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**41st Meeting of the Safeguarding Board for Northern Ireland**

**Wednesday 19th February 2020**

 **3.15pm - 4.30pm**

**The Chestnut Suite, Lagan Valley Island Centre, BT27 4RL**

**PUBLIC MINUTES**

**RECORD OF ATTENDANCE**

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| **Name** | **Title & Organisation** | **Present** | **Apology** |
| Ms Bernie McNally | Independent Chair Safeguarding Board for Northern Ireland | 🗸 |  |
| Mr Neil Anderson | National Head of Service for Northern Ireland NSPCC |  | 🗸 |
| Ms Deirdre Mahon | Director of Women & Children's Services, WHSCT | 🗸 |  |
| Dr Martin Cunningham | GP representative of N.I. General Practice Committee |  |  |
| Mr Declan McGeown | Chief Executive, YJA |  | 🗸 |
| Mr Brian Ingram | Assistant Director, YJA; Deputising obo Mr Declan McGeown | 🗸 |  |
| D/Chief Superintendent Paula Hillman  | Head of Public Protection Branch, PSNI |  | 🗸 |
| C/Supt Anne Marks | Public Protection Branch, deputising obo Chief Superintendent Paula Hilman | 🗸 |  |
| Ms Paddy Kelly | Director Children’s Law Centre |  | 🗸 |
| Ms Cheryl Lamont | Chief Executive, PBNI  | 🗸 |  |
| Ms Pauline Leeson | Chief Executive Children in N. Ireland | 🗸 |  |
| Ms Una Turbitt | Assistant Director Children and Young Peoples Services, EANI |  | 🗸 |
| Mr Colin Reid | EA Head of Safeguarding, Welfare and Inclusion deputising obo Ms Una Turbitt | 🗸 |  |
| Ms Marie Roulston | Director of Social Care and Children, HSCB |  | 🗸 |
| Mr Brendan Whittle | Deputy Director Social Care and Children HSCB deputising obo Ms Marie Roulston | 🗸 |  |
| Mr Paul Morgan  | Director of Children & Young People’s Services SHSCT | 🗸 |  |
| Mr David Burns | CEO, Lisburn and Castlereagh City Council – representing Solace  | 🗸 |  |
| Ms Emily Roberts  | Designated Nurse for Safeguarding Children and Young People, PHA |  |  |
| Ms Lorna Ballard | Director NI, Action for Children |  | 🗸 |
| Ms Maura Dargan | Director of Women, Children & Families Division/Executive Director of Social Work, NHSCT | 🗸 |  |
| Ms Michele Janes | Head of Barnardo’s NI | 🗸 |  |
| Ms Bria Mongan | Director of Social Work/Children’s’ Community services - SEHSCT |  |  |
| Ms Carol Diffin | Director of Social Work/Children's Community Services, - BHSCT |  |  |
| Mr Paddy Mooney | Director, Include Youth |  | 🗸 |
| Dr Peter Hamill | Safeguarding Church of Ireland  |  | 🗸 |
| Mr Peter Reynolds  | Chief Executive –NIGALA |  |  |
| Mr Andrew Thomson | Independent Chair of the CMR Panel | 🗸 |  |
| Ms Yvonne Adair | Independent Safeguarding Panel Chair Southern, South Eastern and Belfast Areas  | 🗸 |  |
| Ms Mary Rafferty | Independent Safeguarding Panel Chair Western and Northern areas | 🗸 |  |
| Mr Simon Rogers  | Non-Executive (Lay) Member  | 🗸 |  |
| Mr Gerard Guckian  | Non-Executive (Lay) Member  | 🗸 |  |
| **In Attendance** |
| Ms Helen McKenzie  | Project Lead  EITP – Trauma Informed Practice |
| Ms Teresa McAllister  | Professional Officer  |
| Ms Margaret Burke | Professional Officer  |
| Ms Caitriona Livingstone  | Administration Officer |

