

LSCB Annual Review July 2008

Appendix 1 : ANNUAL REVIEW OF BUSINESS PLAN 2007 – 2008

Format based on Working Together 2006, Chapter 3:

- Objective 1 : To co-ordinate work in Leeds by each person or body to safeguard and promote the welfare of children and young people.
- Objective 2: To ensure the effectiveness of work by each person or body in Leeds to safeguard and promote the welfare of children and young people.
- Objective 3: To develop the Leeds Safeguarding Children Board

This is a review, received and accepted by the Board on 22 July 2008, of the first year of the LSCB Business Plan 2007 – 10.

Progress towards targets

In order to easily monitor progress the LSCB has adopted a traffic light system for the business plan:

GREEN = Task is completed, everything is in place and up to date.

AMBER = Work is planned and being undertaken

RED = Work has yet to be planned / started

Objective 1**1.1 Developing policies and procedures for safeguarding and promoting the welfare of children**

Aim	Tasks	Timescale	Responsible Officer(s)/Agencies	Status (Red, Amber, Green)	Resource Implications/ Progress
1.1.1 To develop consistent common thresholds to underpin inter agency assessments and joint working	1) Production of Common Thresholds guidance - 'Levels of Need & Service Delivery'	To Policy & Procedure sub June 2008 To LSCB July 2008	Levels of Need & Service Delivery Working Party	GREEN	Levels of Need document on Children Leeds website Sep 2008
1.1.2 To develop an e safety strategy for Leeds in line with BECTA guidance.	1) Convene an e safety strategy group as a sub group of the LSCB	Feb 2008	LSCB Manager + Corporate IT	GREEN	

	2) Identify LSCB e safety champion	Jan 2008	Champion = Til Wright (Education Leeds)	GREEN	
	3) Develop e safety policies and procedures	Nov 2008	Strategy group + Policy & Procedure sub	AMBER	Outline Strategy developed Jun 08
	4) Development & implementation of strategies for communication, awareness raising, training	Sep 2008	Strategy group + LSCB sub groups	AMBER	
	5) To deliver internet safety training (based on NSPCC package)	2008/09	Learning & Development sub	GREEN	Included in 2008/09 programme.
1.1.3 Implement revised inter agency safeguarding procedures	1) Launch Safeguarding Procedures via LSCB website	2 July 2007	LSCB Manager	GREEN	New procedures accessible on website from 02/07/07.
1.1.4 To ensure that 3 rd sector single agency policies and procedures are consistent with	1) To update model child protection policies and procedures	April 2008	3 rd Sector sub supported by Policy & Procedure sub.	GREEN	Available from Mar 2008

inter-agency Safeguarding procedures					
Objective 1					
1.2 Ensure that effective response work is undertaken to protect children and young people who are suffering or at risk of significant harm:					
Aim	Tasks	Timescale	Responsible Officer(s)/Agencies	Status (Red, Amber, Green)	Resource Implications/ Progress
1.2.1 In the context of domestic violence	1) To ensure an appropriate focus on the child in the revision of the Domestic Violence Plan	Revised DV plan to LSCB April 2008	Safer Leeds, C&YPSC & DCSU	GREEN	
	2) To review operation of the system of Police notification / referral to Children & Young People Social Care	Jan 2008	C&YPSC & West Yorkshire Police	GREEN	
	3) To develop a monitoring system for Police notifications of DV	Oct 2008	C&YPSC & West Yorkshire Police	AMBER	Options for hosting this function currently being considered
	4) To ensure DV indicators in LSCB performance management framework	Sep 2008	DCSU & Performance Management sub	AMBER	

1.2.2 In the context of parental substance misuse and parental mental ill-health	1) To consider the recommendations of the National Children's Bureau case file audit	LSCB July 2007	Nation Children's Bureau	GREEN	Integrated Strategic Commissioning Board updated June 2007 LSCB accepted recommendations July 2007

	<p>2) To progress recommendations of National Children's Bureau audit:</p> <ul style="list-style-type: none"> • Establish Steering Group • Develop action plan • Development of joint working protocols 	<p>October 2007</p> <p>Nov 2007</p> <p>Jan 2009</p>	<p>LSCB Manager</p> <p>NCB & Steering Group</p> <p>NCB & Steering Group</p>	<p>GREEN</p> <p>GREEN</p> <p>AMBER</p>	<p>NCB contracted to complete protocols</p>
<p>1.2.4 In the context of bullying</p>	<p>1) To consider the Anti-Bullying Strategy and its implementation</p>	<p>Presentation to LSCB July 2007</p>	<p>Anti Bullying Strategy Group</p>	<p>GREEN</p>	<p>Strategy & recommendations accepted by LSCB July 2007 Action Plan received by Board 16/10/07</p>

