

North Somerset Safeguarding Children Board



Date of Meeting	11 th June 2018
Venue	Police HQ, Portishead
Chair	Tony Oliver, Independent Chair
Minutes	Lucy Teteris, Safeguarding Boards Co-ordinator

Agency	Membership	Attendance
LSCB Chair	Tony Oliver	Attended
DCS, Director P&C	Sheila Smith	Attended
Service Leader Strategic Safeguarding and Quality Assurance	Jo Baker	Attended
Avon Fire and Rescue (Correspondent Member)	Neil Liddington	Apologies (N/a)
Avon and Somerset Police	Leanne Pook	Attended
AWP	Jon Peyton	Dani Rowan
Barnados	Duncan Stanway	Attended
BNSSG CCG	Jacalyn Mathers	Anne Morris
Border Force	Denise Preston	
Cafcass	Victoria Penaliggon	Apologies
CRC	Peter Brandt	Apologies
Lay Member	Anna Curvan	Attended
Lay Member	Pam Pollard	Attended
National Probation Service	Liz Spencer	Attended
NHS England South West	Nick Rudling	Apologies (N/a)
North Somerset CCG (Designated Doctor for Safeguarding)	Richard Williams	Attended
North Somerset Community Partnership	Mary Lewis	Apologies
North Somerset Community Partnership	Jos Grimwood	Attended
North Somerset Council, Assistant Director Adult Support and Safeguarding	Hayley Verrico	Attended
North Somerset Council, Assistant Director Children's Support and Safeguarding	Eifion Price	Apologies
North Somerset Council, CSDAT	Jo Mercer	Apologies
North Somerset Council, Executive Member	Cllr Jan Barber	Attended
North Somerset Council, Solicitor	Lorraine Sherman	Attended
North Somerset Council, Youth Offending Service	Mike Rees	Apologies

North Somerset Council, Principal Social Worker and representative of Young People's sub-group	Shelley Caldwell	Attended
North Somerset Council, Service Leader Business Intelligence	Emma Diakou	Apologies
North Somerset Council, Trading Standards	Helen Heskins	Apologies
Ravenswood School	Philippa Clark	Attended
St Francis Primary School	Catherine Hunt	Apologies
South West Ambulance Service	Debbie Bilton	
Sub-Group Chair: Communications	Anne Ray Rowley	Attended
Sub-Group Chair: Early Help	Sadie Hall	Attended
Sub-Group Chair: Policy and Procedures	N/a	
Sub Group Chair: SE/Missing	Ruth Sutherland	Attended
Sub-Group Chair: Training and Development	Carolyn Hills	Attended
United Hospitals Bristol Weston	Sarah Windfeld	Attended
VANs	Doreen Smith	
WHAT	Sarah Dodds	Apologies
Independent Author SCR	Jane Wiffin	Attended
NWG Network	Phil Ashford	Attended
North Somerset Council, Advanced Health Improvement specialist	Helen Yeo	Attended

Minutes/Actions

Agenda Item 1: Introduction and Apologies
Presenting: Tony Oliver

TO thanked Avon and Somerset Police for the room and refreshments. He highlighted to members of the Board that by signing the attendance sheet they were also signing their agreement to the confidentiality statement. He asked the Board to make introductions and welcomed the following:

Jane Wiffin, Independent Author of the SCR reports
Helen Yeo, Advanced Health Improvement Specialist
Phil Ashford, from NWG Network
Anne Morris, Executive Lead, BNSSG

Agenda Item 2: Declarations of Interest
Presenting: Tony Oliver

There were no declarations of interest.

Item 3: Presentations:
Presenting: See Below
Discussion/Challenge:

NWG Network: TO thanked Phil Ashford for coming down from Sheffield to present to the Board.
Phil gave a summary of the NWG Network and what they do:

