

## Board meeting MINUTES

<b>Meeting:</b>	NTSCB Board Meeting		<b>Date and time:</b>	21 May 2018 13:00 - 15:30		
<b>Location:</b>	Langdale Centre					
<b>Designated Board Members Name and job title</b>	<b>Agency</b>	<b>Present</b>	<b>Apologies</b>	<b>No apologies</b>	<b>Deputy</b>	
Richard Burrows (RB) Chair of the Board	<b>Ind</b>	√				
Angela Yilmaz (AY) Head Teacher – Riverside Primary School	<b>Education - Schools</b>	√				
Paul Weatherstone (PW) Head of North of Tyne National Probation Service	<b>NPS</b>		√		Sheila Askew (SA)	
Chris Aitken (CR)	<b>Lay Member</b>	√				
Craig Anderson (CA) Policy, Performance and Research Manager	<b>NTC</b>		√			
David Baldwin (DB) Head Teacher – Norham High School and Churchill Community College	<b>Education - Schools</b>		√			
Ellie Anderson (EA) Assistant Director Business Assurance	<b>NTC</b>	√				
Ellie Monkhouse (EM) Executive Director of Nursing and Midwifery	<b>NHCFT</b>		√			
Elizabeth Rowan (ER)	<b>Lay Member</b>	√				
Jacqui Old (JO) Head of Health, Education, Care and Safeguarding	<b>NTC</b>		√			
Jackie Jollands (JJ) Group Nursing Director - North	<b>NTW</b>		√		Shirley Wakefield	

Jan Hemingway (JH) Designated Nurse	<b>NHS North Tyneside CCG</b>		√		Anne Foreman (AF)
Jane Pickthall (JP) Head of The Virtual School	<b>NTC</b>	√			
Jill Baker (JB) Senior Manager, Prevention, Early Intervention and Support Services	<b>NTC</b>		√		Lesley Davies
Jill Prendergast (JP) Lay Member	<b>Lay Member</b>	√			
Lesley Young-Murphy (LYM) (Vice Chair) Executive Director of Nursing & Transformation	<b>CCG</b>		√		Anne Foreman
Lindsay Blackmore (LB) Deputy Director, North of Tyne for Northumbria CRC.	<b>CRC</b>		√		Kathryn Harrington (KH)
Louise Watson (LW) Senior Manager Legal Services and Information Governance	<b>NTC</b>		√		Eleanor Reyland
Martin Bewick (MB) Strategic Housing Manager	<b>NTC</b>		√		
Michael Vincent (MV) Designated Doctor Safeguarding Children	<b>NHCFT</b>		√		
Nik Flavell (NF) Senior manager for Quality Assurance CYPL	<b>NTC</b>	√			
Pete Xeros (PX) YOT Operations Manager	<b>NTC</b>	√			
Mick Paterson (MP) Detective Superintendent	<b>Northumbria Police</b>	√			
Sharon Haggerty (SH) Deputy Director Nursing and Quality	<b>NHS England</b>			√	To receive minutes
Sue Burns (SB) NTSCB Business Manager	<b>NTC</b>	√			
Suzanne Armstrong (SA)	<b>Cafcass</b>	√			
Wendy Burke (WB) Director of Public Health	<b>NTC</b>		√		Joann Connolly
Julie McManus (JM) NTSCB Administrator	<b>NTSCB</b>	√			
<b>Other attendees</b>					

