### AGENDA ITEM 5

**Minutes of the Rotherham Local Safeguarding Children Board**  
**Friday 10th September 2010, 10am – 12.30pm**  
**Venue: CENT (Magna)**

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<th>Chair:</th>
<th>Alan Hazell</th>
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<td>Independent Chair, Rotherham Local Safeguarding Children Board</td>
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<th>Minute Taker:</th>
<th>Sonya Chambers</th>
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<td>Administrative Officer, Rotherham Local Safeguarding Children Board</td>
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<th>Members / Deputies in attendance:</th>
<th>Catherine Hall (representing John Radford)</th>
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<td></td>
<td>Nurse Consultant Safeguarding Children, NHS Rotherham</td>
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<th>Jackie Bird</th>
<th>Chief of Quality and Standards / Chief Nurse, Rotherham NHS Foundation Trust</th>
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<th>Maryke Turvey</th>
<th>Head of Rotherham Delivery Unit, South Yorkshire Probation Trust</th>
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<tr>
<th>Sam Newton (representing Shona McFarlane)</th>
<th>Safeguarding Adults Manager, Neighbourhoods and Adult Services, Rotherham Metropolitan Borough Council</th>
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<tr>
<th>Kim Porteous (representing Yvonne Weakley)</th>
<th>Senior Nurse Advisor – Safeguarding Children, NHS Rotherham</th>
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<th>Pete Horner</th>
<th>Public Protection Unit Manager, South Yorkshire Police</th>
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<th>Maryann Barton</th>
<th>Service Manager, Action for Children</th>
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<th>Judy Oldale</th>
<th>Head Teacher of Rawmarsh Children’s Centre</th>
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<tr>
<th>Dorothy Smith</th>
<th>Senior Director Of Schools And Lifelong Learning, Children and Young People’s Services, Rotherham Metropolitan Borough Council</th>
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<tr>
<th>Joyce Thacker</th>
<th>Strategic Director, Children and Young People’s Services, Rotherham Metropolitan Borough Council</th>
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<tr>
<th>Simon Perry</th>
<th>Director of Community Services, Children and Young People’s Services, Rotherham Metropolitan Borough Council</th>
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<tr>
<th>Gani Martins</th>
<th>Director of Safeguarding and Corporate Parenting, Children and Young People’s Services, Rotherham Metropolitan Borough Council</th>
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<tr>
<th>Sam Davies (representing Deborah Wildgoose)</th>
<th>Named Nurse, Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust (RDASH)</th>
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<th>Advisors in attendance:</th>
<th>Frances Jeffries</th>
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<td></td>
<td>Service Solicitor, Children and Young People’s Services, Rotherham</td>
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<td>Name</td>
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<td>Howard Woolfenden</td>
<td>Interim Safeguarding Children Board Manager, Rotherham Local Safeguarding Children Board</td>
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<td>Phil Morris</td>
<td>Assistant Safeguarding Children Board Manager, Rotherham Local Safeguarding Children Board</td>
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<td>Simon Palmer</td>
<td>Public Protection Unit Inspector, South Yorkshire Police</td>
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<tr>
<td>Sherif El-Refee</td>
<td>Designated Doctor, Rotherham NHS Foundation Trust</td>
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<td>Councillor Paul Lakin</td>
<td>Lead Member for Children and Young People’s Services, Rotherham Metropolitan Borough Council</td>
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<td>James Keeley</td>
<td>Information Governance Officer, Children and Young People’s Services, Rotherham Metropolitan Borough Council</td>
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<tr>
<td>Warren Carratt</td>
<td>Workforce Strategy, Planning and Development Manager, Children and Young People’s Services, Rotherham Metropolitan Borough Council</td>
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<tr>
<td>Stacey Attenborrow</td>
<td>Rotherham Local Safeguarding Children Board Administrator</td>
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<td>Yvonne Weakley</td>
<td>Associate Director, Children and Young People’s Services, Rotherham Community Health Services</td>
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<td>John Radford</td>
<td>Director of Public Health, NHS Rotherham</td>
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<tr>
<td>Zafar Saleem</td>
<td>Community Engagement Cohesion Manager, Chief Executive’s Office, Rotherham Metropolitan Borough Council</td>
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<tr>
<td>Deborah Wildgoose</td>
<td>Deputy Director of Nursing, Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust (RDASH)</td>
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**AGENDA ITEM 5**

**Agenda item:**

1. **Introductions and apologies**

Introductions were made and apologies noted as recorded above.

