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**Childrens Services Improvement Board  
Chair – Stuart Smith  
Wednesday 5 February 2020**

**Attendees:**

<b>Name</b>	<b>Job Title</b>
Adrian Farley	Cllr - Lead Portfolio Holder Children and Families
Alisa Newman	Superintendent West Yorkshire Police
Amandip Johal	Head of Service Safeguarding and Reviewing
Anne Lloyd	Director Human Resources CBMDC
Beverley Wilson	DfE Case Lead – Local Authority Interventions
Brent Kilmurray	Chief Executive - Bradford District Care NHS Foundation Trust
Chatty Athwal	Staff Reference Group
Chris Chapman	Director of Finance CBMDC
Dawn Lee	AGM Community Children's Services BDCFT
Ginny Robinson	Acting Headteacher, Midland Road Nursery and Abbey Green Nursery School
Graham Bailey	Head of Student Services, Bradford College
Heather Lacey	Headteacher Shirley Manor Primary Academy
Heather Wilson	Youth Commissioner CBMDC (for item 10)
Helen Hirst	Bradford Clinical Commissioning Group's accountable officer
Helene Stewart	DfE Case Lead – Local Authority Interventions
Irfan Alam	Deputy Director Social Care
Jane Booth	Chair and Independent Scrutineer – The Bradford Partnership
Janice Hawkes	Barnardos/Young Lives
Jeanette Sunderland	Cllr - Leader of The Liberal Democrat & Independent Group
Jenny Cryer	AD Performance, Commissioning and Partnerships CBMDC
Jo Newman	Named Nurse Safeguarding Children Airedale NHS FT
Louise Mullaney	Team Manager – Probation (sub for Maggie Smallridge)
Marie Waller	Executive Officer (DfE)
Marium Haque	Deputy Director Education and Learning
Mark Douglas	Strategic Director Children's Services
Michelle Smith	General Manager BDCFT
Phil Hayden	Director of Programmes Children's Services and Innovation and Improvement
Phil Witcherley	Head of Policy and Performance
Ruth Shaw	HoC Women and Children CCG
Sally Scales	Sally Scales, Director of Nursing / Deputy Chief Nurse Bradford Teaching Hospitals NHS Foundation Trust
Steve Hemming	Head of Communications
Stu Barratt	Programme Lead Social Care
Stuart Smith	Chair of the Improvement Board
Sue Thompson	Designated Nurse CCG

Susan Hinchcliffe	Cllr - Leader of the Council
Tehmina Hashmi	Bradford Academy Trust (Primary and Secondary representative)
<b>In attendance</b>	
Caroline Brain	Programme Lead – Children's Social Care
<b>Apologies</b>	
Ann Baxter	Local Government Associate
Fiona Broadfoot	Build A Girl Project, Heather Wilson sub
Heather Lacey	Headteacher & LLE Shirley Manor Primary Academy
Jill Asbury	Airedale ANHSFT – Sub Joanne Newman
Joanne Hyde	Strategic Director Corporate Resources
Kersten England	Chief Executive
Maggie Smallridge	Head of Bradford & Calderdale National Probation Service)
Michelle Turner	Director of Quality of Nursing
Traci Taylor	Principal Social Worker
Vicky Cotter	Named Nurse Safeguarding Children BTHFT

Ref.	Action / Decision	Action Owner
1.	<b>Welcome and apologies</b> Introductions were made. See above list of apologies.	
2.	<p><b>0-19 Health Service</b></p> <p>The item was brought forward on the agenda to accommodate the speakers previous commitments. The item was introduced by Mark Douglas who gave a brief overview of the joint area of work driven by necessitated by a reduction in capacity within the system. The work is a driver for both organisations with a joint ambition to improve integration. A presentation was given by Phil Hayden and Michelle Smith which detailed the significant increase in the number of health visitors and plans for their increasing contribution to early help, covering the following items;</p> <ul style="list-style-type: none"> <li>• Background &amp; Risks</li> <li>• Work to date</li> <li>• BDCT contract features/requirements</li> <li>• Outcome measures</li> <li>• What it means for Prevention &amp; Early Help.</li> </ul> <p>A copy of the presentation circulated. Brent Kilmurray joined the group reiterating what Mark has said in that the work was being driven by pressures in the system and that this was a starting point that he was fully committed to. Brent commended the teams for coming together to make the offer stronger.</p> <p>There was a question regarding how long it would take before staff could be recruited to support this proposal. Mark highlighted that dedicated resource had been allocated to one of the workstreams and others would follow ensuring pace and traction. The presentation was welcomed by those attending meeting and the chair called out to commissioners to bring work together and support the journey of the partnership.</p>	
3.	<p><b>Minutes of last meeting held on 4 December 2019 and matters arising</b></p> <p>The minutes were agreed as an accurate record.</p> <p><u>Matters arising</u></p>	