- Charity based in Derby originated in 2009.
- 14,500 members from a range of backgrounds.
- The charity work with professionals.
- Operational lead for CSE response unit.
- Government funded.
- Supported 20,000 professionals over the last two years, operationally and strategically.
- Phonenumber provided for professionals who can phone from 8.00 to 8.00 to ask advice on cases they are dealing with, for example legislation; sign-posting to resources on website or to local contacts.
- Run regional and national forums some are professional specific e.g. police. Or more generic e.g. SE of boys and young men.
- Training sessions are provided (for a fee), but also at no cost members of the NWG will come out and talk about specific things, also provide champions within workforce.
- Health checks - Phil reiterated that these are not inspections but an offer of an overview of strategic responses of CSE (strategies and action plans; review of Ofsted and other inspections).
- All work is done confidentially.
- Report to the DfE (as contracted to them)
- A lot of work to lobby central government to drive forward national themes, for example Commissioning Guidance recently created.
- Big issues still working on include criminal compensation scheme to make it more accessible to victims of CSE; runaway children, working closely with people who work with Missing Children.
- Steve Baguley has been down to visit members of North Somerset local authority to talk about transition. Report published last week.
- Dealing with exploitation in a broader sense, but still recognising the gaps in provision particularly turning 16–18. Working to bridge that locally.
- Benchmarking tool around good practice across the country. Also developed training around transitions.
- Other key area is the broadening out of exploitation moving from CSE to CE and working post 18 years old.
- Secured funding for a lead to work against SE in sport.
- Small team but everyone has front line experience working in this area. Backed-up with skills and knowledge of people who have niche experience who can be called on to work with them.

Action:

- Phil to send Transition Documents. (These are attached to the minutes)
- Contact details are as follows:
 - Web address: www.nwgnetwork.org
 - Email address: Phil@nwgnetwork.org
 - Response unit phone number: 01332 585371

The Board discussed the broadening out of exploitation and how so many types of exploitation were cross cutting. TO confirmed that the CSE sub-group has morphed to SE/Missing and now recently changed to Tackling Exploitation Missing sub-group. He acknowledged that there had been some concerns by members of the group. PA stated that there will be more toolkits, including an assessment tool published on the website which will encompass all terms of exploitation.

DS let the Board know that on 11th July '18 Barnardos are running an initial learning event concerning a research project into the most effective interventions with boys and young men who have already experienced CSE. **Addendum:** *Duncan confirmed that Ruth Sutherland is booked to attend the event.*

RS confirmed that she is arranging to meet Steve Baguley who has agreed to carry out a health check on the local authority's Missing processes.

TO thanked Phil for coming to present to the Board.

Suicide Prevention Action Plan:

Helen Yeo, Advanced Health Improvement Specialist gave background to the Suicide Prevention Group and the action plan.

- The group is multi-agency and includes community groups e.g. LGBT and has been in existence since 2015. There has been a struggle to engage a representative from children's services and is therefore pleased to be presenting to the Board.
- It is a requirement for councils to produce a plan.
- Before 2015 rates in North Somerset were statistically higher than the rest of the UK. Rates have reduced and stabilised.
- Between 2014 and 16 there were 55 deaths due to suicide. The group audited those cases to pick out trends. It is still early days but a typical person would be: male (40-59 years old), single, living alone and had recent contact with mental health services. The profile for females is slightly younger – between 30-44. There was also an obvious link with self-harm but not every self-harm incident will lead to suicide and vice versa.
- Since the new guidance from Public Health England to look at mental health wellbeing the group has been reviewing the action plan. There are nine areas which match with the national strategy for suicide prevention.
- Assist: this is a two-day suicide prevention training programme available (free at the moment)
- Connect by Training: two-day course around mental health training (currently a pilot with two sessions having taken place with positive feedback).
- Reducing stigma around mental health: "Warriors of Wellbeing" a local group who have led events to breakdown stigma of mental health including a feel-good festival in the Italian gardens with "reducing stress" as the theme.
- Action plan is to build on new areas going forward. New project called HOPE being rolled out to Weston-super-mare in September. This is aimed at people who present at Weston A&E with self-harm injuries who are offered sessions to help them tackle employment and money issues.

TO thanked Helen and asked whether one of her members could attend the Communication and Publicity sub-group and suggested the LGBT rep. Helen confirmed that Naomi Grace and Bryn Youds attend the Suicide Prevention Group and TO stated that they can be the conduit back to the Executive/Board.

Helen confirmed that the action plan can be cascaded but to be aware that it is a "live" document and changes are made all the time.

Discussion about high risk groups including Missing, Care Leavers, ex-prisoners (and the impact on their children). LS let Helen know that Somerset LSCB had done a recent review on a high number of deaths of young people up to the age of 20 and suggested that Helen contact the Chair to tie in with the findings from that review.