The Chair introduced Stacey Attenborrow as the new Administrator for Rotherham LSCB following the recent restructure of Rotherham LSCB’s administrative support team, and explained that Stacey was attending today’s meeting as an observer in her new role.

The Chair explained that the restructure had also created an additional administrative role within the team which would provide further support to Rotherham LSCB’s Sub Groups following an appointment.

2. **eSafety Acceptable Use Policy (AUP) – James Keeley**

James Keeley explained that the eSafety Acceptable Use Policy had already been to the Policy and Procedures Sub Group for approval and had come to today’s meeting for formal endorsement by Rotherham LSCB.

James explained that the policy was basically a list of ‘dos and don’ts’ for any establishment where children and young people used the internet. In its most basic format, the AUP is a set of rules presented on a poster and was for the reference of staff as well as children and young people.

The AUP was developed in conjunction with Rawmarsh City Learning Centre and Thorogate Primary School. Trish Sharp, City Learning Centre Manager at Rawmarsh, attends Rotherham LSCB’s eSafety Special Interest Group.

James Keeley developed the policy which sits behind the posters, which provides further information around the rules.

There are different age appropriate rules and posters with information conveyed via characters developed by children and young people to fit the various themes of eSafety. An eSafety pack has been created to go out to schools which includes flash cards that have been based on these characters, for teachers to use with pupils.
The Chair commented that the AUP appeared to be aimed more at educational establishments rather than children’s homes, but that was good to have one overall policy. James Keeley clarified that the main aim of the AUP was to empower children and young people in using the internet instead of restricting their access to it. Joyce Thacker emphasised the importance of promoting the AUP to ensure it reached all relevant establishments and services.

Jackie Bird asked if the AUP was going to feature at the upcoming Rotherham Show as this would be an ideal opportunity to publicise it. Maryann Barton confirmed that it was intended to have a stand at the show promoting the AUP.

The eSafety Acceptable Use Policy was agreed by Rotherham LSCB.

3. **Rotherham LSCB minutes from 11.06.10**

The minutes were agreed as a true and accurate record and any matters arising and updates are detailed below.

4. **Matters arising and update on actions from above**

Following the resignation of David Butler, Head Teacher of Saint Bernard’s Catholic High School, from his position as a Rotherham LSCB member, Dorothy Smith had agreed to source another secondary school representative.

Simon Perry clarified that the reference to ‘multi agency panel’ should be plural, i.e. ‘panels’.

Maryann Barton reported that there had been very positive feedback from the Safeguarding Thresholds Conference held on 23rd June 2010. Maryann to bring the Safeguarding Tool to Rotherham LSCB on Friday 3rd December 2010.

Howard Woolfenden explained that work was required by the Learning and Development Sub Group to revise the safeguarding training programme. This would be addressed at the Learning and Development Stock Take Event planned for Thursday 23rd September 2010.

Sonya Chambers to email Rotherham LSCB members the
web link access to the Children and Young People’s Plan.

With regard to section 11 audits and action plans, Phil Morris explained that Sonya Chambers had undertaken an exercise to look at all previous agendas of Rotherham LSCB since its inception in 2004. Sonya had produced a spreadsheet showing which items had appeared at which meetings and this showed that section 11 was not a recent item but had appeared on the Rotherham LSCB agenda several times before. Section 11 audits and action plans would become the responsibility of the Performance and Quality Assurance Sub Group. Agencies should return their completed audits and action plans to either Phil Morris or Stacey Attenborrow:
phil.morris@rotherham.gov.uk
stacey.attenborrow@rotherham.gov.uk

Gani Martins reported that there was still a problem with achieving quoracy at Child Protection Conferences. Howard Woolfenden added that there had been an increase in conferences being adjourned for that very reason, which was not cost effective. Howard requested that Rotherham LSCB members reinforce to their respective services the importance of attending Child Protection Conferences and emphasise to staff that this should be a top priority. Any delays in the child protection process could potentially lead to unsafe situations.