Item		Action
1	<p><b>Welcome and Apologies for Absence</b> Apologies noted above. RB informed members of the change in Councillor representation following the recent local elections. The Councillor representation on NTSCB will be Cllr P Earley. RB has contacted Councillor Earley and requested an introductory meeting.</p>	
	<p><b>Declaration of Interest</b>  None declared</p>	
	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Association of LSCB Chairs – the most recent report of the Associations Review of Ofsted inspection reports of LSCB's was circulated prior to the meeting</li> <li>• Community Safety Partnership Strategy – RB is awaiting a date to meet with the Partnership Chair following his request</li> <li>• Corporate Parenting Group – Formal request for meeting with the chair has been sent, to pursue stronger links.</li> </ul>	
2	<p><b>Minutes of last meeting held on 26<sup>th</sup> March 2018</b> – accepted as a true record.</p> <ul style="list-style-type: none"> <li>• <b>Domestic Abuse</b> - SB updated members that partners have completed the self-assessment against the JTAI criteria and this will be collated. The procurement process is underway in relation to the domestic abuse service from 1 April 2019 when the existing contract with Harbour will cease. The LA is revising the needs assessment with support from a member of the Public Health team. RB noted that the Strategic Safeguarding Forum (North &amp; South of Tyne) recently agreed to develop proposals to improve the profile and reach of the DA agenda.</li> <li>• Future Board meetings, RB stated he has discussed with SB, moving the agenda to a themed approach which would allow the group to engage more fully with a specific priority or area of interest. The domestic abuse agenda would fit in to this themed approach and further consideration will be given to how this could be managed. It is hoped to bring a proposal forward shortly once the Business Group has looked at the idea.</li> <li>• Interface with Young People – RB reminded members of the previous meeting with the Young Mayor and the Member of the Youth Parliament – awaiting reply from A Grimes who supports the two young people re potential future joint working projects. It is hoped that there can be a closer alignment between the Board and the Youth Council and that some joint work can be agreed. RB felt that their interest and perspective had already been beneficial.</li> <li>• D&amp;E Learning Review – RB reminded members of the decision not to publish the report, on the basis of the interests of the children involved but reminded partners that they were expected to continue</li> </ul>	

	to act on the learning.	
3.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>GDPR</b> – JM updated members on current work to ensure compliance with the new requirements. She will update the draft MOU which will be considered by the Business Group before board members are asked to endorse.</li> <li>• <b>Community Safety Partnership – see above item 1</b></li> <li>• <b>NTSCB Annual Conference</b> – this year’s event takes place on 19<sup>th</sup> June and the theme focuses on childhood adversity and trauma. A Flyer has previously been circulated and RB encouraged members to share this information across their organisation and with their partners. The link to book places via the NTSCB website is below: <a href="https://www.northtynesidescb.org.uk/ntscb-annual-conference/">https://www.northtynesidescb.org.uk/ntscb-annual-conference/</a></li> <li>• <b>SAFE Week September 2018</b> – SB reminded members that they agreed to support this year’s SAFE Week campaign. Consideration is being given to involving the Young Mayor and Member of the Youth Parliament. A Working Group is progressing the event and the next meeting will take place on 22<sup>nd</sup> May.</li> </ul>	JM/SB
4	<p><b>Standing Items</b></p> <p><b>4.1 Financial report</b> – SB presented the latest report and updated members on expenditure to date. The option of regional TriX procedures is still being negotiated and it is anticipated agreement will be reached by June 2018.</p> <p>In the interim, the procedure in relation to Harmful sexual Behaviour is being reviewed to ensure compliance. SB noted that it was important notwithstanding the outcome of the negotiations that the Board maintained its policies and procedures. RB noted that these had been commended in the Ofsted inspection.</p> <p><b>Action – Once negotiations are finalised Board to consider next step in the meantime to continue to review and update existing P&amp;P.</b></p> <p><b>4.2 MASH Report</b> – NF presented the six month review report in relation to the progress of the arrangements which came into place in September 2017. He explained the purpose of the MASH was to achieve an effective and timely response from partners, to support and safeguard children and young people, working together from one location. An Ofsted inspection of the Front Door/MASH arrangements took place at the beginning of this month and the feed back was positive. NF reported the inspectors commented that MASH is working well, with partners making a meaningful contribution and the system was being regularly reviewed and changes made in response. NF highlighted the voice of the child was at the centre of working practice.</p> <p>NF reported the challenges highlighted by the inspection included the need to improve recording within the LADO function. He explained the early use of the new case management system will assist and this needs to be</p>	

further embedded into everyday working practice.