**Summary of Actions**

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| **Action No.** | **Action:** | **To be completed by:** |
| 1 | Mr Thomson to further review the CMR process taking into account Board members comments. | Mr Thomson |
| 2 | Consideration will be given to conducting a thematic review of all CMRs conducted previously by the SBNI  | The Chair |
| 3 | Board Members to forward any comments on the content of the SBNI Development Day to Caitriona.livingstone@hscni.net | Board Members |
| 4 | Board Members to forward any comments in respect of the MOU between the SBNI and the Home Office before 8th April 2020 to:-Caitriona.livingstone@hscni.net  | Board Members |
| 5 | The SBNI Financial Report 2019/20 will be presented at the April Board Meeting. | The Chair |
| 6 | The SBNI will review July 2019 and February 2020 correspondence to clarify the change presently being proposed by DOH.  | The Chair |
| 7 | Ms Mahon to organise a meeting with D/Chief Superintendent Hilman, D/Chief Inspector McDonald to determine how the Child Protection , CSE and e Safety Forum could work together and improve connectivity. | Ms Mahon |
| 8 | Board Members to forward all outstanding ‘Members Agreements’ to Caitriona.livingstone@hscni.net as soon as possible. | Board Members |

**Summary of Board Approval**

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| The SBNI approved the minutes from the meeting held on 4th December 2020. |
| The Risk Register was approved by the SBNI. |

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

The Chair welcomed SBNI members to the meeting. Ms McNally noted apologies from Mr Neil Anderson, Ms Paddy Kelly. Mr Peter Hamill, Mr Rodney Morton, D/Chief Superintendent Paula Hillman, Ms Una Turbitt. Ms Marie Roulston, Mr Paddy Mooney, Mr Declan McGeown and Ms Lorna Ballard. The Chair noted Mr Brian Ingram was deputising obo Mr McGeown, D/Supt Anne Marks was deputising obo D/Chief Paula Hilman, Mr Colin Reid was deputising on behalf of Ms Una Turbitt and Mr Brendan Whittle was deputising obo Ms Marie Roulston.

**Conflict of Interest**

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

**Complaints**

No complaints were noted since the last Board Meeting in December 2019.

**Chairs Business**

The Chair indicated that Ms Lorna Ballard has been identified as Director of NI, Action for Children and welcomed Ms Ballard to the Board. Unfortunately Ms Ballard is unable to attend the public meeting today but was present for the Confidential SBNI meeting earlier. She also welcomed Mr David Burns CEO Lisburn & Castlereagh Council who will represent Solace on the SBNI Board.

The Chair congratulated Ms Cheryl Lamont on her **CBE** and Mr Brian Ingram on his **OBE**.

The Chair indicated that both Ms Bria Mongan and Mr Brian Ingram are retiring. The Chair thanked Ms Mongan and Mr Ingram for all their support to the SBNI Board and wished them well in their retirement.

**SBNI Central Support Team – Staffing**

The Chair announced that Ms Margaret Burke Professional Officer is leaving the SBNI in March 2020 to join the Diocese of Down and Connor. The Chair thanked Margaret for all her work with the SBNI and wished Margaret every success in her new venture.

Ms McAllister will assume responsibility of management of CMR’s on a temporary basis pending recruitment to the permanent CMR position likely to be later in the Spring 2020. The Chair agreed to advise the Board when the permanent position will be advertised.

Ms Dargan indicated as Chair of the Policy & Procedure committee she would be keen to have the Professional Officer replaced as soon as possible given the volume of work currently being undertaken within the committee.

The Chair also noted that interviews for the Director of Operations Interim position will take place on Monday 24th February 2020. The Chair confirmed the position had been advertised on HSC recruit in January 2020

**1.41/20P Previous Minutes & Matters Arising**

1.1 The Chair invited comments on the factual accuracy of the minutes from the SBNI meeting held on the 4th December 2019.

