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**38th Meeting of the Safeguarding Board for Northern Ireland**

**Wednesday 19th June 2019 from 3.00pm-4.45pm**

**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 |  | 🗸 |
| Mr Colin Reid | Deputising for Mr Neil Anderson, 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 Liam Hannaway | Chief Executive Newry, Mourne and Down District Council | 🗸 |  |
| Dr Adrian Mairs | Interim Director of Public Health |  | 🗸 |
| Ms Mary Hinds | Director of Nursing and AHP’s PHA |  | 🗸 |
| D/Chief Superintendent Paula Hilman | Head of Public Protection Branch, PSNI |  | 🗸 |
| D/Chief Inspector Gary McDonald | Deputising for D/Chief Superintendent Paula Hilman, Head of Public Protection Branch, PSNI | 🗸 |  |
| Mr Declan McGeown | Chief Executive YJA |  | 🗸 |

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| 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 People’s Services, EANI | 🗸 |  |
| Ms Marie Roulston | Director of Social Care and Children, HSCB | 🗸 |  |
| Mr Paul Morgan | Director of Children & Young People’s Services SHSCT |  | 🗸 |
| Ms Emily Roberts | Designated Nurse for Safeguarding Children and Young People, PHA | 🗸 |  |
| Ms Dawn Shaw | National Director NI Action for Children |  | 🗸 |
| Ms Bria Mongan | Director of Social Work/Childrens’ Community Services - SEHSCT |  | 🗸 |
| Ms Veronica Callaghan | Interim Director of Women, Children & Families Division/Executive | 🗸 |  |
| Ms Michele Janes | Director, Barnardo’s NI |  | 🗸 |
| Ms Carol Diffin | Director of Social Work/Childrens’ 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 | 🗸 |  |

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| **In Attendance** | |
| Ms Helen McKenzie | Project Lead  EITP – Trauma Informed Practice |
| Ms Teresa McAllister | Professional Officer |
| Ms Caitriona Livingstone | Minute Taker |

**Summary of Actions**

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| **Action No.** | **Action:** | **To be completed by:** |
| 1 | **Graded Care Profile for Neglect**  Up - dated information in respect of most appropriate Graded Care Neglect Tool to implement across the region to be carried forward to next meeting | Ms Roulston |
| 2 | **Risk Register** – Board members to forward any comments or additions to the Draft Risk Register by email to Ms Helen McKenzie SBNI Professional Officer at [helen.mckenzie@hscni.net](mailto:helen.mckenzie@hscni.net) by 16th August 2019. | All Board Members |
| 3 | **Definition of Harm Domestic Violence** – SBNI to correspond with the DOH in respect of the Definition of Harm in the context of Domestic Violence. | Ms McAllister |
| 4 | **PSNI CSE Strategic Action Plan** – The PSNI Strategic Action Plan in respect of CSE to be circulated to all Board Members. Any comments to be returned to Ms Teresa McAllister SBNI Professional Officer at [teresa.mcallister2@hscni.net](mailto:teresa.mcallister2@hscni.net) by 16th August 2019. | Board Members |
| 5 | **Annual Report** – Comments/amendments to be returned to [emer.downey@hscni.net](mailto:emer.downey@hscni.net) by 16th August 2019 | Board Members |
| 6 | **DOH Information Sharing Consultation.** The SBNI Policy & Procedures committee to respond to the consultation in advance of 31st August 2019. | Ms Callaghan Chair of Policy and Procedure Committee / Ms Burke |
| 7 | **Business Plan.** SBNI central support team to write to Board Members to identify relevant data, which they routinely gather on how their agency makes a difference to improving the lives of children. This data will be used to inform progress against the SBNI Business Plan objectives | Ms McKenzie |
| 8 | **Jon Reeves Signs of Safety Event.** Chair to forward an invitation to this event to all Board Members | Chair |
| 9 | **Signs of Safety Northern Ireland ‘Gathering’.** Ms Mahon to forward a ‘Save the Date’ to Teresa McAllister at teresa.mcallister2@hscni.net for onward circulation to Board members in respect of the event on 2/10/2019. | Ms Mahon/Teresa McAllister |
| 10 | **MOU between PHA, DOH and SBNI** – The final draft of the MOU will be brought to September Board Meeting for approval. | Chair |

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| The SBNI approved the Minutes of 17th April 2019. |
| The SBNI approved the TOR for the Governance committee. |
| The SBNI approved the CSE evaluation update. |

**Summary of Board approval**

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

The Chair welcomed SBNI members to the meeting.