RB asked about the governance arrangements and NF stated a MASH Board was in place and governance sat with this Board. RB highlighted the high level of investment from partners. MP stated the HMIC Report mirrored the Ofsted challenges related to the recording of information and the MASH system was helping to resolve this issue.

At the request of some members, NF explained the process when a contact is received by the Front Door and the subsequent initial screening and decision to progress to consideration by MASH. LD explained the triage system and earlier referrals to Early Help.

AY enquired about Out Of Hours system and was informed that this continues to be managed via the After Hours Service and this fed into the MASH.

RB asked colleagues from Health to comment from their perspective. TG stated MASH is working well, especially in the early information sharing stage.

NF highlighted the significant volume of domestic abuse referrals and the work of the Safe Lives pilot project. AF asked about the future following the pilot. NF stated the pilot outcomes will be considered and work is progressing on its future potential.

JP highlighted that there will be education representation within the MASH going forward.

RB summarised the report and discussion as a helpful insight and welcomed the openness of the report. He stated the LSCB needs to ensure that the development of thresholds reflect the discussion and other associated developments. He stated the report should have given members a better understanding of the MASH and how it operates.

AY asked about KPIs in relation to MASH. NF stated the challenges with this and work is ongoing to further develop these locally and that statutory KPIs are in place. AY asked about benchmarking MASH against other LSCB areas. NF stated that Peer Review opportunities are in place.

**Actions – Board to continue to monitor and learn about MASH development via Steering Group minutes and liaison**

**-Board to ensure that QILP and Business Group are sighted in performance indicators as these are identified**

**- Board members to be encouraged to visit MASH**

**- Board to consider need to review and revise Threshold arrangements in the light of learning and development.**

#### **4.3 Case Reviews**

- **SCR, Kevin** – SB updated group that a decision is still awaited by the CPS in relation to whether a criminal prosecution will be pursued before the report will be published. MP updated members on the current CPS delays and work is ongoing to expedite this matter.
- **Notification of Pending Decision** - nothing to report at this meeting.

	<ul style="list-style-type: none"> <li>➤ <b>SCR Claire</b> – SB updated the group on the work to date. The Panel will consider the draft final report by Jane Wiffin at its next meeting on 20 June 18. Information is awaited from Relate and Barnardo’s in respect of information gathered as part of the review process. RB reminded members that he is the independent chair of the SCR Panel.</li> <li>➤ <b>Planning for transition for National and Local Reviews</b> – until the new safeguarding arrangements are in place the LSCB are responsible for completing reviews. There is a transition period prior to the new National Panel coming in to place and after this (end of June 18) all new cases will be considered under the new arrangements. RB stated it is still unclear about how it will work and further information will be brought to the Board relating to the revised arrangements. <b>Action – Case Review sub group/Business Group to monitor developments in order to bring forwarded briefing/proposals as required.</b></li> </ul>	
<b>5</b>	<b>Items for scrutiny and decision</b>	
	<p><b>5.1 LADO Report</b> – no report was available tabled for the meeting. NF stated this was due to resource pressures related to the Ofsted inspection. RB to follow up with JO. <b>Action – RB to raise concern with JO – Item to be rescheduled</b></p> <p><b>5.2 Professional Conversations</b> – LD presented the report which provided members with a review of the Professional Conversations Framework since its introduction in 2016 which includes feedback from professionals on how they view it. An event has taken place with partners to seek their views in relation to the revision of the Early Help Assessment (EHA) in order to address the implications of the adoption of Signs of Safety. AF asked if ‘out of the area’ schools are invited to take part in case meetings and JC asked about invitation to nursing services in special schools. LD assured the members that in both cases the professionals involved were invited to meetings. NF commented that the review was very helpful and dispensation of consent was very important and needs to be appropriately recorded as challenges to this are sometimes received by MASH and Children’s Social Care. LD highlighted that all partners involved give consent to share information. RB reminded members that Early Help, whilst not a statutory requirement tends to be treated in this way, therefore rigorous and thorough processes are of value. SB highlighted the NTSCB escalation process and the links to the Professionals Conversation process. Escalation has been a theme in recent Learning Reviews and there is still a need to raise awareness of the process with staff in all agencies and partner organisations. SB suggested combining the Professional Conversations and the escalation processes. EA highlighted the Caldecott principle and the public interest in the sharing of information and the purpose of doing so.</p> <p>PX stated that the YOT supported the whole process but highlighted the need</p>	<b>RB</b>

