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**33rd Meeting of the Safeguarding Board for Northern Ireland**

**Wednesday 20th June 2018 from 2:30pm-5:00pm**

**The Chestnut Suite, Lagan Valley Island Centre**

**BT27 4RL**

**PUBLIC MINUTES**

**RECORD OF ATTENDANCE**

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| **Name** | **Title & Organisation** | **Present** | **Apology** |
| Bernie McNally | Chair Safeguarding Board for Northern Ireland | 🗸 |  |
| Neil Anderson | National Head of Service for Northern Ireland NSPCC | 🗸 |  |
| Kieran Downey | Director of Safeguarding Children-WHSCT |  | 🗸 |
| Dr Martin Cunningham | GP representative | 🗸 |  |
| Anne Donaghy | Chief Executive Mid and East Antrim Council |  | 🗸 |
| Liam Hannaway | Chief Executive Newry, Mourne and Down District Council | 🗸 |  |
| Dr Carolyn Harper  | Director of Public Health |  | 🗸 |
| Mary Hinds  | Director of Nursing and AHP’s PHA | 🗸 |  |
| D/Chief Superintendent Paula Hillman  | PSNI | 🗸 |  |
| Declan McGeown | YJA  |  | 🗸 |
| Paddy Kelly | Director Children’s Law Centre | 🗸 |  |
| Cheryl Lamont | PBNI  | 🗸 |  |
| Pauline Leeson | Chief Executive Children in N. Ireland | 🗸 |  |
| Pamela Woods | EANI | 🗸 |  |
| Cecil Worthington | HSCB | 🗸 |  |
| Paul Morgan | Director of Children & Young People’s Services SHSCT |  | 🗸 |
| Dawn Shaw | National Director NI Action for Children | 🗸 |  |
| Brendan Whittle  | Director of Children’s Services SEHSCT | 🗸 |  |
| Marie Roulston | Director of Children’s Services NHSCT | 🗸 |  |
| Lynda Wilson  | Director Barnardo’s NI | 🗸 |  |
| John Growcott | Acting Director of Children’s Social Care- BHSCT | 🗸 |  |
| Una Turbitt  | PHA | 🗸 |  |
| Paddy Mooney | Director Include Youth |  | 🗸 |
| Barbara McDermott  | Director Down & Connor Safeguarding | 🗸 |  |
| Dr Peter Hamill  | Safeguarding Church of Ireland | 🗸 |  |
| Patricia O’Kane  | Chief Executive -NIGALA | 🗸 |  |
| Andrew Thomson | Chair of the CMR Panel | 🗸 |  |
| Yvonne Adair | Independent Safeguarding Panel Chair Southern and South Eastern Areas  | 🗸 |  |
| Simon Rogers  | Non-Executive (Lay) Member  | 🗸 |  |
| Gerard Guckian  | Non-Executive (Lay) Member  | 🗸 |  |
| **In Attendance** |
| Lisa McEneaney | Minute Taker  |

**Summary of Actions**

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| **Action No.** | **Action:** | **To be completed by:** |
| 1 | Ms Turbitt to take information from Dr Bloomer’s presentation back to the FGM Sub-Group for consideration | Ms Turbitt  |
| 2 | SBNI Annual Report 16/17 to be published on the SBNI website once approved by the Department of Health | Ms McEneaney |
| 3 | SBNI governance arrangements to be reviewed at the SBNI Board Development day on 17th October  | Chair/Mr Guckian |
| 4 | Meeting to be arranged between the Chair, Mr Thomson and DoH in relation to the SBNI Regulations  | Ms McEneaney  |
| 5 | Local Council membership to be clarified.  | Chair  |

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| The SBNI approved the Trauma Informed Practice Professional Development Steering Group Terms of Reference |
| The SBNI approved the Regional ACEs Reference Group Terms of Reference |
| The SBNI approved the SBNI Strategic Plan 2018-2022. |
| The SBNI approved the SBNI Business Plan objectives 2018/19. |
| The SBNI approved the Annual Report 17/18. |
| The SBNI approved the end of year finance report. |
| The SBNI approved the Year-End Assurance Statement. |
| The Board approved the Equality and Disability Action Plan. |

**Summary of Board approval**

**Preliminaries: Apologies, Quorum, Conflict of Interest, Complaints**

The Chair welcomed SBNI members to the meeting.

The Chair recorded apologies from Ms Donaghy, Mr Mooney –Include Youth, Ms Donaghy –Lisburn and Castlereagh Council, Mr McGeown-YJA, Mr Morgan-SHSCT, Mr Downey-WHSCT and Dr Harper-PHA. The Chair advised that two deputies were attending the meeting Ms Woods –EANI and Ms O’Kane –NIGALA.