	2) To identify an LSCB Anti Bullying Champion	Sep 2007	Champion = Til Wright(Education)	GREEN	
	3) To receive monitoring and evaluation information re: • Prevalence • Effectiveness of the strategy	Oct 2007 Oct 2008	Performance Management sub	GREEN AMBER	Tell Us survey
1.2.5 In the context of sexual exploitation	1) W. Yorks protocol for protecting children and young people from sexual exploitation to be completed	July 2008	Policy & Procedure sub	GREEN	Included in W. Yorks interagency procedures
1.2.6 Sexually concerning/harmful behaviour	1) To develop policy and procedure re sexually harmful behaviour	July 2007	Policy & Procedure sub	GREEN	Included in W. Yorks interagency procedures
	2) To progress proposal for a co-ordinator / development worker	2008/09	Sexually Harmful Behaviour Group & LSCB Manager	AMBER	
Objective 1					
1.3 Ensure the safeguarding and promotion of wellbeing of groups of C&YP who are potentially more vulnerable than the general population					
Aim	Tasks	Timescale	Responsible Officer(s)/Agencies	Status (Red, Amber, Green)	Resource Implications/ Progress
1.3.1 Children who are looked	1) To monitor the number and nature of allegations and	Sep 2008	Performance Management sub	AMBER	Included in performance

after	complaints made by LAC				management framework
1.3.2 Children and young people who have run away	1) W. Yorks Protocol to be completed	Sep 2008	W.Yorkshire Consortium & Policy & Procedure sub	AMBER	Mar 2008 final draft completed
	2) To review services for C&YP who have run away • Establishment of a task group	April 2008	CP Co-ordinator DCSU	GREEN	Jan 08 CHIVA presentation
1.3.4 Children and young people who are disabled	1) To include section on intimate care in interagency procedures	April 2008	Policy & Procedure sub	GREEN	Included in W. Yorks interagency procedures
	2) To continue to deliver safeguarding training re children with disabilities	Ongoing	Learning & Development sub	GREEN	In LSCB training programme 08/09

	3) To monitor that where appropriate, Children & Young People who are disabled and subject to a Child Protection Plan have had an integrated needs assessment	Ongoing	Snr Child protection Co-ordinator C&YPSC	GREEN	
1.3.5 Children & young people who are unaccompanied asylum seekers	1) To ensure that UASC are monitored through LAC systems	Oct 2007	Snr Child protection Co-ordinator C&YPSC	GREEN	Dedicated Independent Reviewing Officer post for UASC in place from OCT 2007
	2) To monitor the effectiveness of the arrangements to ensure good outcomes for UASC	Sep 2008	Performance management sub	AMBER	Included in performance management framework
1.3.6 Children who are missing education	1) To monitor through updates from CME Strategy Group	Sep 2008	Performance Management sub	AMBER	Included in performance management framework

1.3.7 Ensure safeguarding interventions promote progress for C&YP across all 5 ECM outcomes	1) To contribute to the refreshed Children & Young People Plan	June 2007 and annually thereafter	Chief Officer C&YPSC & LSCB Manager	GREEN	
	2) Awareness raising for professionals through conferences, training and local fora.	Ongoing	LSCB Manager	GREEN	<ul style="list-style-type: none"> • Local forum events • Social Work Conference • Neglect Workshops
Objective 1					
1.4 Training of staff who work with children or in services affecting the safety and welfare of children and young people					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress

1.4.1 To ensure the effectiveness of on-line training packages	1) Monitor take up and completion rate of E Academy package	April 2008	Learning & Development sub	GREEN	Arrangements developed to improve monitoring of completion rates
	2) Collate and analyse participant evaluations	Sep 2008	LSCB Training & Development Officer	AMBER	
1.4.2 To ensure the quality and effectiveness of LSCB training	1) Monitor number of participants	April 2008	Learning & development sub	GREEN	
	2) Collate and analyse participant evaluations:	July 2008	LSCB Training & Development Officer	AMBER	
	3) To review adequacy of available resources for LSCB training	Sep 2007	Learning & Development sub	GREEN	£10K included in budget for 08/09
1.4.3 To analyse the quality and effectiveness of single agency training	1) To audit the compliance of partner agencies re the delivery of safeguarding training	April 2008	Learning & Development sub	GREEN	
	2) To receive data from partner agencies about the number of participants trained at level 1a/2a	Ongoing	Learning & Development sub	GREEN	