1.2 The minutes were subsequently approved as an accurate record of the meeting.

**2.41/20P Matters Arising**

2.1 Ms Turbitt to liaise with DE in respect of education authority views on the draft strategy. **Completed**

2.2 EITP Project. **The Chair indicated the EITP project has received funding for a further 3 months delivery. It is possible a further 9 months in addition to this will be secured to enable the project to continue service delivery until March 2021.**

2.3 Pre-mobile referral form to be amended. **Completed**

**3.41/20P Review of Case Management Review (CMR) Process (please refer to paper BM41-02.20P7)**

3.1 Mr Thomson spoke to paper BM41-02.20P7. He advised a new template for CMR review reports has been drafted and is being piloted in a current CMR review. The new template reflects commentary from member agencies, the DoH and the ‘Jay’ report. Mr Thomson also advised he has revised the template for the Executive Summary report.

3.2 The Board discussed the importance of ensuring the process is evaluated and bench marked across other systems. Board members felt the process itself had improved considerably in terms of the time taken to complete a CMR with the timescale being reduced from approximately 4 years to 9 months. Mr Morgan indicated he was not keen on the development of defining 4 types of Case Management Review and felt this was adding an unnecessary layer of further complexity to the process. Mr Rogers concurred that the titles of the proposed types of review were very confusing. Ms Janes suggested that the decision to hold a CMR was separated from the decision of how to undertake the review. Mr Reynolds agreed it was appropriate to hold concise reviews on occasions. Mr Reid indicated his view that concise reviews on occasions are a helpful way forward but suggested that this is something which could be decided at the TOR stage of the review. Board members discussed at length the need for 4 types of review and concluded they would prefer a binary decision to hold a CMR or not hold a CMR. Members suggested that the differentiation of the scope of CMR reviews could be agreed at the point when the Terms of Reference were developed.

3.3 Ms Lamont queried the role of the Chair as Interim Decision Maker in the process. Ms McNally clarified that the Board will remain the decision maker in determining whether a case should proceed for CMR or otherwise. At the notification stage the Independent Chair in consultation with the CMR Chair and the professional officer will decide only if the notification is “likely” to result in a CMR. If it is felt that the notification is “likely” to result in a CMR the SBNI central support team will issue an early alert to members so IAR authors etc. can be identified and the process of gathering information can begin. This early alert will ensure that the process is not delayed due to the Board not meeting for a period of time. The decision on whether to hold a CMR or not will be made at a full SBNI board meeting taking into consideration the recommendation of the CMR panel.

3.4 Ms McNally acknowledged the useful commentary made by Board members in respect of the CMR review process.

3.5 Mr Thomson agreed he will review the process in accordance with the comments received today.

**Action 1**

Mr Thomson to further review the CMR process taking into account Board members comments today.

**Action by: Mr Thomson**

3.6 There proceeded some discussion about how the SBNI could capture some of the key themes of the CMRs which have been conducted so far by the SBNI.

3.7 Ms McNally stated that this was something the central support team were considering and that she intended to explore the possibility of conducting a thematic evaluation of all the previous completed SBNI CMRs. She said she hoped this would build on similar work previously conducted by John Devaney.

3.8 Ms Leeson queried whether the evaluation would incorporate an analysis of trends across CMRs. The Chair confirmed that to be the case.

3.4 Mr Morgan agreed it would be useful to capture the data available from the reviews undertaken.

**Action 2**

Consideration will be given to conducting a thematic review of all CMRs conducted previously by the SBNI

**Action by: The Chair**

**4.41/20P SBNI Effectiveness & Presentation**

4.1 Mr Guckian provided an overview of the role and statutory functions of the SBNI

4.2 Mr Thomson outlined the role of the Case Management Review (CMR) and provided an analysis of the effectiveness of the process. A Total of 144 notifications have been received in the 8 years since the SBNI was set up in 2012. 24 notifications subsequently progressed as CMRsand have now been completed and signed off by the Board. Please see attached presentation for further detail

4.3 Ms Mary Rafferty (Chair of the Northern and Western Area Safeguarding Panels) and Ms Yvonne Adair (Chair of the South Eastern, Belfast and Northern Area Safeguarding Panels) gave an overview of the role and function of the safeguarding panels. They then outlined the ongoing work and activities of each of the panels. They announced that it is planned that in order to strengthen communications and improve connectivity between the panels a regional workshop will take place on 25th March 2020. Please see attached presentation for further details

4.4 Both Chairs stated that they believed the Safeguarding Panels were working well and the attendance across all the agencies was quite good. They particularly praised the attendance and participation at CMR learning events.