LS let Helen know that the British Transport Police have a suicide prevention hot line, both an urgent and non-urgent line, that they have done a significant amount of work around this, producing posters etc. She also suggested recruiting a member of BTP for her group.

Discussion about who sits on the group from Health. Anne Morris stated that the BNSSG are developing a mental health strategy incorporating suicide prevention. AM stated that it was important to ensure that the action plans tie together. JB suggested a needs assessment within schools to inform the strategy. TO agreed to follow up with Naomi Grace. **Action.** The Emotional Health and Wellbeing Group is chaired by Mark Hemmings.

SS confirmed that an overwhelming consistent issue for heads is emotional and mental health in schools. Kate Wilcox and Shaun Cheeseman carried out a questionnaire to ask what are they coping with and what resources are available.

Howard Wilson let the Board know that a number of YOT staff have done Assist training and strongly recommend it. Since the training, the team has had to deal with three people at risk of suicide. The team has also secured some money from CCG to offer support to young people – he emphasised that the young people don't have to be youth offenders and it is available to anyone working with young people.

Anna Curvan, Lay Member, asked about the young people who access the water activities that are provided through the organisation that she volunteers for, and how to identify who is at risk. PR confirmed that if the children are attending via school, a full assessment would have been taken and that the staff leading the activity would be aware of the assessment package Evolve. If something goes wrong a full investigation would take place. She also stated that as a GDPR issues, it would be the responsibility of the people who know the children about what information to share. JB suggested that this issue could be incorporated into their Safeguarding policy.

8.8 SCR reports: Jane Wiffin gave background on each report. She explained that she had written the reports anonymously with the view to possible publication. This is to be discussed and to be decided by the Board's SCR panel which is meeting in July.

Darry: Jane went through the five findings with the Board concluding that the findings interacted with each other.

Anne Morris was reminded of a recent SCR from Bristol and the Board discussed about how to get people to work together and to lead a holistic approach, the complexity of children on the verge of adulthood and receiving services, specifically mental health support. Discussion about Darry's mother being signposted to domestic abuse services but choosing not to engage and how to get people to engage with services. The Think Family approach was also discussed.

Action:

- LT to convene the review panel to draw up an action plan to bring back to Board. The action plan to remain as a Board agenda until all items are completed.
- Philippa Clark to be invited to attend the SCR panel.

Publication: TO stated that he will have the conversation with the SCR panel but although it goes against Ofsted guidance it is his instinct not to publish. Although, learning from the action plan should be published. **Action.**

Sibling A&B: Jane went through the five recommendations:

- The approach to Safeguarding disabled children.
- How to notice emotional abuse.
- Superficial assessments.
- Professional disagreements.
- Fixed professional thinking. Sympathetic and empathetic to the parents. Discarding information which contradicts.

LS asked about Voice of the Child and why the children were not part of the review: Jane W confirmed that the professional advice was to not involve them as it would increase the damage done to them. She felt that the abuse was so clear that the SCR panel was able to represent their voice. The Board discussed providing a “later life letter” for the appropriate time when the siblings may want to know their “life story”, stating the responsibility the Board’s organisations have to the children and to apologise to them. This would be done through the Sibling’s social worker and foster carer.

Agenda Item 4: Minutes of Safeguarding Board 19th March
 Presenting: Tony Oliver

The minutes were signed-off as an accurate record by the Board.

Board members were asked to complete their outstanding actions prior to the Board, these are detailed below:

		Lead	Outcome	
Item 3: O/s action: 7 (vii)	Headline data: Early Help to review ethnic minority data at sub-group.	SH	May	This will be addressed at the next sub-group.
O/s action: 7 (viii)	Police Headline data: Missing data: EP requested name and contact details of data analyst.	LP/EP	May	SE email response 020518: Business Objects Team – no particular person. Action closed.
O/s action: 9 (v)	Comms sub-group: Police representative: LP to speak to Police comms team for a point of contact for sub-group Comms to liaise with.	LP/ARR	May	ARR and LP are in discussion. Action closed.
Item 6: Ofsted Action Plan P101	Ensure that the business manager is sufficiently resourced to meet the needs of the Board: Update on the proposed changes of the Safeguarding Boards: LP to check with C/Supt I Weylie re her role on Board.	LP	May	Victoria Caple will attend Boards with Leanne. Victoria: SCU and data Leanne: wider strategic role. Action closed.
	TO to write again to the Chief Constable, CEO of CCG and CEO of LA.	TO	May	See below:
P102	Review draft Training Needs Analysis	CH	June	Agenda item