1.4.4 To continue to develop the LSCB training programme	1) To respond to training needs identified by the LSCB	Ongoing	Learning & Development sub	GREEN	
	2) To adapt the programme to meet changing need	Ongoing	Learning and Development sub	GREEN	
	3) To explore training needs of 3 rd Sector	Ongoing	Learning & Development sub + 3 rd sector sub	GREEN	
	4) To increase awareness & improve access for 3 rd Sector agencies to LSCB training. - Leeds VOICE + LSCB websites to be linked	April 2008	Learning & Development sub + 3 rd Sector sub + Leeds VOICE	GREEN	
1.4.5 To deliver follow on workshops based on the neglect conferences of 2006/07	1) To plan, organise and deliver workshops	November 2007	Learning & Development sub	GREEN	Workshops delivered 08/10/07
Objective 1					
1.5 Recruitment and Supervision of persons working with children					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/

					Progress
1.5.1 To implement policies and procedures based on national guidelines	1) Revised Recruitment procedures to be launched as part of the W. Yorks procedures	2 July 2007	Policy & Procedure sub	GREEN	New procedures accessible on website from 02/07/07.
	2) To audit partner agency compliance with interagency recruitment & selection procedures	July 2008	Performance Management sub	GREEN	Included in S(11) audit Jan – Jun 2008
1.5.2 To endorse the delivery of National College for School Leadership training	1) Support the development of the training package	July 2007	Learning & Development sub (6 NCSL trainers)	GREEN	<ul style="list-style-type: none"> • Training package revised for use in Leeds • Programme of 10 sessions Oct – Dec 2007
	2) Establish and deliver training to 3 rd Sector	Dec 2007 and then ongoing	Learning & Development sub	GREEN	Sessions accessible by 3 rd Sector staff
1.5.3 All LSCB members to have an up to date CRB check	1) Monitoring system to be established and operated	Jan 2008	LSCB chair & LSCB Manager	GREEN	
1.5.4 To ensure	1) To review implementation of	Nov 2007	Performance	GREEN	Completed

<p>high quality supervision of all practitioners and 1st line managers engaged in safeguarding activity</p>	<p>action plans from SCR child 'H'</p> <p>2) To review effectiveness of supervision practices across all partner agencies</p>	<p>July 2008</p>	<p>management sub</p> <p>Performance management sub</p>	<p>GREEN</p>	<p>S(11) Audit Jan – Jun 08</p>
<p>Objective</p>					
<p>1.6 Investigation of allegations concerning staff</p>					
<p>Aim</p>	<p>Tasks</p>	<p>Timescale</p>	<p>Responsible Officer(s)</p>	<p>Status (Red, Amber, Green)</p>	<p>Resource Implications/</p>

			Officer(s)	Amber, Green)	Implications/ Progress
1.6.1 To ensure agency compliance with national guidance	1) To audit compliance with procedures in partner agencies	July 2008	Performance management sub	GREEN	S(11) audit Jan – Jun 08
1.6.2 To monitor outcomes of investigations about allegations against staff	1) Monitoring system to be established	Nov 2006	Snr Child protection Co-ordinator C&YPSC	GREEN	
	2) Reporting of trends and analysis to LSCB	July 2008	Snr Child protection Co-ordinator C&YPSC	GREEN	
Objective 1					
1.7 Safety and Welfare of Children who are privately fostered					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/

					Progress
1.7.1 To co-ordinate the implementation of measures to strengthen the notification, assessment and support of private fostering arrangements	1) Produce and implement written procedures and guidance	Nov 2007	C&YPSC	GREEN	Implemented Oct 07
	2) Monitor notification and compliance with procedures Initial report	July 2008	C&YPSC	GREEN	
	3) Raise public and professional awareness via a communication strategy.	Dec 2007	C&YPSC	GREEN	Nov 2007 leaflets and posters distributed
Objective					
1.8 Interagency Child Protection processes					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress

1.8.1 To replace the Child Protection Register by a list of children subject to plans of protection	1) Systems and processes to be revised	March 2008	Snr Child Protection Co-ordinator C&YPSC	GREEN	Completed Nov 2007
1.8.2 To ensure effective child protection systems and processes	1) Restructuring of Children & Young People Social Care Child Protection Unit	Oct 2008	C&YPSC	AMBER	
	2) Review the role of conference chairs	July 2007	Snr Child protection Co-ordinator C&YPSC	GREEN	Implemented Sep 2007
	3) Review information sharing processes prior to Child Protection conferences	April 2008	Snr Child protection Co-ordinator C&YPSC	GREEN	W. Yorks interagency procedures revised
	4) Audit of conference reports and minutes	Oct 2008	Snr Child protection Co-ordinator C&YPSC	AMBER	

	5) Audits of conference decisions and recommendations	Oct 2008	Snr Child protection Co-ordinator C&YPSC	AMBER	
1.8.3 To promote an outcomes approach to child protection interventions	1) Outcomes to be included in child protection plans	Oct 2008	Snr Child protection Co-ordinator C&YPSC	AMBER	Increased planning being undertaken in CP Conferences
	2) Work to be undertaken with Children & Young People Social Care 1 st & 2 nd line managers through workshops	Mar 2008	Jan Horwarth	GREEN	

Objective 1					
1.9 Board Participation in the planning and commissioning of services					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
1.9.1 Formalisation of input into Children's Trust arrangements planning and commissioning processes	1) Governance issues to be explored with Children Leeds	July 2007	LSCB Manager	GREEN	Event with ISCB + Children Leeds held 06/07/07
	2) To identify & establish links & LSCB representation on appropriate bodies	March 2008	LSCB Manager & DCSU	GREEN	
1.9.2 Ensure safeguarding issues are included in the Children & Young People's Plan	1) Drafts provided for overview and 'stay safe' sections	June 2007 and annually thereafter	LSCB Manager	GREEN	Completed June 2007
	2) Liaison with Director of Children's Services Unit	June 2007	Chief Officer C&YPSC	GREEN	Completed June 2007

1.9.3 Ensure commissioned services are compliant with safeguarding requirements	To review: <ul style="list-style-type: none"> Commissioning processes Contract templates 	Oct 2008 Oct 2008	LSCB Manager, C&YPSC, LCC Corporate Procurement	AMBER	Liaison ongoing with Safer Leeds + LCC Procurement services
1.9.4 Ensure effective co-ordination of child and adult services	1) To develop links with Adult Safeguarding Board	April 2007	Child protection Co-ordinator DCSU	GREEN	
	2) To progress the recommendations of the National Children's Bureau case file audit (see 1.2.2)	Jan 2009	NCB & Steering Group	AMBER	LSCB accepted recommendations July 2007 Protocols being developed
Objective 1					
1.10 Discharging responsibilities under the Licensing Act 2003 & Gambling Act 2006					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
1.10.1 To monitor the impact on children of licensing applications	1) To determine and implement the most effective way to influence licensing decisions	March 2008	LSCB Manager	RED	To be addressed 2008 / 09
	2) details of applications to be monitored	Ongoing	LSCB Manager	AMBER	Applications logged

Objective 1					
1.11 Communicating and raising awareness of the need to safeguard and promote the welfare of children					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
1.11.1 Develop a Communication strategy	1) To facilitate participation of children and young people and their families	Oct 2008	LSCB Manager & DCSU	AMBER	<ul style="list-style-type: none"> • Links with existing groups • NE ASCG pilot with Children's Centre
	2) Identify key messages	July 2008	LSCB Development Officer	RED	Development Officer to be appointed
	3) Identify target audiences	July 2008	LSCB Development Officer	RED	Development Officer to be appointed
	4) Develop materials	Oct 2008	LSCB Development Officer	RED	Development Officer to be appointed
	5) Link with Children Leeds communication strategy	Oct 2008	LSCB Manager & DCSU	AMBER	
	6) Plan & deliver awareness raising activities	Oct 2008	LSCB Manager	AMBER	Input into Open Forum events Jun 07
	7) To update content of LSCB website	Oct 2008	LSCB Admin + Sub group & ASCG chairs	AMBER	Ongoing

1.11.2 Ensure children know who they can contact when they have concerns about their own or other's safety and welfare	1) Design & distribute materials	Oct 2008	LSCB Development Officer	RED	Development officer to be appointed
	2) Update website	April 2008	LSCB Manager	AMBER	Information currently available on website
1.11.3 Ensure adults (including those who are harming children) know who they can contact when they have concerns about the safety or welfare of a child	1) Design & distribute materials	Oct 2008	LSCB Development Officer	RED	Development Officer to be appointed
	2) Update website	Oct 2008	LSCB Development Officer	RED	Development Officer to be appointed