4.5 Ms McKenzie confirmed that the EITP project had received additional funding and therefore been extended for 3 months post March 2020. Ms McKenzie indicated that she was hopeful that this extension would be further extended beyond three months and hoped to be able to confirm this at the next SBNI meeting in April. Ms McKenzie outlined the role of the EITP project within the SBNI strategic plan. (Note: To circulate presentation – Check Helen). Ms McKenzie highlighted to members that an EITP/ACES conference will take place on March 5th 2020 and shall be opened by the Education Minister Mr Peter Weir. It is hoped the Justice Minister Naomi Long will also be able to contribute to this conference. The Minister for Health Robin Swann is unable to attend due to a prior engagement in the South of Ireland; however Sean Holland Chief Social Worker shall be in attendance to represent the DoH. Please see presentation for further information.

Ms McNally invited any queries of comments on the presentations delivered.

4.6 Ms Lesson queried the status of the Child Death Review Panel within SBNI as it remains part of the Board’s statutory functions. A discussion ensued between Board members in respect of the Child Death Review Panel and whether this should be integrated into the SBNI. The Chair indicated that this role had not been performed by the SBNI since before she took up her role a Chair of the SBNI and that the staff member previously assigned to this role within the SBNI support team had been redeployed back at the PHA. The Chair advised that the decision as to where this function should sit is presently under review by the DoH. She advised that the DoH had indicated that they would shortly be undertaking a full review and options appraisal in respect of where the Child Death Review Panel should sit within the health and social care system. The DOH had indicated that the membership of the SBNI would be consulted on this issue during the review.

4.7 Ms Cheryl Lamont acknowledged the positive functioning of the SBNI in recent years and indicated there has been significant progress. Ms Lamont wanted to acknowledge the professionalism of those who service the SBNI and indicated she would like this to be noted. The Chair thanked Ms Lamont for her commentary.

4.8 The Chair thanked all the presenters today for all their contributions to the Board.

**5.41/20P Risk Register (BM41-02.20P1)**

5.1 Mr Guckian presented the SBNI Risk Register to the Board

5.2 Mr Guckian highlighted the appointment a Director of Operations shall mitigate risk in respect of resourcing within SBNI

5.3 The next Governance meeting shall be held on Thursday 12th March and will review the current risks and update them.

5.4 Mr Guckian affirmed the Risk Register is up, running and is a live and dynamic process. The risk register was approved by the Board.

**6.41/20P May Development Day (BM41-02.20P2)**

6.1 The Chair drew member’s attention to paper **BM41-02.20P2** which is a draft agenda in respect of the May Development day. It is proposed representatives from the Home Office in London shall brief the Board on their (Home Office) statutory functions and protocols in respect of immigration, migrant families and unaccompanied minors. It is hoped the HSCB will also contribute to this workshop to highlight the Northern Ireland perspective particularly in regard to unaccompanied children.

**Action 3**

Board Members to forward any comments on the content of the SBNI Development Day to Caitriona.livingstone@hscni.net

**Action by: Board Members**

**7.41/20P Home Office MOU (BM41-02.20P3)**

7.1 The Chair drew the Board’s attention to paper BM41-02.20P3). Ms Lesson queried if there were any differences or potential conflicts between this MOU and the current MOU between DoH, PHA and SBNI. The Chair confirmed she does not feel there are any conflicts and believes this MOU would be helpful.

7.2 The Chair requested any comments in respect of the MOU between the SBNI and the Home Office should be forwarded before 8th April 2020.

