

NCSCP QUICK GUIDE

Effective circulation of Child Protection Conference minutes (ICPC & RCPC)



Introduction

The Safeguarding Children Partnership have identified through multi-agency audits that the effective distribution, receipt and storage of minutes is problematic. It has been a reoccurring theme within audits over the past two years.

It is something that organisations are collectively working hard on to improve. We recognise professional networks are complex, the system can fail for various reasons across the process without intention.

To support this process the Quality Assurance Subgroup have produced the following **quick guide for practitioners** to identify how they can help.

Prior to the meeting

Social Worker: When setting up the meeting, make sure you get an e-mail address for all attendees, not only to join any MS Teams Meeting, but also for the minutes to be distributed to. Include this on the booking template used by the diary manager.

Attendee: When you are invited to a meeting ensure that you supply your e-mail address for the invitation to the MS Team meeting, but also make clear and supply an e-mail address for the minutes if they need to be sent to a generic e-mail address or an alternative secure e-mail. The social worker can then add this to the booking form,

In the meeting

Chair: Check with those present that they have supplied a secure e-mail contact for the minutes of the meeting to be sent to.

Attendee: if you have not been asked or supplied a secure e-mail address for the minutes ask at the start of the meeting who you should supply this too.

Social worker: if you have identified attendees at short notice, which sometimes happens, please ensure the minute taker has the contact details and e-mail address for the minutes to be sent to for that person.

Minute takers: Ask if you need any clarification in relation to the distribution of minutes.

After the meeting

Attendees:

- If you receive the minutes, make sure you upload them to your internal case management system.
- If minutes are sent to a generic secure e-mail within your organisation and you think you should have received them, but they are not on the system; check with the team responsible for the generic e-mail address.
- Use core groups to check contact details and highlight an outstanding documentation, such as minutes.
- If you have not received the minutes within 30 days of the meeting contact the diary manager and request a copy. Diary.Manager@nottinghamcity.gov.uk

Social Worker:

- Consider after the meeting if you have supplied the minute taker/ diary manger with all the information they will need to securely circulate the minutes.
- Be responsive to requests for outstanding minutes.