stressed that there is very compelling rationale for all the issues, but the Board has to be careful to ensure that it has the capacity to do this work and that is was important to focus on the prioritisation at this stage.

Mr Sutherland stated that he accepted ACC Hamilton’s point but indicated that the broadest concerns required to be looked at.

The Chair stated that he suspected that this would be raised by the consultation and that the issues were deep seated. The key issue was, what we would do and what added value could the SBNI’s input bring.

The Chair asked if the Board was content with this issue. The Board agreed.

The Chair moved onto the issue of the inclusion of parenting in the strategic plan. Ms Beattie asked the Board what additional work the SBNI could contribute

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to this area or whether it could be demonstrated that the work was already being done by other agencies.

Ms Turbitt stated that parenting should not be boxed in, but rather incorporated throughout the strategic priorities.

Ms McAndrew stated that it should be demonstrated that the SBNI will recognise the work being done and support that.

The Chair asked for any remaining comments. There were none.

The Chair asked if the Board was content with the amendments to the proposals. Ms Turbitt asked if it would be possible to read the business plan alongside the Strategic Plan.

Ms Beattie stated that the business plan was work in progress. The Chair stated that this would be brought back before the Board.

**Action 4:**

Business Plan to be presented to the Board.

**Action By: The Chair**

Ms Beattie asked if Ms Jack was happy with the removal of the reference to risky children in light of the work being taken forward by the Youth Justice Agency.

In relation to children at risk of committing violent or sexual offences, Ms Jack and Ms McAndrew clarified that the Youth Justice Agency and HSCB were building on services for these children and that this project is well-advanced. Ms Beattie agreed with this and felt that the SBNI's input would give no added value.

Dr Mangan suggested that, in terms of emphasis, the priorities could be in a different order with strategic priority 1 moved to the end. This would not alter the content, just the way in which it is presented.

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The Chair asked, with the proposed amendments, if the Board were content to adopt the Strategic Plan and this was agreed.

The Chair thanked all of the members for their input.

The Chair thanked Ms Basten for coming along to the meeting.

### **2. The SBNI's Risk Register**

The issue had been held over from the previous meeting.

Ms Beattie, in introducing this issue set out the background and asked the Board to consider whether there were other risks which the Board needed to consider.

Mr McCaughey queried if there was an audit function to ensure that all controls are in place. The Chair confirmed that the advice he had received, was that there was an obligation on the Board to satisfy itself that the controls agreed by the Board were indeed being implemented.

Mr McCaughey also queried the classification of papers as “confidential”.

Ms Beattie stated that these were in line with Good Records, Good Management as the DHSSPS is the SBNI's sponsoring department, it was necessary to follow these processes. Each Member Agency is of course required to follow its own organisation's policy and procedures. Mr McCaughey explained that those organisations within the Justice sector would have a different interpretation of what was confidential which could produce problems

The Chair clarified that the SBNI had a responsibility to ensure sound processes. He agreed that within the Member Agencies, their own policies should be adhered to.

Ms Beattie stated that it would be difficult to harmonise the two systems and that she would put clarification in the Records Management Policy to help the agencies to understand the differences in the markings.

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### **Action 5:**

Clarification to be added to Records Management Policy regarding the marking system.

**Action By: Ms Beattie**

The Chair asked if there were any other comments on this point.

Mr McCaughey stated that he wished to clarify the position before it would become an issue.

Ms Wilson queried which of the markings were most risk-adverse. Ms Beattie clarified that restricted and confidential were the same.

Ms Beattie raised the issue of applicants to the CMR Team. Mr Devaney stated that 6 or 7 appointments would be sufficient.

Ms Beattie highlighted the risks of failing to deliver statutory functions and dealing with the media.

Mr Marshall indicated that in respect of the risk around functions, he felt that 'possible' might be a more accurate reflection of the risk rather than 'unlikely'.

Ms McAndrew stated that it was necessary to think about the handling of media and how SBNI reacts to media stories, albeit not asked to comment.

The Chair stated that for the SBNI to speak as a body, a debate needed to be held on some of the issues to ensure that the Board had a clear position on each of these. The Chair also felt it would be useful to use some recent scenarios to prompt discussion which might help determine what to say in such situations.

Mr Marshall thought that the risk of the Board not meeting its statutory functions should be regarded as he believed this would keep this on the "radar" of all organisations.

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Mr Douglas asked if the Risk Register would be a standing item on the Board agenda. The Chair confirmed that this would be the case.

Mr Douglas queried the lack of risks under Finance. Ms Beattie stated that the SBNI reported to the PHA and that this would be in the PHA risk register. The Chair thought that some reference to the financial risks should be on the risk register.

### **3. Discussion of Sub-group Structure**

The Chair introduced this paper which set out the rationale for the subcommittee structure and asked the Board for their comments on this.