Item 7 (iv) Consortium Update:	Update June board following meeting on 3 rd May.	TO	June	Agenda item
Item 7 (vii) Headline Data:	Early Help: Lower percentage than national average, could be recording issue: ED to check.	ED	May	There aren't any national comparators for EH, so not sure where this action has come from.
	Disabled Children Looked After: Why amber and not green: EP to check what target figure is.	ED	May	It is amber because it is 'to watch'. I don't believe there is a target figure for this.
Item 7 (viii) Police Data:	Look at data around repeat Missing from care (big increase)	RS/LP	May	Simon Eames email 02.05.18 (minuted at Exec)
	Police Missing coordinator off sick – what capacity is available in their absence. LP to check.	LP	April	LP email 02.05.18 and minuted at Exec: LP confirmed that she will try to get one of her sergeants to attend until coordinator returns from sick leave.
	CSE: significant increase: LP to check figures.	LP	May	Simon Eames email 02.05.18 (minuted at Exec)
	Comms sub-group to be used to raise awareness with hard to reach groups.	Comms sub-group	ongoing	Action closed: business as usual.
Item 7 (ix) CCG Data:	LT to find minute and circulate re agreement from CCG to present data.	LT	April	CCG now providing data. Action closed.
Item 8 (iii) L&D sub-group	CPD is currently being reviewed – BY to feedback raised issued with Carolyn Hills.	BY/CH	April	See below:
Item 8 (v) Comms sub-group	Update Ofsted action plan re hard to reach groups.	LT	April	Action closed.
Item 8 (vi) SE Missing	Volunteers to replace co-chair (adult background)	Board	May	Helen Heskins is sub-group co-chair.
Item 8 (vii) Young Person sub-group	Volunteers to replace facilitator (Shelley Caldwell) on this group.	Board	May	See below:
Item 9 Business Plan	TO take to extraordinary Executive for update and present to June Board.	TO/Executive	May/June	Meeting statutory leads to review Business Plan.
DEVELOPMENT AFTERNOON				
	Board members to send feedback on both reports to LT by 31 st March	Board/LT	31.03.18	Closed
	Draft reports to be sent back to independent author with above feedback.	LT	03.04.18	Closed
	Both Review panels to be reconvened within four weeks	LT	End of April	Closed
	Ofsted to be informed of further delay	LT	28.03.18	Closed

Action Item 6: 1.01: TO has spoken to MJ who will again speak to Ian Weylie. **Open action.**

Action Item 8 (iii): CH confirmed improvements of CPD on line are on-going.

Action Item 8 (vi): TO explained that although Naomi Grace has put a request for a volunteer on the website's noticeboard no one has come forward. He reiterated that it will be a real risk to the sub-group if no one can help facilitate this group. **Open action.**

Agenda Item 5: AOB:

Presenting: TO

Discussion/Challenge:

1. LS notified the Board that the National Probation Service has been given notice of an HMPPS inspection in July. They are the first in the country.

Item 6: Ofsted Action Plan

Presenting: Tony Oliver

Discussion/Challenge:

Action Plan update:

1.02: Training Needs Analysis: CH gave an update.

- NG has put together a training needs analysis which has been circulated. She asked Board members to take back to their organisations and complete it. This is to establish a view point of the training taking place within single agencies.
- Completed questionnaires will go to Executive which will instruct the L&D sub group the actions coming out of it.
- The aim is to avoid duplication; tap into existing best practice; and ensure multi agency training is covering training needs as much as possible.
- The next step will be to answer the "so what" question.

Action: TO asked the Board to respond by December.

1.04: Section 11 audits and widening reach to encompass community, leisure and faith groups: TO thanked volunteers who have agreed to participate in Section 11 walkabouts. He confirmed that the Section 11 audits will be collated and reported by the QA and Performance sub-group. TO and JB to discuss: **Action.**

TO asked the Board, following a conversation with St John's Ambulance around their involvement with children and young people, whether the Board would wish for them to join a sub-group. **The Board agreed. Action:** TO to follow-up.

1.06: TO let the Board know that this was Liz Spencer's first Board as deputy chair and thanked her again for agreeing to take this on.

Item 7 : Standing Items

Presenting: TO

Discussion/Challenge:

7 (i) Executive Group:

TO updated the Board on the Executive held 8th May 2018.