The Chair acknowledged Ms Callaghan was retiring from her post as Interim Director of Children Services in the NHSCT. The Chair thanked Ms Callaghan for her work undertaken as Chair of the Policy & Procedure committee and her work as an SBNI Board Member. The Chair wished Ms Callaghan well in her retirement. Ms Callaghan confirmed Ms Maura Dargan had been appointed as Director of Children’s Services in NHSCT and would assume the Chair of the Policy & Procedure committee from August 2019 as well as replacing her as a Board Member.

The Chair recorded apologies from Ms Paula Hilman (Head of Public Protection Branch, PSNI), Mr Anderson (National Head of Service for Northern Ireland NSPCC), Ms Mongan (Director of Social Work/Childrens’ Community services – SEHSCT), Dr Mairs (Interim Director of Public Health), Ms Shaw (National Director NI Action for Children), Mr Reynolds (Chief Executive, NIGALA) Ms Janes (Head of Barnardo’s NI), Mr McGeown (Chief Executive, JYA), Mr Morgan (Director of Children & Young People’s Services SHSCT), Ms Kelly (Director Children’s Law Centre).

The Chair advised that there are two deputies attending the meeting Mr Reid, (Assistant Director NSPCC) and Chief Inspector Mr Gary McDonald.

**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.

**1.37/19P Previous Minutes & Matters Arising**

1.1 The Chair invited comments on the factual accuracy of the public minutes from the SBNI meeting held on the 17th April 2019.

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

**2.38/19P Matters Arising**

2.1 **SBNI / CYPSP proposed amalgamation**. Chair to continue to engage with DOH in respect of the appropriateness of this proposal – this matter remains subject to ongoing discussion.

2.1 **HSCB to provide information in respect of Graded Care Profile Tool**. Up-dated information in respect of the most appropriate Neglect Tool to implement and procurement of same - to be carried forward to September Board meeting.

**Action 1:** Up - dated information in respect of most appropriate Graded Care Neglect Tool to implement across the region to be carried forward to SBNI September meeting

**Action By: Ms Roulston**

**Agenda**

**3.38/19P1 Risk Register and TOR Governance Committee (see Board paper BM38-06.19P1)**

3.1 Mr Guckian indicated the Risk Register distributed manually today is the most up to date version. Mr Guckian advised that the governance committee have requested feedback from SBNI board on the appropriateness on the current format. He indicated the development of a Risk Register in respect of a partnership organisation can be difficult to format. He therefore requested any comments/amendments are forwarded to Ms McKenzie by email by 16th August 2019.

**Action 2:** **Risk Register** – Board members to forward any comments or additions to the Draft Risk Register, by email to Ms Helen McKenzie SBNI Professional Officer at [helen.mckenzie@hscni.net](mailto:helen.mckenzie@hscni.net) by 16th August 2019.

**Action By: Board Members**

3.2 Mr Guckian indicated the risk register would be reviewed at least annually

3.3 Mr Guckian commended the draft TORs to the SBNI Board for approval. The Board approved the TOR.

**4.38/19P – Definition of Harm (see Board paper BM38-06.19P2)**

4.1 Ms McAllister spoke to briefing paper BM38-06.19P2 and outlined the context of the request from the DOH in respect of the Definitions of Harm in respect of Domestic Violence. The Board considered the paper and approved the recommendations however indicated they were of a view that any delay in the failure to implement the DOJ proposed Domestic Abuse Legislation should not delay the adoption of this definition within the Children Order and this concern should be communicated to the DoH in the SBNI response.

**Action 3**

**Definition of Harm Domestic Violence –** SBNI to correspond with the DOH in respect of the Definition of Harm in the context of Domestic Violence.

**Action by: Ms McAllister**

**5.38/19P - CSE update (see Board paper BM38-06.19P3)**

5.1 Ms McAllister spoke to briefing paper BM38-06.19P3 and provided an update on the CSE evaluation. The Board approved the update and future trajectory of evaluation.