Simon Perry explained that the Youth Crime Action Plan provided partial funding for the Family Intervention Project but that the government had ring fenced this funding until the end of March 2011. The Chair suggested that Rotherham LSCB lobby against this decision. In the meantime the future funding of the Family Intervention Project remained unclear. Simon Perry pointed out that whilst the Family Intervention Project was an excellent service, it was also expensive and involved working with only a small number of families. Joyce Thacker said that it would be useful for a statement to go out from the Rotherham LSCB Chair regarding this issue as a record of the Board’s opinion.

The Chair stated the need to look at how future funding issues would affect the voluntary sector. Maryann Barton, as Rotherham LSCB’s voluntary sector representative, agreed.

With regard to the issue of domestic abuse, Joyce Thacker was looking to arrange a meeting with
AGENDA ITEM 5

Agenda item:

Neighbourhoods and Adults Services, to be held later this month or in October. It was acknowledged that domestic abuse was still very much led by Neighbourhoods and Adults Services.

It was noted that the final versions of the terms of reference for both the Exploitation Sub Group and the Learning and Development Sub Group needed formal approval at Rotherham LSCB on Friday 3rd December 2010.

A full list of Rotherham LSCB members’ named deputies had now been compiled.

5. Minutes from extraordinary meeting of Rotherham LSCB held on 28.07.10

Frances Jeffries noted that her apologies had not been recorded in these minutes. Sonya Chambers to amend accordingly.

The minutes were agreed as a true and accurate record and any matters arising and updates are detailed below.

6. Matters arising and update on actions from above

Any matters arising and updates on actions are covered in item 10 of these minutes – ‘Operation Central update’.

Phil Morris clarified that the Operation Central action plan should be labelled as draft, given that the expectation is for the Sub Groups to expand on the information used to populate the current version. (The existing information was simply lifted from the minutes of the extraordinary meeting of Rotherham LSCB held on 28th July 2010).

7. Lay Members Protocol – Howard Woolfenden

Howard Woolfenden explained that the intention was for Rotherham LSCB to have two lay members. Volunteers were invited to be mentors for the lay members – any interested parties to contact Howard after the meeting.

The proposed timetable of work required to appoint the lay members was included as item 13 of the report and needed to be agreed.
### AGENDA ITEM 5

**Agenda item:**

**8. Fostering Services inspection update – Gani Martins**

Gani Martins informed Rotherham LSCB that the full inspection report was now available on the Ofsted website. Four of the ‘Every Child Matters’ outcomes were rated as good and the service was able to demonstrate that it was already meeting some of the recommendations. An action plan had since been developed and would be brought to the Rotherham LSCB meeting on Friday 3rd December 2010 as an update. Simon Perry added that there had been continued improvement for two years from an initial poor assessment.

**Action:**

- Gani Martins

### **9. Safeguarding and Looked After Children inspection update – Joyce Thacker**

Joyce Thacker reported that the Lead Ofsted Inspector had been very impressed by the extraordinary meeting of Rotherham LSCB held on 28th July 2010 and that it had demonstrated Rotherham LSCB’s commitment and thoroughness to dealing with child protection issues.

The overall rating of the inspection was adequate. Of the thirty three judgement areas, one was rated as inadequate, six as good and the rest as adequate. The inadequate rating was around case planning, although some positive practice in this area was noted. The high turnover of agency staff was acknowledged to have had a detrimental effect on the service but this issue had been resolved and strong partnership working was now in place.

An action place was already in place to address the areas for improvement. The lack of supervision had been addressed but the next step was to improve the quality of supervision.

The section of the inspection report regarding looked after children was very encouraging as there were few areas requiring formal improvement. A ‘Virtual Head’ would oversee the looked after children scattered throughout the local authority at different schools.

Joyce Thacker felt that the Ofsted report was very balanced and although there was still a lot of work to be done in Rotherham, this inspection report was
encouraging and provided a solid basis on which to build and strive for an ‘outstanding’ rating.

An unannounced inspection was expected between now and December as some of the recommendations from the inspection report had a three month time frame for completion.

Despite the positive result from this particular inspection, the last overall judgement of Children and Young People’s Services as a whole had been poor. Therefore, despite improvement in many individual areas, this would not necessarily be reflected in the overall judgement.

The action plan from the Safeguarding and Looked After Children inspection was due to go to the CYPS Improvement Panel at the end of the month and would also go to the Rotherham LSCB’s Development Day in November and / or December’s Board meeting.