<p>to be clear about how and where this would be used e.g. Early Help and 0-19 Service</p> <p>EA stated it is still an individual’s responsibility to ensure they are sharing the right amount of information at any one time.</p> <p>RB summarised the discussion and it was agreed that the Business Group would consider a task group to look at how the Conversations principle could be extended. EA stated that Adult Services would like to be involved.</p> <p><b>Actions – Business Group to form time limited task group (including Adult Social Care/SAB) to develop proposals to broaden the “Professional Conversations” approach alongside the existing multi agency Escalation Policy and Procedure, in the context of a whole system and Signs of Safety driven approach</b></p> <p><b>- Board members to share and support learning from review within the current arrangements.</b></p> <p><b>5.3 Q4 Performance Report –</b>SB stated that the report was not available for the recent QILP meeting (13 May) due to resource issues in the Performance Team created by the recent Ofsted inspection. It has not been completed in time for today’s meeting although this would have meant there was no scrutiny and comment by QILP. The end of year report will be considered at the next QILP and presented at the July Board meeting.</p> <p>SB stated a meeting is planned on 1 June between the six local LSCBs and the six local authority performance leads to consider the current data sets and the option of taking a regional approach to the collation and presentation of performance information. Further Information will be shared at the July meeting of the Board.</p> <p>SB presented the Audit report of the Early Help Assessments, which was carried out in November as part of the NTSCB multi-agency audit programme. The report concludes that the quality of the EHAs sampled was found to be variable. Where there was good practice there was comprehensive information and analysis with clear evidence of the voice of the child and SMART action planning. The audit acknowledged the introduction of the new Signs of Safety approach, which will assist in keeping the child and families views as a focus.</p> <p>LD stated the audit did not highlight any issues that NTC CSC were not aware of and highlighted the issue of quality with some partner agencies due to the infrequency of completing a EHA. Discussions took place about the resources in partner agencies to complete EHAs and to undertake training. Discussions took place about where responsibility for the quality assurance process lay for effective completion and the measures that could be put in place. LD confirmed the Service completes its own audit of EHA’s.</p> <p>SB stated that QILP will complete a further audit in 2018/19.</p> <p>RB reminded the Board that over the past 3 + years the Board had maintained a focus on the implementation, quality of and outcomes resulting from EHAs. The evidence seemed to suggest that there was progress but the deficits remained of concern. He noted comments from members, he felt reinforced the importance of remaining focused on Early Help and the implications and</p>	<p><b>Bus Group</b></p> <p><b>CA</b></p> <p><b>SB</b></p>
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<p>challenges this could raise for some members sometimes. He noted there had always been some discussion as to the relationship between EHA and the single assessment commissioned at the statutory threshold, and he was aware from the current SCR that in some instances high levels of jeopardy were managed within Early Help and Children in Need (CIN). This seemed to suggest that it was not unreasonable for the Board to look for an increased level of evidence and assurance that the quality and outcomes of EHAs were improving at a faster rate. LD stated the process is being developed to incorporate the SoS model and acknowledged there was room for improvement.</p> <p>RB agreed to take the feedback and comments from the audit to the CYPL Committee</p> <p><b>Action – Board to maintain regular oversight and continued audit of EHA’s</b></p> <p><b>- RB to report to next CYPL as lead partnership for EH</b></p>	<p><b>RB</b></p>
<p><b>5.4 CDOP Q4 Report</b></p> <p>AF highlighted the main points in the report. Of the 15 cases reviewed during this period, four were from North Tyneside which included three neo-natal deaths. Three of the four cases showed modifiable factors. Two cases showed evidence of good practice. There have been two deaths in NT in the same quarter.</p> <p>RB asked for questions and comment. The report was noted after discussion. RB highlighted that the current CDOP arrangements will continue as they are pending discussions arising from the new Act when CDOP nationally will become the responsibility of the Dept of Health. The new Working Together will identify changes to the review process. Local arrangements will be subject to discussions between and across the current LSCB’s and the Statutory Safeguarding Partners.</p> <p><b>Action – Board to monitor and participate in discussions re future arrangements</b></p> <p><b>- Board to take CDOP annual report at future meeting.</b></p>	<p><b>SB</b></p>
<p><b>MP left the meeting</b></p> <p><b>5.5 Section 11 Audit – schools</b></p> <p>SB presented the key themes arising from this year’s self-assessment which shows a high level of compliance by schools to the eight standards. There has been an increased return rate from schools compared to last year and the new online system has had mixed reviews from schools, but subject to final analysis on balance has been a positive innovation. (RB noted that this had been a low cost and in house solution and thanked Julie). It has allowed a more efficient analysis. The report will be shared with Head Teachers at the next briefing in July. JM stated a year on year comparisons report is being developed which gave an indication of progress against previously identified areas of development.</p> <p>JP commented that community groups are asking if they can use the audit form standards as a checklist.</p> <p>ER highlighted the take up and completion by schools is a meaningful exercise and asked what happens to the information once it is analysed.</p>	