JG raised a query around the health data presented to the Executive. The Board discussed the provision of more meaningful data. JB explained that as the new co-chair of the QA sub-group she would suggest that the title of the group is changed to Quality and Performance.

The role of the group to analyse and interrogate data relating to safeguarding performance, and identify patterns to report to the board. JB stated that we need to be realistic about what data can be provided by agencies. JB would like also to review membership and get the appropriate people, multi-agency, at the sub-group.'

An example given was looking at the SCR recommendations and analysing data around it. JB asked A Morris that when the data analyst for health has started she would like them to co-opt onto the sub-group as well as the local authority data analyst.

7 (iv) Consortium Feedback – Working Together update: TO explained that the Consortium met on 3rd May. The intention was to come up with a foot print plan and new proposals for LSCBs in the A&S police area. No decisions were made except that a meeting was to be arranged for Directors of children services. SS confirmed this.

7 (v) Agency updates from inspections and audits: He asked Board members if there had been any inspections or audits within their organisations which needed to be reported to this Board. There were none.

7 (vi) Partner organisations' annual reports: IRO Annual Report (Jo Baker). JB said the report will be completed by the end of June and presented to the Executive in July. The report is a statutory requirement. It reviews Children Looked After population data and quality assures corporate parenting. It is circulated to the DCS, CEO and LSCB.

7 (vii) Headline data:

- Assessment and Enquiries: Significant turn-over of staff. Not being fully staffed and having agency staff. The teams are now in a better position so the percentage should increase. SH however noted that North and South teams will have significant vacancies.
- Children Looked After: A couple of sibling groups, a couple of asylum seekers, a gradual increase. Appropriately flagged as red as had ambitious plans. Going through Social Impact Bonds, young people at the edge of care predominantly adolescents and older children. Increase in younger children (under 8) coming in. Less than 220 was achievable under SIB but SS explained that she did not foresee younger children.
- Children Looked After: RW noted that the second point (the rate of Children Looked After in North Somerset) is significantly below the national rate. SS stated that interventions with Early Help should hopefully impact on these numbers. SH responded to DS's query around Early Help and capacity, explaining that they have now aligned HIF and Early Help and they are working with the school population - Early Help assessments is seeing an increase. Maintain issues about quality and continue to address these e.g. assessment and plan for every child. Also, they need to carry out a data cleanse. SH stated that it is an improving picture.
- Missing: RS confirmed numbers of Missing episodes and repeat missing by a few numbers which has increased the numbers. This, she confirmed, backed-up the police data.

7 (viii) Police data:

- MisPers – data is comparable with rest of force. One change is that less children are going more than once but those that do, do go missing a lot more and a disproportionate number are in Care
- High number of children as suspects but who are never charged. LP highlighted the last two last quarters, two children were charged out of a high number and last quarter none were. LP agreed to go back to the teams to find out why and to see whether Qlic Sense or Niche can break down this data. **Action.** Howard Wilson

confirmed that YOT can assist with this. LP confirmed that Mike Rees had been in touch.

7 (ix) CCG data:

AM explained that the data provided focused on training and compliance of training which is an on-going battle. NSCP are consistently compliant but WAHT struggle. BNSSG CCG are working on increasing compliance.

Item 8 (i): Sub-group reports

Presenting:

Discussion/Challenge:

Chair to report on any exceptions raised by Board Members only.

8 (i) QA:

JB asked the agreement from the Board to include “performance” in the function of this sub-group. JB intends the data to be purposeful.

The first audit theme will be: multi-agency strategy discussions. JB will be looking for contributions from partner agencies:

- what involvement;
- child participation;
- the minutes of that meeting
- who holds those minutes;
- do they go out in time.

A random sample of 12 cases will be selected. She will report back to Executive in July.

Board agreed

8 (ii) P&P sub-group.

TO confirmed that the QA performance framework has been sent to the virtual sub-group and he has received replies from police and Health. TO to go through amendments. **Action.**

8 (iii) Learning & Development sub-group:

Covered

8 (iv) Early Help sub-group:

SH confirmed that there will be a presentation to the Board, probably in January, dependent on the roll out of One Front Door.