1.11.4 To develop, encourage and support awareness of safeguarding issues in 3 rd Sector	1) To ensure 3 rd sector perspective in LSCB communication strategy	Jan 2009	3 rd Sector sub	AMBER	
	2) Resource implications of development activity to be assessed	Sep 2007	3 rd Sector sub	GREEN	Development Officer post included in budget 08/09.
	3) To develop a 3 rd Sector Communication Strategy				
	• Publicity materials	Oct 2008	3 rd Sector sub	AMBER	Jun 08 drafts produced
	• Update LSCB website	Oct 2008	3 RD Sector sub	AMBER	updates ongoing
• LSCB information to be included in Leeds VOICE	Mar 2008	3 rd Sector sub & Leeds VOICE	GREEN	Link established between Leeds Voice + LSCB website	

	4) Awareness raising to be promoted through C&YP Forum • C&YP Forum safeguarding workshop to delivered	16/10/07 & ongoing April 2008	3 rd Sector sub & LSCB Manager Chair 3 rd Sector sub & LSCB Manager	GREEN GREEN	16/10/07 Workshops 9 + 16 April
	5) Buddying system for new sub group members	Autumn 2008	3 rd Sector sub	AMBER	To be launched at conference
	6) 3 rd Sector safeguarding conference	Autumn 2008	3 rd Sector + L&D subs	AMBER	
Objective 1					
1.12 Developing procedures to ensure a co-ordinated response to unexpected child deaths					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
1.12.1 Agree procedures and protocol with other West Yorkshire SCB's	1) Protocol to be drafted	To LSCB July 2007	Consultant Public Health & LSCB Manager	GREEN	Protocol accepted LSCB July 2007

1.12.2 Leeds rapid response system to be developed	1) Procedures to be drafted and agreed	March 2008	Consultant Public Health & LSCB Manager	GREEN	Procedures agreed Feb 2008
	2) Rapid response to be implemented	March 2008	PCT	GREEN	Operational from 01/04/08
1.12.3 To ensure a co-ordinated, multi agency approach to the media in the event of a child death attracting national media coverage	1) To ensure co-ordinated responses on a case by case basis	ongoing	LSCB Chair & LSCB Manager	GREEN	
	2) To review current practices re multi agency press releases	Oct 2008	LSCB Manager	AMBER	
	3) To develop a multi agency protocol	Oct 2008	LSCB Manager	AMBER	

Objective 2

2.1 Monitoring and evaluating the effectiveness of work undertaken in Leeds to safeguard and promote the welfare children and young people and advising partner agencies on ways to improve

Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
2.1.1 Ensure agencies' compliance with statutory safeguarding requirements	1) Audit partner agency compliance with S (11) obligations	July 2008	Performance Management sub	GREEN	S(11) Audit Jan - Jun 08
	2) Engage 3 rd Sector agencies in planning to meet S (11) obligations	July 2008	Performance management sub + 3 rd Sector sub	AMBER	Dec 2007 3 rd sector sub – members to pilot audit.
	<ul style="list-style-type: none"> C&YP Forum safeguarding workshop 	April 2008	Chair 3 rd Sector sub & LSCB Manager	GREEN	3 rd Sector Workshops 9 + 16 April 2008

2.1.2 Monitor and review relevant performance management information re single and interagency safeguarding activity	1) Review and finalise Performance management framework	Oct 2007	Performance Management sub	GREEN	LSCB agreed framework Jan 2007 Revised Oct 2007
	2) Provide performance data against JAR grade descriptors	Sep 2007	LSCB Manager & DCSU	GREEN	LSCB JAR workshop 25/09/07 LSCB 16/10/07
	3) Identify existing, relevant measures to populate framework	Sep 2008	LSCB Manager & DCSU	AMBER	
	4) Use populated framework to analyse interagency safeguarding activity	Sep 2008	Performance management sub	AMBER	
	5) Develop interagency outcome measures	2008/09	Performance Management sub	AMBER	- Nov 06 LSCB outcomes workshop - Included in Business Plan 08/09
2.1.3 Monitor the quality of practice across agencies	1) Audits of casefiles where there has been significant inter agency involvement	2008/09	Performance Management sub	AMBER	- Oct 2007 JAR preparation - Included in Business Plan 08/09