	<p>SB stated it is a self-assessment and schools are required to address any areas where they are not meeting the standard and/or where they identify learning. The NTSCB can report on general themes but are not in a position to monitor schools actions that arise from their self-assessment, other than where this might indicate a significant cause for concern. AY stated schools produce an annual safeguarding report for Governors and the assessment can be used during Ofsted inspections to evidence both compliance and good practice.</p> <p>RB summarised that from the report and discussion members felt that there was noteworthy improvements in take up, evidence from schools of how they were using the self assessment and continued indicators of how the process can be managed and developed more effectively and efficiently. It was clearer after a number of years that the assurance identified was easier to appreciate, and in particular he felt this report gave a really helpful picture of what good looks like, and that this was accessible to all schools and the School Improvement Service. RB indicated he would contact the head teachers and Chair of Governors in those schools/educational establishments who were not able to take part this year.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>- <b>All Board members to note the report and identified learning/assurance</b></li> <li>- <b>RB to contact Schools/Ed establishments who did not take part to identify why this was</b></li> <li>- <b>RB/SB to present learning at next Head Teachers briefing in July</b></li> <li>- <b>Board to continue with and implement learning from delivery of the self assessment process, to include impact on future priorities.</b></li> </ul>	RB/SB
<b>6</b>	<b>Items for information</b>	
	<p><b>6.1 North of Tyne Safeguarding Forum</b> – RB shared a paper with members and highlighted the need for members to be responsible for shaping the future of local safeguarding joint working arrangements. RB stated he has been appointed as the interim chair of the forum and an application for funding has been submitted to the DfE to fund a local pilot. RB highlighted the Forum’s intention is to ensure that vulnerable adults are included in their work</p> <p><b>6.2 Sub-Group minutes</b></p> <ul style="list-style-type: none"> <li>• <b>QILP</b> – minutes were circulated to the group.</li> </ul>	
<b>7</b>	<b>Partners Reports</b>	
	<p><b>Partners reports –</b></p> <ul style="list-style-type: none"> <li>➤ <b>CQC 0-19 Inspection outcome.</b> JC presented a verbal report on the recent inspection on behalf of WB. This was the first independent inspection from CQC following the service transferring to the LA in April 2017. It is not rated and is a very positive outcome. The Inspectors attended clinics, home visits, school drop in’s and interviewed Senior Managers. Headlines highlighted are:</li> </ul>	