8 (v) Communications sub-group:

- ARR confirmed that she still does not have a co-chair
- She has asked chairs of sub-groups to forward updates for the Newsletter to her.
- DA drop in session at the council offices, unfortunately no-one turned up.
- She hasn't had any luck in recruiting the G&T liaison officer, she is going to try and go through Louise Roberts, the local authority's Equality Officer.

8 (vi) Tackling Exploitation and Missing sub-group:

- Helen Heskins from Trading Standards is the new co-chair. Helen will concentrate on the adult side of the sub-group.
- The group linked with Comms for the CSE awareness day in March.
- Hotels and licenced premises are being contacted to find out whether they provide training and if so what. The group can then look to see what is required to raise

awareness. TO updated the Board. He confirmed that he has drafted a letter and because of the volume of premises the decision is to write to the principal hoteliers e.g. Travel Lodge to start with. This does not include late night refreshment houses.

- Audit on return from Missing interviews
- Web page to be put together to be put on Boards website.
- Clarification from TO that the “Missing” relates to children and not adults.
- The sub-group to move to “exploitation”. JB clarified that guidance for the sub-group will come from the reviewed strategic plan.

8 (vii) Young People’s sub-group:

SC updated the Board. Three sets of minutes have been circulated. They have recently produced three useful documents:

- Sexting
- Mindfulness

These have been uploaded onto the Boards’ website.

A third document has been produced for school staff and circulated via the DSL page.

The young people are now fully engaged with their A’levels. There are two recent recruits: one from Gordano and one from Backwell. SC has given each of the members written thanks for them to include in their CVs.

SC explained that the group need a facilitator to help them set agendas, book rooms etc.

Actions:

- Schools to promote young people sub-group and seek volunteers to join.
- TO to write to young people on behalf of Board to thank them.
- TO asked PR to help find a coordinator.

ARR asked about the names of the young people being published on the website, SC confirmed that they were aware and happy to have their names published.

8 (viii) SCR Sub-Group: Presentation by Jane Wiffin above on SCRs:

- Siblings A&B
- Darry

Item 9: Business Plan, Risk Register and Annual Report update
Presenting: Tony Oliver
Discussion/Challenge:

TO confirmed that a meeting has been arranged with strategic leads to review the business plan. JB confirmed that the vision is that the business plan is to be more strategic and the sub groups will produce their own action plan from it.

Item 10: GDPR
Presenting: Tony Oliver
Discussion/Challenge:

TO confirmed that a meeting with Lorraine Sherman, Jo Baker, Lyndsey Wilson and Lucy Teteris has been arranged later this month to produce a privacy statement to be uploaded onto the Boards website. Once this is completed LT will circulate to Board members.

TO thanked LT and LS for their work on this so far.

Item 11: Individual Liability
 Presenting: Tony Oliver
 Discussion/Challenge:

TO reminded the Board that he was seeking legal advice around this. He wrote to Lorraine Sherman. TO thanked Lorraine for her response. There is further work and Lorraine is waiting for more information.

TO to further update the Board in September. **Action.**

Next Meeting: Monday 10th September 2018 @ 2.00pm, Police HQ, Portishead

ACTION LOG from today's minutes

		Lead	Outcome
Item 3: Presentations: NWG Network:	Transition documents to be circulated with the minutes.	LT	June
SCR Reports: Darry	Publication: SCR panel to decide whether the report should be published or not.	SCR panel	July
Item 4: Outstanding actions:	Item 6: TO has written to Ian Weylie, A&S police but as yet has had no response. Open Action.	TO	September
	Item 8 (vi): volunteer for Young People sub-group coordinator. Open action.	Board	September
Item 6: Ofsted Action Plan	1.02: Training Needs Analysis: Returns by December	Board	December
	1.04: St John's Ambulance to be involved on sub-groups.	TO	July
Item 7: Standing Items	7 (i) Executive Group: Data discussion – Health analyst to join QA sub-group	Anne Morris/JB	July
	7 (viii) Police Data: LP to arrange for breakdown of data on Number of Child Suspects of Crimes	LP	July
Item 8: Sub-group reports.	8 (ii) P&P sub-group. TO to work through QA Performance Framework amendments.	TO	July
	8 (vii) Young People sub-group: schools to promote young people sub-group and seek volunteers to join.	NG	July
	TO to write to young people on behalf of the Board to thank them	TO	July
	TO to ask PR to help find a coordinator	TO/PR	July
Item 11: Individual Liability	TO to further update the Board in September.	TO	September