**Action 4**

Board members to forward any comments in respect of the MOU between the SBNI and the Home Office before 8th April 2020 to Caitriona.livingstone@hscni.net

**Action by: Board Members**

**8.41.20P Neglect Training Papers (BM41-02.20P4, BM41-02.20P5, BM41-02.20P6, BM41-02.20P7, BM41-02.20P8, BM41-02.20P9, BM41-02.20P10)**

8.1 The Chair drew the Boards attention to **BM41-02.20P4** outlining training materials in respect of Neglect.

8.2 Ms Roberts spoke to this paper and advised that the materials were developed following a scoping exercise undertaken by a Task & Finish Group of the Neglect committee. Ms Roberts indicated a view that training should be delivered on a multi-agency basis if at all possible.

8.3 Ms Roberts confirmed the 5 Safeguarding Panels have supported the dissemination of Neglect workshops across the region. These workshops have been very positively received and evaluated. Some workshops have been delivered by Young Adults who have lived experience of Neglect. Ms Roberts advised the group is considering developing a video with these young adults to incorporate into future workshops.

8.4 The Chair acknowledged the commitment of the Neglect committee and welcomed the product presented today.

**9.41.20P SBNI Newsletter (BM41-02.20P11)**

9.1 The Chair drew the Boards attention to the communication and engagement paper available in Paper **BM41-02.20P11**. Members acknowledged the the value of this information.

**10.41/20P Finance (BM41-02.02P12)**

10.1 The Chair drew the Boards attention to **BM41-02.20P12** and indicated it is expected that the SBNI will break even financially at year end. Ms McNally indicated that an end of year financial report would be available at the April Meeting.

**Action 5**

The SBNI Financial Report 2019/20 will be presented at the April Board Meeting

**Action by: The Chair**

**11.41.20P Communication from Eilis McDaniel Re: Definition of Harm (BM41-02.20P12)**

11.1 The Chair advised she had received communication from the DoH on February 5th 2020. This communication was in respect of the Safeguarding Boards expressed views on the proposal to include provision in the Adoption & Children Bill re an amendment of the ‘Definition of Harm’ in the Children Order 1995 – to ensure it explicitly includes harm caused to a child by witnessing domestic abuse. The Board had advised the DoH in July 2019 that its preferred option was to link the definition of harm to the draft Domestic Abuse Bill (Option 2) – due to be introduced in the House of Commons in July 2019. It had been anticipated at that point the Domestic Abuse Bill would already have been enacted by the time the Adoption and Children Bill was introduced in Northern Ireland. Unfortunately the Domestic Abuse Bill did not progress in the House of Commons therefore DoH are proposing that the aforementioned provision will be included in the Adoption and Children Bill (Option 1).

11.2 Ms Janes expressed her disappointment at this development. The Board agreed that clarification was required in respect of the contents of the correspondence from DOH

**Action 6**

The SBNI will review July 2019 and February 2020 correspondence to clarify the change presently being proposed by DOH.

**Action By: The Chair**

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**12.41.20P AOB**

12.1 Ms Mahon indicated a discussion had occurred at the Child Protection Sub Group held immediately prior to the Board Meeting today. Ms Mahon proposed a meeting should be convened between her as Chair of the Child Protection Sub Group, D/Chief Hilman as Chair of the CSE Subgroup and D/Chief Insp McDonald as Chair of the E-Safety forum with a view to determining how these forums could better work together and improve connectivity. Ms McNally welcomed this proposal and suggested the outcome of this meeting should be shared with the Board.

**Action 7**

Ms Mahon to organise a meeting with D/Chief Superintendent Hilman, D/Chief Inspector McDonald to determine how the Child Protection Sub Group, The CSE subgroup and the E-Safety forum could work together and improve connectivity. The outcome of this meeting to be shared with the Board.

**Action by: Ms Mahon**

11.2 The Chair requested that all outstanding Members Agreements are returned to Caitriona.livingstone@hscni.net

**Action 8**

Members to forward all outstanding Members Agreements to Caitriona.livingstone@hscni.net as soon as possible

**Action by: Board Members**

11.3 The meeting concluded at 4.30pm.

The Chair thanked everyone for attending and closed the meeting at 4,30pm.

**Ms Bernie McNally**

**Independent Char of SBNI**