**Conflict of Interest**

The Chair asked members to declare any conflicts of interest as and when they arise throughout the meeting.

**Complaints**

No complaints were noted.

**1.33/18P Previous Minutes & Matters Arising**

1.1 The Chair invited comments on the factual accuracy of the public minutes from the SBNI meeting on the 21st March. The minutes were subsequently approved as an accurate record of the meeting.

1.2 The Chair stated that Mr Hanna (Independent Chair of Western, Northern and Belfast Panels) resigned from SBNI on 30th April. Ms Adair will now chair the Belfast Panel as well as the Southern and South Eastern Panels. A recruitment exercise is underway to recruit an independent panel chair for these panels.

1.3 Ms McAllister has been appointed on a two year secondment as a Professional Officer to SBNI.

1.4 The Chair congratulated Ms Turbitt on her new post in EANI. The Chair congratulated Ms Roulston on her on new post as Director of Childrens Services for HSCB.

1.5 The Chair welcomed Dr Hamill who will temporarily chair the Inter-Faith Sub-Group.

**2 33/18P Rowan Sexual Assault Referral Centre (see BM33-06.18P12)**

2.1 Dr Alison Livingstone presented on Vulnerability to Sexual Abuse & Assault in Our Children: The Rowan Experience (please refer to presentation BM33-06.18P12)

**3 33/18P FGM Scoping Study (see BM33-06.18P13)**

3.1 Dr Bloomer presented on the FGM scoping study. She emphasised that the research was a scoping study to identify preliminary issues. It provides a foundation for both future research and engagement with stakeholders.

3.2 Discussion took place after Dr Bloomer’s’ presentation regarding representation from SWAN on the FGM Sub-Group. It was discussed that the SBNI funded a train the trainer programme which was open to the voluntary and statutory sectors.

**Action 1:**

Ms Turbitt to take Dr Bloomer’s presentation back to the FGM Sub-Group for consideration

**Action by: Ms Turbitt**

**Chai**

**4 33/18P Trauma Informed Practice Professional Development Steering Group Terms of Reference (see BM33-06.18P1)**

4.1 Mr Rogers presented the Trauma Informed Practice Professional Development Steering Group Terms of Reference (ToR). Mr Rogers informed members that the Early Intervention Transformation Programme (EITP) is part of the Delivering Social Change/the Atlantic Philanthropies Signature Programme. It is funded jointly by DoH, DoJ, DfC, DfE, the Delivering Social Change Fund, and the Atlantic Philanthropies. EITP aims to improve outcomes for children and young people across Northern Ireland through embedding early intervention approaches.

4.2 Mr Rogers informed the members of the four EITP workstreams.

4.3 The Board approved the Trauma Informed Practice Professional Development Steering Group Terms of Reference.

**5 33/18P EITP WKS4-Trauma Informed Practice –Professional Development Project Update (see BM33-06.18P2)**

5.1 Mr Rogers provided the SBNI with an update on the EITP WKS4-Trauma Informed Practice –Professional Development Project. He informed the SBNI of the key information points:

1. **Governance**

Steering Group has been established and is chaired by Mr Rogers. The first meeting was held on 7th June 2018.  Membership and Terms of Reference were agreed for submission to the SBNI for approval.

1. **Project Implementation**

The EITP Programme Board and the Trauma Informed Practice Project Steering Group has approved  an amendment to the business areas training delivery plan  . The Community and Voluntary sector training development and delivery will be put out to tender, instead of being progressed as part of the business Mentor deliverables. As such the project will not recruit a Community / Voluntary mentor post.

1. **Procurement**

Support for the procurement process to be provided by PHA.

A Rapid Review tender is being developed and will  be issued at the end of June 2018.

Project Enablement (which will include ; Stakeholder engagement, Training Needs Analysis, Training Audit) and Children and Young People tenders are currently being developed.

To date all procurement deliverables are within the project tolerances.

1. **Finance**

The project has received £385k of its total £770k year one spend, to date there are no variations to the projected spend. The spend profile for the 18/19 FY is currently being profiled and is with Finance for review.

1. **Recruitment**

Recruitment has commenced for 4 Implementation Managers (Mentors) and a Project Manager. Job Descriptions are with BSO HR for evaluation.

5.2 Mr Rogers advised that currently the project RAG Status is **GREEN.**

5.3 The Board were content with the briefing report.

**6 33/18P Regional ACEs Reference Group Terms of Reference (see BM33-06.18P3)**

6.1 Mr Whittle presented the Regional ACEs Reference Group Terms of Reference. Mr Whittle advised the SBNI of the role and function of this group and outlined the membership.