<p>Safe-</p> <ul style="list-style-type: none"> <li>• Staff understood their responsibilities in relation to incident reporting, learning and improvement</li> <li>• Safeguarding C and YP had a high priority and staff knew what to do if they had a concern.</li> </ul> <p>Effective –</p> <ul style="list-style-type: none"> <li>• Policies and guidelines were evidence based</li> <li>• Staff completed comprehensive assessments</li> <li>• C and YP achieved good outcomes</li> </ul> <p>Caring -</p> <ul style="list-style-type: none"> <li>• Staff created a strong person centred culture and practitioners were motivated and inspired to offer the best possible care</li> <li>• Staff were passionate and were seen to deliver compassionate and sensitive care.</li> </ul> <p>Responsive –</p> <ul style="list-style-type: none"> <li>• Staff and managers delivered services to meet the needs of C and YP and worked in partnership with families, partner organisations</li> <li>• C and YP were central to the delivery of services</li> </ul> <p>Well led –</p> <ul style="list-style-type: none"> <li>• The leadership, governance and culture promoted the delivery of high quality person centred care.</li> <li>• Strong collaboration and a culture of collective responsibility</li> <li>• A good governance structure.</li> </ul> <p>Outstanding practice and area for improvement were highlighted as:</p> <ul style="list-style-type: none"> <li>• Seamless transition and maintenance of high standards of care</li> <li>• Service prioritised vulnerable children and families</li> <li>• Staff and managers demonstrated high levels of integrity and drove continuous improvement and held themselves accountable for delivering change.</li> <li>• The service should ensure staff complete mandatory training within the required period. (good compliance to training was referenced in the body of the report)</li> </ul> <p>RB summarised stating this was a significant inspection given the major change for the service, and he felt Board members should note the assurance this provides.</p> <p><b>Action – Inspection report to be circulated when available</b></p> <ul style="list-style-type: none"> <li>➤ Cafcass Ofsted inspection – SA confirmed the recent inspection rated the service as outstanding. SA highlighted the key positive areas: clear pathways, strong family court, clear evidence of listening to children and young people and response to domestic abuse issues. The learning points were; strengthening performance management, better recording of managerial oversight and where</li> </ul>	<p><b>WB</b></p>
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	<p>relevant, addressing diversity issues. The full report was published in April 2018.</p> <p><a href="https://www.cafcass.gov.uk/about-cafcass/transparency-information/results-ofsted-inspection-cafcass/">https://www.cafcass.gov.uk/about-cafcass/transparency-information/results-ofsted-inspection-cafcass/</a></p> <p><a href="https://reports.ofsted.gov.uk/cafcass/national-inspection-reports">https://reports.ofsted.gov.uk/cafcass/national-inspection-reports</a></p>	
8	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>➤ NTC CSC – NF informed the members of a change in senior management due to the forthcoming departure of J Baker, Asst Director Prevention, Early Intervention and Support Services. Lesley Davies will be taking over as service manager for the Service. The local authority is recruiting to the Assistant Director role and the remit of this post will cover both early help and social work services. Until this post is filled NF informed the members that he has interim responsibility for the YOT</li> <li>➤ NTC Special Guardianship Orders – NF informed the group of a recent media article: <a href="https://www.chroniclive.co.uk/news/north-east-news/anger-after-north-tyneside-councils-14667672">https://www.chroniclive.co.uk/news/north-east-news/anger-after-north-tyneside-councils-14667672</a> Any comments or queries to be sent to NF.</li> <li>➤ NTC – Foster Carer – NF informed members of a recent case of a foster carer who has been convicted of sexual offences and has received a custodial sentence. NF indicated an internal review is taking place. AF asked for the outcome to be brought to the NTSCB. <b>Action – RB to request report and update from JO</b></li> </ul>	<p><b>NF</b> <b>RB/JO</b></p>

Date of next meeting:

**30 July 2018 – 13:00 – 15:30 Linskill Centre**