	<p><b>Item 5 Review of health services to children looked after</b>          Mark Douglas reported he had met with Ali-Jan Haider and started to construct a report that will be presented at the next improvement board.</p> <p><b>Action: HH to add to the next agenda Review of health services to children looked after – Trajectories for achieving compliance with statutory guidance around timescales for Initial Health Assessments</b></p> <p>It was agreed to quantify the data and bring back to this board in February to provide clear assurance. Work needs to take place to quantify data and bring back to the next improvement board to provide clear assurance and must include the correct scope. Need to know the gap between where we are and where we need to be:-</p> <ul style="list-style-type: none"> <li>• <i>How many?</i></li> <li>• <i>Age ranges</i></li> <li>• <i>Numerical gap</i></li> <li>• <i>Trend data and trajectory</i></li> </ul> <p>All other matters arising were covered as part of the Action Log – item 4</p>	<p><b>HH Ali-Jan Haider</b></p>
<p>4.</p>	<p><b>Action log</b></p> <p>0055 Mark Douglas to look into Special Guardianship and will up-date at next meeting.          0065 YOT progress report to be given at next meeting by Sarah Griffin          0068 Jenny Cryer/Gill Ward to look at examples of exemplar pieces of work of education practice consultants in terms of genograms and chronologies and bring back to next meeting.          0072 Stuart Smith and Mark Douglas to discuss. Schools would like to be involved. Heidi will be informed of when to include on agenda.          0073 JC to add graph into audit report showing different elements of what is improving in particular around supervision. Jenny to inform Heidi when this will come back to the board.</p>	<p><b>MD Sarah Griffin Jenny Cryer/ Gill Ward Stuart/ Mark D Jenny Cryer</b></p>
<p>5.</p>	<p><b>Directors report</b></p> <p>Mark provided an update on the recent YOT inspection. Outcome of visit was the service "Requires Improvement". Gave recognition that there was a lack of scrutiny and leadership and how the service is configured. Improvement Plan has been submitted and approved. Improvements have been made since the inspection but too soon to capture within the report. Next Ofsted visit will be held on the 25th &amp; 26th February.</p>	
<p>6.</p>	<p><b>Deputy Directors report</b></p> <p>The Deputy Director - Irfan Alam reported that new governance structure had been implemented with Heads of Service being responsible for leading on a thematic area of work across Children's Social Care Service. Standards have been reviewed and updated with formal sign off at next Strategic Planning meeting with staff on the 14th February 2020. A review of the associated templates has also been undertaken, with duplication being removed and the voice of the child captured within the process.</p>	

7.	<p><b>Vital Signs report</b></p> <p>Referrals are starting to come down which may be due to the appointment and intervention of the Early Years Co-ordinators. At this point it is too early to have a clear understanding as to why.</p> <p>An issue was raised by Police regarding how domestic violence was being recorded and addressed. Is it the right referrals coming into the system?. The chair highlighted that an ideal system would track whether contact to the MASH became No Further Action, Advice and guidance, Early Help or social care but Bradford was not set up at this point to do this, giving recognition to how hard it is to gather this information. It was agreed that a report would be brought back to next board meeting regarding Child Protection. Concerns were raised regarding the increase in case loads. This is being tracked by Irfan Alam DD Social Care through weekly reporting by Heads of Service.</p> <p><b>Action: A report analysing the proportion of contacts to the MASH that are assessed as requiring social care intervention leading to strategy meeting/child protection meeting (ICPC) to be brought to a future meeting.</b></p>	
8.	<p><b>Audit</b></p> <p>Audit Report circulated. Some improvements have been made but not enough. The chair highlighted that at a minimum the completion and return of audits each month should be at 80-90%. It is only when the completion rate is much higher that the proportions of good or better cases and the trajectory of improvement can usefully be observed and used as evidence of improving quality of practice.</p>	
9.	<p><b>Staff Reference Group update – Chatty Athwal</b></p> <p>Review into Terms of Reference is being undertaken to look at role and function of group, membership and how to improve communication. Staff survey has been developed and will be circulated within the next few days. This will be undertaken by the group twice per year. Forthcoming actions for the group include; survey, launch of the standards and organising &amp; hosting the first Bradford Children Social Care Conference. Steve Hemming Communications and Stakeholder Engagement Manager (Corporate Services) will attend the groups next meeting to look at ways to support the group to promote their work.</p>	
10.	<p><b>The Bradford Partnership Safeguarding Partnership Update (TBP)</b></p> <p>Early indications showing that staff are getting a better understanding of the Continuum of Need framework. It was highlighted that staff had to start looking at data presented regarding safeguarding. A full report will be presented at the next Improvement Board meeting. New website has been launched which board members were encouraged to access and feed back how effective and easy to use it is.</p>	
11.	<p><b>Progress against the Improvement Plan</b></p> <p>Phil Hayden provided an update on each of the programmes of work and the 14 Projects.</p> <p>A question was asked regarding the Early Help Module as to whether will this be a</p>	

	<p>separate system. Phil confirmed that it would be due to requirements of the service audit. Mark Douglas highlighted that currently Bradford has complex systems in place that are not joined up and that this is being looked at as a matter of priority.</p>	
12.	<p><b>Build a Girl project update - Voice of the child</b></p> <p>Heather Wilson provided an update on behalf of Fiona Broadfoot the Build A Girl Project Director. This has been a one off project which the board were asked to look at going forward. Question was asked regarding the Advocacy project and their contract . It was agreed that Mark &amp; Stuart will look at this and include how schools are engaged going forward.</p> <p><b>Action: Mark Douglas and Stuart Smith to look at the Advocacy Project and their contract and also schools engagement in the work of the project and report back to a future Improvement Board meeting.</b></p>	<p>Mark Douglas/ Stuart Smith</p>
13.	<p><b>AOB</b> None raised.</p>	

Date of meeting (All meetings in the Hockney Room, Margaret McMillan Tower)	Report Deadline	Agenda and papers circulated
3 April 2020	20 March	27 March
5 June 2020	22 May	29 May
31 July 2020	17 July	24 July
29 September 2020	15 September	22 September
26 November 2020	12 November	19 November