Catherine Hall reported that NHS Rotherham still awaited a final version of the CQC report.

Gani Martins informed Rotherham LSCB that she was to visit Lincolnshire local authority on 30th September 2010 as it was judged as ‘outstanding’ by Ofsted. Gani was asked to check Lincolnshire’s situation regarding children’s nurses and report back.

10. **Operation Central update – Howard Woolfenden**

Howard Woolfenden confirmed that all actions resulting from Operation Central had been picked up in the corresponding action plan and most of these fall to the Exploitation Sub Group. Simon Perry, the Chair of this Sub Group, reported that he had met with the senior case worker of Operation Central, which had proved very useful for Rotherham’s understanding of the case.

The young women had visited court and knew what to expect. They were apparently keen to have their say and were reportedly prepared and ready to give evidence. Risky Business had coordinated support work with the young women and had also arranged a 24 hour help line for them to access during the trial, should they need to speak to a professional at any time. Guaranteed secure parking had also been arranged for the pick up and drop off of the young women to and from court for when the
AGENDA ITEM 5

Agenda item:

trial started on Monday 13th September 2010.


Jackie Bird expressed concern that the membership of this Sub Group was unclear, which had led to inconsistent attendance at meetings.

Sam Davies, Rotherham Safeguarding Named Nurse for RDASH, had been appointed to the position of Vice Chair for this Sub Group.

The former Practice Standards Sub Group had now become a task and finish group of the main Performance and Quality Assurance Sub Group. It was felt that there had been an over reliance on the former Practice Standards Sub Group for issues that could have been resolved on an operational level. New terms of reference had therefore been developed for the new group to clarify the process. Jackie Bird, as Chair of the Performance and Quality Assurance Sub Group, would be attending a meeting of that group to observe and ensure that its focus was appropriate.

Jackie Bird has spoken to Catherine Hall and the clinical audit representative for NHS Rotherham to request help with the section 11 audit work and to ask if they were able to attend the next meeting of the Performance and Quality Assurance Sub Group on Wednesday 20th October 2010.

A sheet was circulated showing the ‘staying safe’ performance monitoring table for quarter one of 2010-11. Joyce Thacker commented that Rotherham was actually now above average with regard to a number of national indicators.

Joyce Thacker confirmed that a performance clinic was planned for 24th September 2010 to address specific performance issues. Jackie Bird asked if the Children and Young People’s Services’ Performance Team could in future provide the most up to date, as opposed to retrospective, performance information. Cllr Paul Lakin reiterated this request and added that the Performance and Quality Assurance Sub Group should not need to be looking at issues that were already being addressed.

Jackie Bird

Joyce Thacker

CYPS Performance Team
**AGENDA ITEM 5**

**Agenda item:**

elsewhere, i.e. duplicating work.

With regard to the staying safe performance monitoring table, Howard Woolfenden stated that the reference to Social Care ‘referrals’ should be clarified as Social Care ‘contacts’.

Howard Woolfenden to check the bandings for the national indicators, as clarification was required with regard to NI 62.

The Chair reminded Rotherham LSCB that the Lead Ofsted Inspector had been informed that Rotherham would be undertaking case audits. Jackie Bird responded that a framework was in place to address this and would be discussed at the next Performance and Quality Assurance Sub Group on Wednesday 20th October 2010.

**12. Policy and Procedures Sub Group interim report – Joyce Thacker**

Joyce Thacker confirmed that TriX has been commissioned to maintain Rotherham LSCB’s library of policies and procedures. Twice yearly updates were planned for the policies and procedures to ensure that they were kept in accordance with national practice and guidance.

Once TriX had gone live, this would present a learning and development issue, which should be addressed by the Learning and Development Sub Group to ensure that staff were fully trained on how to access the policies and procedures using the TriX system. Howard Woolfenden asked Warren Carratt to look at this as a learning and development issue. It was suggested that computers might be set up on the Rotherham LSCB Development Day on Friday 12th November 2010 for a “hands on” introduction to the TriX system.

The Chair noted that the use of TriX to manage Rotherham LSCB’s policies and procedures was very cost effective and general feedback had been very positive. Howard Woolfenden added that this was the third time that he had used TriX and he had been very impressed with their service.