5.2 D/Chief Inspector McDonald PSNI requested the draft Strategic Action Plan developed by PSNI in response to the recent CJINI Inspection into Child Sexual Exploitation in Northern Ireland be circulated to Board Members for comment and returned by 16th August 2019.

**Action 4**

**PSNI CSE Strategic Action Plan –** The PSNI Strategic Action Plan in respect of CSE to be circulated to all Board Members. Any comments to be returned to Ms Teresa McAllister SBNI Professional Officer at [teresa.mcallister2@hscni.net](mailto:teresa.mcallister2@hscni.net) by 16th August 2019.

**Action by: Board Members**

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**6.38/19P Annual Report (see Board paper BM38-06.19P4)**

6.1 The Chair spoke to briefing paper BM38-06.19P4 in respect of the SBNI Annual Report. The Chair acknowledged this was a lengthy document and at this stage could not be presented in the final graphics version. She invited comments/ amendment on the report to be returned to SBNI by 16th August 2019.

**Action 5**

**Annual Report** - Comments/amendments to be returned to [emer.downey@hscni.net](mailto:emer.downey@hscni.net) by 16th August 2019

**Action by: Board Members**

**7.38/19P Communication and Engagement Report (see Board paper BM38-06.19P5)**

7.1 The Chair drew the Boards attention to the Communication and Engagement report for noting as this provided a brief update on work completed by SBNI for the period Jan 1st to May 31st 2019.

**8.38/19P Consultation on Information Sharing Agreement (see Board paper BM38-06.19P6)**

8.1 The Chair drew the Boards attention to briefing paper BM38-06.19P6. She advised individual agencies should respond to this consultation on behalf of their respective organisations. However a composite response would also be forwarded on behalf of SBNI to the DOH. This response would be developed by the Policy & Procedure Committee.

**Action 6**

**DOH Information Sharing Consultation.**  The SBNI Policy & Procedures committee to respond to the consultation in advance of 31st August 2019.

**Action by: Ms Callaghan / Ms Burke**

**9.38/19P Finance (see Board paper BM38-06.19P7)**

9.1 The Chair confirmed SBNI had received the allocation letter from the DOH and had been allocated the same revenue for 2019 – 20 as that received in financial year 2018 – 19.

**Any Other Business**

**10.1 SBNI Business Plan 2019 – 20.**

The Chair outlined the process undertaken to date in respect of the development of the SBNI Annual Business Plan. She highlighted the need for the plan to identify and measure how SBNI as a collective was ‘making a difference’. The Chair indicated Central Support Team will write to Board Members to request they identify relevant data routinely gathered by each agency on how their agency makes a difference to improving the lives of children.

**Action 7**

**Annual Business Plan.** SBNI central support team to write to Board Members to ask them to identify relevant data, which they routinely gather on how their agency makes a difference to improving the lives of children. This data will be used to inform progress against the SBNI Business Plan objectives.

**Action by: Ms McKenzie**

**10.2 Jon Reeves event**

Ms Mahon advised Mr Jon Reeves CEO of Children’s Services in Alberta Canada was visiting the SBNI on June 27th 2019. Ms Mahon extended an invitation to all Board Members to attend this event.

**Action 8**

Chair to forward an invitation to this event to all Board Members

**Action by: Chair**

**10.3 Signs of Safety NI Gathering**

Ms Mahon advised a ’Gathering’ considering the Implementation of the Signs of Safety in NI would be held on 2nd October 2019 and invited Board members to attend this event.

**Action 9**

**Signs of Safety Northern Ireland ‘Gathering’.** Ms Mahon to forward a ‘Save the Date’ to Teresa McAllister at, teresa.mcallister2@hscni.net for onward circulation to Board members in respect of the event on 2/10/2019.

**Action by: Ms Mahon/Teresa McAllister**

10.4 **MOU between PHA, DOH and SBNI**

The Chair confirmed the final draft of the MOU will be brought to the September Board meeting for consideration for approval.

**Action 10**

**MOU between PHA, DOH and SBNI** – The final draft of the MOU will be brought to September Board Meeting for approval.

**Action by: Chair**

The Chair thanked everyone for attending and closed the meeting at 4.45pm.

**Ms Bernie McNally**

**Independent Chair of SBNI**