Objective 2
2.2 Undertaking Serious Case Reviews where a child has dies or been seriously harmed in circumstances where abuse is known or suspected and advising on lessons that can be learned

Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
2.2.1 Establish processes which are compliant with Working Together (2006)	1) Review current arrangements	Oct 2007	LSCB Manager, Chair Performance Management sub	GREEN	<ul style="list-style-type: none"> Costs of independent overview report authors Reconfiguration of LSCB support team
	2) Produce written procedure	Jan 2008	LSCB Manager	GREEN	Overall procedures agreed by LSCB Jan 2008.
2.2.2 Establish links with Child Death Review processes	1) Agree organisational structure	March 2008	LSCB Manager & Consultant Public Health	GREEN	

2.2.3 To ensure findings from serious case reviews impact positively on practice	1) Disseminate learning from serious case reviews through: <ul style="list-style-type: none"> • biennial review 	April 2008	Chair Performance Management sub	GREEN	
	<ul style="list-style-type: none"> • Local events for practitioners 	April 2008	ASCGs & Learning & Development sub	GREEN	<ul style="list-style-type: none"> • Neglect workshops Oct 07 • East ASCG Nov 07
2.2.4 Implement recommendations from Serious Case Reviews	1) Monitor implementation of Action Plans within agreed timescales	Ongoing	Performance management sub	GREEN	

Objective 2					
2.3 Collecting and Analysing information about Child Deaths					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
2.3.1 Child Death Review Panel to consider all the deaths of children in Leeds	1) Input into W. Yorks protocol	Jan 2008	Consultant Public Health & LSCB Manager	GREEN	
	2) Development of Leeds procedures and process	Feb 2008	Consultant Public Health & LSCB Manager	GREEN	
	3) Implementation of process:	April 2008	Implementation group & LSCB Admin	GREEN	System operational from 01/04/08

Objective 3					
3.1.7 Development of Leeds Safeguarding Children Board					
Aim	Tasks	Timescale	Responsible Officer(s)	Status (Red, Amber, Green)	Resource Implications/ Progress
3.1.1 Ensure compliance with regulations and statutory guidance	1) Audit compliance with Working Together 2006 Chapter 3 through the Annual Review 2007/08	July 2008	LSCB Manager	GREEN	Annual Review 07/08 to LSCB July 08
3.1.2 Ensure membership of the board reflects the ethnic and cultural makeup of Leeds	1) Review membership of board in light of demographic information <ul style="list-style-type: none"> To establish current makeup of LSCB 	Oct 2008	LSCB manager	AMBER	Process agreed Jan 08
3.1.3 Establish governance arrangements and links with Children's Trust arrangements	1) Input into Children Leeds governance seminar	July 2007	LSCB	GREEN	Governance seminar held July 2007
	2) Review LSCB constitution	July 2008	Executive group	GREEN	

3.1.4 Establish working links with bodies in Leeds who contribute to safeguarding	1) Identify relevant bodies, partnerships etc	ongoing	LSCB Manager	AMBER	
	2) Formalise links and information flows	ongoing	LSCB Manager	AMBER	
3.1.5 Establish participation of C&YP, parents / carers in the work of the board	1) Engagement with C Leeds participation events	Jan 2008	LSCB Manager	GREEN	Information received from events
	2) Development of participation processes to inform LSCB	Oct 2008	LSCB Manager & DCSU	AMBER	
3.1.6 Ensure LSCB organisational structure is fit for purpose	1) Review sub group structure, membership and responsibilities	Jul 2008	Executive Group	GREEN	
	2) Develop Area Groups & Inter agency support groups	ongoing	Exec Group Area Safeguarding Children Group Chairs + LSCB Manager	GREEN	Area Chairs meetings reinstated from Jan 2008

3.1.7 Ensure LSCB is resourced appropriately to carry out its duties effectively	1) To review staffing / resource implications of Working Together chapter 3 guidance	Oct 2007	Partner agencies + LSCB Manager	GREEN	Budget uplift proposal agreed LSCB Oct 2007
	2) To set a budget 2008/09 • Funders to agree uplift	Jan 2008 Feb 2008	LSCB Manager	GREEN GREEN	
3.1.8 To regularly review progress against action plans	1) To review Business Plan	July 2008 & annually thereafter	Executive group	GREEN	

Bryan Gocke, LSCB Manager
31/07/08