With regard to recommendation 4 of the report regarding the approval of policies and procedures, the Chair
suggested that any requiring approval could be circulated by email with an end date for submission of comments. Not all of the policies and procedures circulated would be applicable to all those in receipt of the email, but would act as an alert that certain updates/amendments were required - the proposed changes could be listed within the email to avoid the reader having to search through the entire document. The Chair questioned whether staff would prefer not to receive these requests for comments but would prefer to be simply informed of any changes. TriX offer a subscription facility to enable people to opt in if they did wish to receive updates.

Joyce Thacker explained that consultation took place with other agencies with regard to policies and procedures, e.g. Neighbourhoods and Adult Services were consulted regarding the domestic abuse policy. Any significant changes to procedures were discussed at the Policy and Procedures Sub Group, which had multi agency representation.

13. **Serious Case Reviews update – Pete Horner**

Key points since the June 2010 LSCB were as follows:

1. No Serious Case Reviews now in progress or outstanding with Ofsted
2. W case - evaluation received from Ofsted (05.08.10) – Adequate
3. T case – Action Plan signed off by Government Office (05.08.10)
4. FP case – Action Plan has one recommendation outstanding from CAFCASS
6. Sheffield Q case – NHS Rotherham Actions being evaluated by Sheffield LSCB
7. Publication of T and W Executive Summaries scheduled for 21st September 2010

Phil Morris informed Rotherham LSCB that because Government Office was being decommissioned, it would no longer have the role of monitoring and signing off serious case review action plans, and to date, there had been no suggestion of a replacement system. However, in the event of an inspection, for example, LSCBs would still need to justify to Ofsted that timescales from action plans were being met.
Pete Horner reiterated the importance of agencies self governing and ensuring that their IMRs and action plans were completed on time.

Pete Horner reported that he had seen a redacted overview report from Doncaster LSCB following the government’s request that these now be published alongside the executive summaries. Pete said that it had been rendered unreadable as so much of the text had been edited out and it had been anonymised to the extent that it was incomprehensible.

Howard Woolfenden added that although Operation Central was a Learning Lessons Review as opposed to a Serious Case Review, it had still been included in the weekly updates to Government Office.

Pete Horner thanked Phil Morris and Sonya Chambers for their work in supporting him as Chair of the Serious Case Review Sub Group.

14. **Rotherham LSCB Business Plan update – Alan Hazell**

The Chair reported that Howard Woolfenden had undertaken work to ensure that the business plan was congruent with the Sub Group work plans.

The Chair had informed Lead Ofsted Inspector that this was a one year business plan as opposed to the normal three years, to which it would revert for the future.

The new meeting of Rotherham LSCB Sub Group Chairs would ensure the progress of the business plan.

15. **Children’s Trust Board update – Joyce Thacker / Alan Hazell**

The most recent Children’s Trust Board had been held on 8th September 2010, chaired by Cllr Paul Lakin. The meeting had looked at risk management in conjunction with the budget and how this would impact on the Children and Young People’s Plan. This raised the question of how Children and Young People’s Services should commission.

The next meeting was scheduled for 20th October 2010, which would focus on prevention and early intervention.
AGENDA ITEM 5

Agenda item:

The idea was for attendees to put forward their ideas of what they would like to see, budgets permitting, and to then RAG rate these outcomes.

Following the Lead Ofsted Inspector’s recommendation that there should be closer liaison between the Children’s Trust Board and Rotherham Local Safeguarding Children Board, a meeting between the two Boards was planned for 4th October 2010. The Chair requested volunteers to represent Rotherham LSCB at this meeting, particularly asking for members who did not chair a Sub Group to put themselves forward.

16. Update on Independent Reviewing Officer Service – Howard Woolfenden

Howard Woolfenden explained that this report confirmed that procedures had been put in place to improve the Independent Reviewing Officer service. The newly restructured team would provide increased capacity for dealing with caseloads. The additional posts had gone out for recruitment but would be filled by agency staff in the interim.

It was important that Independent Reviewing Officers have access to independent legal advice, as their position should be an ‘arms length’ one.

17. Management of allegations against professionals, foster carers and volunteers; complex / special circumstances investigations – Viv Woodhead

The accompanying report to this item was for the 2009 – 2010 period and was presented by Howard Woolfenden on behalf of Viv Woodhead. Howard recognised that data on this issue had not previously been as good as it might. Under the new structure, the Local Authority Designated Officer (LADO) post would maintain a database to manage allegations against professionals. Howard stated that there was a need to improve system support work for this area.