6.2 The Board approved the Regional ACEs Reference Group Terms of Reference.

**7 33/18P Strategic Plan 2018-2022 (BM33-06.18P4)**

7.1 The Chair presented the SBNI Strategic Plan. She advised that it had been updated to include the revisions accepted as part of the public consultation as well as those amendments agreed at the Strategic Planning Day.

7.2 The Board approved the SBNI Strategic Plan 2018-2022.

**8 33/18P Business Plan objectives 18/19**

8.1 The Chair presented the SBNI costed Business Plan for 2018/19. The Chair stated that these are the most accurate projections at present.

8.2 The Board approved the SBNI Business Plan objectives 2018/19.

**9 33/18P Annual Report 17/18**

9.1 The Chair presented the Draft Annual Report 17/18 and advised that the report was sent to members on Friday 15th June. She said that the report would go to pagesetup once the content was finalised.

9.2 The Chair stated that the 16/17 Annual Report is going through a process with the DoH. She stated that once this is laid before the assembly it will be published on the SBNI website.

**Action 2:**

Annual Report 16/17 to be published on the SBNI website once approved by the DOH

**Action by: Ms McEneaney**

**Chai**

9.3 The Chair advised that the final Annual Report 17/18 will be sent to the DoH in July. She said that this should be received back by September.

9.4 The SBNI approved the Annual Report 17/18.

**10 33/18P End of year finance report (BM33-06.18P8)**

10.1 The Chair presented the end of year finance report to the SBNI. She informed the SBNI that there was an underspend of £92,333. She stressed that the SBNI office are building the budget to ensure an underspend is avoided in 2018/19.

10.2 The SBNI approved the end of year finance report.

 **11 33/18P Update on Professor Jays recommendations (BM33-06.18P9)**

11.1 The Chair presented the update on the Jay recommendations. She advised that the last update was approved at the Board meeting on 6th December.

11.2 The Chair noted that that the majority of the recommendations have been completed. The DoH are currently reviewing the regulations.

**12 33/18P Year-End Assurance Statement (BM33-06.18P7)**

12.1 The Chair presented the Year-End Assurance Statement. The Chair said that she proposes to create a governance group. This would be chaired by Mr Guckian (Non-Executive (Lay) member).

12.2 The Chair said that a meeting had been arranged with DoH in relation to agreeing the MoU with the DoH and PHA.

12.3 Discussion took place regarding the governance arrangements. The Chair said that the governance arrangements would be examined at the Development Day on 17th October and would come back to the SBNI for approval.

12.4 The Chair stated it was her intention to ask Ms McAllister to take forward outstanding issues relating to the section 12 audit on appointment.

12.5 The SBNI approved the Year-End Assurance Statement.

**Action 3:**

SBNI governance arrangements to be reviewed at the SBNI Development Day in 17th October

**Action by: Chair/ Mr Guckian**

**Chai**

**13 33/18P Equality and Disability Action Plan (BM33-06.18P10)**

13.1 The Chair presented the Equality and Disability Action Plan. She explained that consultation opened on 18 January 2018 and closed on 12 April 2018.

13.2 The Equality Action Plan examines actions to enable the SBNI to tackle inequalities across all equality categories.

13.3 The Board approved the Equality and Disability Action Plan.

**14 33/18P SBNI regulations**

14.1 The Chair presented the draft CMR regulations received from the DOH. Mr Thomson indicated a change in regulation 17 relating to the criteria for conducting a CMR. The draft regulation proposes a change in the definition whereby the cause of the death or significant harm of the child must now be defined as ‘abuse or neglect’.

14.2 Mr Thomson said that the definition of child isn’t defined in the regulation. The Children (NI) Order define a child as a person under the age of 18.

14.3 Mr Thomson said that the proposed changes to regulation 38 adds that the CMR Panel are responsible for regional learning.

14.4 Mr Thomson indicated that there is a proposal to delegate the authority to make a decision to hold/not hold a CMR to the Chair of the SBNI.

14.5 There was some discussion as to the implications of this for the authority of the SBNI. The Chair undertook to write to the DOH for clarification on this issue and suggest that the wording of the regulation should reflect that the ultimate authority for conducting a CMR would rest with the SBNI.

**Action 4:**

Chair to write to the DOH in relation to the proposed changes to the CMR Regulations

**Action by: Chair**

**Chai**

14.6 Mr Hannaway said that Local Council Membership needs to be clarified. He said that the Jay recommendation detailed that the membership should be reduced to one representative from the local council. He said that his feeling is to reduce the membership to one member from the Local Councils.

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**Action 5:**

Local Council membership to be clarified with the DOH.

**Action by: Chair**

**Chai**

14.7 The Chair advised that the next meeting of the SBNI will be held on 19th September.

**Signed by:  Date:** 19.09.18