Mr McCaughey stated that he could not support these proposals as he believed there were too many sub-committees. He stated that this would require 20 more PBNI managers undertaking work for the SBNI and he felt that this was just too unwieldy.

Mr Toner stated that it was the Panels who would be doing a lot of the SBNI work in discharging its functions. He added it was their role to distil the strategy from the centre and this would necessitate smaller groups to undertake specific projects. Mr Toner stated that the RCPC previously had a similar sub-group structure and that a strong consensus existed from within the panels that sub-groups were necessary. He acknowledged that there were implications for resources and stated that he would be happy if an alternative could be found.

Ms Pilkington stated that there was a similar consensus within her panels who feel that, in terms of bringing forward recommendations, it important that those delivering these are close to practice. Although resourcing is an issue, a lot of the work involved is already being done. She also stated that it was important to use our resources in an efficient way and work according to the demand.

Mr Hannaway entered the meeting.

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Mr Downey stated that from his perspective, it was important that there were clear lines of accountability. He felt there was a danger of duplication and fragmentation and felt that it was important to ensure this was looked at.

Ms Jack stated that she didn't feel that the current system was particularly effective and that feedback received from her managers was supportive of this.

Ms Turbitt stated that a simpler system needed to be implemented as lots of practitioners with varying perspectives could lead to confusion and a lack of consistency.

Dr Mangan agreed with the previous opinions that had been expressed and stated that the feedback from her staff was largely the same. She felt that she did not have the man-power to service the number of panels and committees currently proposed.

Mr Sutherland felt that it was important to think about the architecture of the Committees and sub-committees to ensure that the lines of communication were clear.

Mr Anderson stated that he felt the Board was moving too fast on the issue of sub-committees, considering that it had only today agreed the strategic plan. His suggestion was to wait until the strategic and business plan has been agreed, and its implications understood and then review the situation.

Mr Toner agreed with this suggestion.

The Chair accepted that it was the mood of the meeting to pause the further development of sub structures so that the Boards statutory duties and strategic and business plan could be more closely aligned with the human resources available to progress this work.

He therefore accepted that the sub-structure needed further consideration.

The Chair stated that in due course when the Board's business plan had been discussed and agreed it would be necessary to bring this back to the Board.

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This proposal was accepted.

**Action 6:**

Proposals on Committee sub-structure to be issued to the Board.

**Action By: The Chair**

Mr Toner queried if the current CMR sub-groups should be put on hold or stood down. It was agreed that the CMR sub-groups should continue to meet.

The Chair clarified that the message that goes out should be that the Board, having considered the matter, wants to reflect and use the opportunity now given by the creation of the strategic plan, to look afresh at what structure should be in place at a local level.

The Chair stated that a form of words would be produced by the SBNI Team and issued to the member agencies to clarify the situation.

**Action 7:**

Form of words explaining the current status of sub-structure to be issued to the Member Agencies.

**Action By: The Chair**

#### **4. Proposed Timetable for Board Committees and Panels to report to SBNI**

Ms Beattie outlined this issue and proposed that each of the committees and panels would be required to report to the Board twice a year and suggested that from September 2013, the Safeguarding Panels, CMR Panel and Effectiveness and Governance Committee should report and from November, the Engagement and Communication, Education and Training and Policy and Procedure Committees would report.

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Ms Beattie asked the Board if they were content with this proposal.

Ms McKinney asked if the Effectiveness and Governance would be reporting in September.

The Chair stated that there was a requirement that each of the Committees should detail their work and achievements for inclusion in the annual report, therefore a process was needed to begin to shape this information so that the second half of this year could be used to progress the plan. The Chair stated that he was aware that the Effectiveness and Governance would be slightly behind in this regard but that each Committee should produce a work plan by the September/November date.

Dr Devaney queried an Annual Report for 2013 or 2014. The Chair confirmed that it would be required by 31st March 2014.

Ms Beattie clarified that all Committees would be required to submit a written report when presenting their work to the Board.

Ms Turbitt asked if these proposals were sufficient to keep the Board up-to-date with the Committees work. Ms Beattie stated that because the Board meets only 6 times a year (four formally and two development days), it was felt that this was the most reasonable process.

Mr Marshall queried if the Board would be kept up to-date with the Committee meeting minutes. The Chair confirmed that these would be made available on the SBNI website.

The Board approved the proposals and will review the arrangements in the light of experience.

### **5. Any Other Business**

The Chair asked if there was any other business of which there was none.

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The Chair confirmed that the next meeting which is to be a development day would start at 1pm to give the members an opportunity to have lunch.

The Board meeting was brought to a close.

### **6. Date Time and Venue of Next Meeting**

Board Development Day  
15<sup>th</sup> May 2013 at 1pm  
Whinstone Suite  
Antrim Civic Centre

Signed: \_\_\_\_\_

Date: \_\_\_\_\_