Pete Horner recommended a free database used in North Yorkshire. Pete to forward details to Howard Woolfenden.

18. Equity and Excellence White Paper: Implications for Rotherham LSCB

Rotherham LSCB members (excluding those who chair a Sub Group)

Pete Horner
This paper was brought by NHS Rotherham to Rotherham LSCB to raise awareness of the health service’s position during this period of change and upheaval.

Catherine Hall reported that the White Paper didn’t really specify anything about safeguarding and that John Radford was currently meeting to find out more information.

NHS Rotherham was now awaiting the change from white paper to green paper, which should be happening this autumn. However, John Radford expected that this would now be December, when it was hoped that safeguarding would feature and the situation made clearer. Catherine Hall pointed out that the current paper did not provide a clear picture of where staff’s posts would sit or how the structure would look.

It was agreed that the updated paper would be brought to Rotherham LSCB on Friday 3rd December 2010.

19. **Any other business**

**Update on ContactPoint – Phil Morris**
ContactPoint had been decommissioned on 6th August 2010 but had had a very positive impact in the short time it had been available. The Children Missing Education Officer had found it particularly useful as she had thereby managed significantly to reduce the number of missing children. Pete Horner reported that he would shortly be attending a meeting regarding an alternative to ContactPoint and would provide an update at the next Rotherham LSCB in December.

**Children Are Unbeatable Alliance – Alan Hazell**
Rotherham LSCB had been asked to lend its support to this cause, as a number of other local authorities and LSCBs had done. Given the lack of any voiced concerns / reservations, it was agreed that Rotherham LSCB would support the Children Are Unbeatable Alliance.

**National Takeover Day – Phil Morris**
The proposal was for the National Takeover Day to coincide with the Rotherham LSCB Development Day on Friday 12th November 2010, at Swinden House in Rotherham, when an hour and a half of the Development Day would be available for this purpose.

John Radford / Catherine Hall

Peter Horner
Day would be devoted to a session with young people, for them to put their views across and seek those of the LSCB. Whilst Rotherham LSCB acknowledged that it had been less than good at consulting with young people direct, there had been some good practice at some Sub Groups, as well as other areas of Children and Young People’s Services.

Joyce Thacker also reported the following:
- A report on Children Missing Education would be brought to Rotherham LSCB in December.
- The formal appraisal of the Independent Chair of Rotherham LSCB was due shortly, and would involve a questionnaire being circulated to Board members.
- There was an anticipated “break even” budget position for Rotherham LSCB, which had taken into account the new administrative support team structure.

20. **For information**

The Chair formally noted that the following documents had been brought to Rotherham LSCB’s attention.
- Communications and Publicity Work Plan – Maryann Barton
- Exploitation Sub Group Work Plan – Simon Perry
- Minutes from the meeting of the Rotherham LSCB Sub Group Chairs held on 13th August 2010

Catherine Hall suggested that any policies that come to Rotherham LSCB be put under this ‘for information’ section from now on – everyone was in agreement.

The Chair requested that any comments regarding documents in this section be submitted outside of the meeting.

21. **Future agenda items**

- Update on the work of the Safe and Well Multi Agency Early Intervention Panels – Simon Perry
- RLSCB Budget Update – Karen Potts
- Exploitation Sub Group Interim Report – Simon Perry
### AGENDA ITEM 5

**Agenda item:**

- Learning and Development Sub Group Interim Report – Gani Martins
- Maryann to bring the Safeguarding Tool to Rotherham LSCB on Friday 3rd December 2010.
- Final versions of the terms of reference for both the Exploitation Sub Group and the Learning and Development Sub Group for approval
- The action plan from the Safeguarding and Looked After Children inspection
- Equity and Excellence White Paper: Implications for Rotherham LSCB – updated paper
- Children Missing Education Report

**Action:**

22. **Future meeting dates**

A Rotherham LSCB Development Day is planned for Friday 12th November 2010 at Swinden House, Moorgate Road, Rotherham, South Yorkshire, S60 3AR.

Future Board meetings are as follows:

- Friday 3rd December 2010
- Friday 4th March 2011
- Friday 10th June 2011

All of the above will take place 10am – 12.30pm at Rotherham Town Hall.