Lincolnshire
COUNTY COUNCIL
Working for a better future

JOB TITLE	BUSINESS SUPPORT MEETING ASSISTANT
TEAM	SAFEGUARDING AND REVIEW BUSINESS SUPPORT TEAM
DIRECTORATE	FINANCE AND PUBLIC PROTECTION
WORK BASE	COUNTY WIDE
AUTHOR	Zoe Jackson
DATE	16/12/24

This job brief sits alongside the job description for this role.

Key Objective –

These tasks are the primary responsibility for this position and a key part of what the post holder will need to undertake.

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
CHILD PROTECTION CONFERENCES **Pre conference**   - Ensure G:\ Drive Network folder is created and kept up to date and it contains all relevant information (reports etc), with the appropriate file name structure   - Save conference invite when received from Safeguarding and Review.   - Save all documents using the pre-agreed formats and prefixes   - Create and keep up to date the Child Protection Conference Checklist for each and every conference / meeting allocated.   - Contact Social Worker before conference to chase reports/genograms/danger statements if not on Mosaic.   - Chase the Social Worker to complete any outstanding Mosaic (Mosaic is the Care Management Systems used by LCC) steps needed for CPC's if they are not already done and update the Chair on the progress with mosaic steps   - Create 'Danger Statement' document.   - Ensure conference is detailed on Mosaic. (Chase Social Worker/Practise Supervisor if not for Initial Child Protection Conference).   - Prepare for conference – print and collate all required documentation   - Email all reports received to Chair prior to Conference.   - Communicate effectively with the Conference Chair on any outstanding issues   - Email the reports to the professionals   **Conference**   - Prepare the room prior to conference   - Ensure all attendees read and sign attendance sheet.   - If risks have been identified, Meeting Support Assistant to discuss with Chair how this will be managed (A Risk Assessment should have been completed by the Social Worker).   - Late reports brought to conference – take copies for all attendees if possible. If not provide the Chair with a copy and attach a copy for everyone with the record of meeting.   - Note start time of conference   - Minute the conference – take an accurate record of the proceedings of the meeting, including times of people entering or leaving conference.

- Ensure Safety Plan points are recorded for the Plan (Child Protection Plan/Child In Need Plan/Team Around the Child Plan) and sent to the Chair immediately after the meeting.
- Check room calendars and due dates for arranging of review conference.
- Note end time of conference

Post conference
- Tidy conference room and securely dispose of paperwork.
- Update Mosaic following the conference with the Outcome(s) and Decision(s).
- Update on Mosaic invitee list, date of next conference, core group and any other relevant information.
- Prepare draft Letters of Notification, Distribution List and send to Chair for approval.
- Send to Chair scaling and reasons for scaling and Safety Plan points taken from conference notes so this can be put into the Plan.
- Send the 'Review Meeting Request Form' to the Safeguarding and Review Team for action.
- Receive approved Letters of Notification, Plan and Distribution List from Chair and save into the child's folder as approved.
- Distribute Letter of Notification and Plan according to Distribution List.
- Scan in all reports and Attendance List ensuring these are stored in the appropriate G:\ Drive / Network folder.

ALL OF THE ABOVE WITHIN 24 HOURS OF CONFERENCE

- Send Approved Distribution List to Safeguarding and Review if any escalations are needed.
- Prepare Draft record of meeting within 10 working days of conference.
- Ensure an accurate summary record of the meeting is captured.
- Proof read the draft record of meeting before sending for authorisation. Ensure they are of a high quality, checking for accuracy, details and correct language, spelling, grammar and punctuation.
- Add 'track changes' to the draft record of meeting and send to the Chair for authorisation.
- On receipt of the approved record of meeting (within 15 working days of conference), make track change amendments and remove 'draft' water mark.
- Distribute the record of meeting within 16 working days of conference in PDF format via email - ensuring these are sent in accordance with GDPR Data Protection. Check addresses against Mosaic prior to sending.
- Index the approved record of meeting, reports and appendices to Mosaic and send to the Chair for authorising and green ticking on Mosaic.
- Complete and send Child Protection Conference Checklist to Safeguarding and Review.
- Retain conference documents for five working days after distribution, then dispose securely.

Ensure role is completed maintaining Confidentiality and Data Protection at all times.

Where a Conference/Meeting is held Via MS Teams some of these requirements may be altered or not needed.

Travel will be required to the meeting venue, this could be in various offices throughout the county and may be required at short notice.

ADULT / MISC MEETINGS (All formats)

Pre-conference
- Contact the Meeting Chair/Investigating Officer for any copies of additional reports.
- Prepare copies of any reports to be shared as well as standard documents such as the Agenda, and 'Statement of Confidentiality' according to the appropriate checklist.

During conference
- Prepare conference room
- Ensure all conference attendees sign in on the 'Statement of Confidentiality' Attendance sheet.
- If any late documents are provided, ensure that at least the Chair has a copy, and prepare copies for all attendees if this is appropriate.
- Take accurate minutes of the proceedings of the meeting, including people entering or leaving conference.
- Have room diary available if required, for the booking of review meetings.

Post-conference
- Inform the Safeguarding and Review team of the date of the next conference using the standard Booking Form (if applicable)
- Complete draft minutes following the directions of the appropriate template within 10 working days of the conference. Once completed and proof-read, send these along with the Distribution List to the Chair, who will approve them.
- Distribute minutes according to the Distribution List in PDF format.
- Five days after distribution attached minutes to documents attachments on the person's Mosaic record, securely dispose of unwanted paperwork.
- Return completed meeting checklist to Safeguarding & Review.

LOCAL AUTHORITY SUPPORT PANEL

Pre Conference
- On the Friday prior to conference, the Meeting Support Assistant will receive all of documents that are required for each case, with an agenda for when each case will be presented.

During Conference
- Using the minute template, make a note of the Panel members present and who presented the case, make a note of the key points discussed as a record of how each decision is reached and also take down the actions/ decisions. At the end of each case discussion ensure that the Chair tells you whether the case is to come to Panel again and on what date.
- Following support panel input the decisions on each child's record on Mosaic. This is listed in the "SC Panel" workflow step.

Post-conference
- Write up the minutes formally according to the template, saving each case as a separate document. This must be done within 2 working days of the Support Panel, after which the minutes will be sent to the Chair, who will approve them
- Once approved index the minutes to Mosaic, if the SC Panel step remains open you can index to that step; otherwise, index through "documents" under "attachments" (main document store).

OTHER MEETINGS

Meeting Support Assistants may be asked to cover various other meetings which include:
- Child in Care Reviews
- Local Authority Designated Officer Meetings
- Strategy Meetings
- 18 month Child Protection meetings
- Disciplinary Meetings
- Disruption Meetings
- Pre-Birth Strategy Meetings
- Fostering & Adoption Panel
- Miscellaneous meetings as required

In the case of the above and any other meetings requested to facilitate:

Pre-Meeting and During Meeting
- Liaise with the Chair to see what preparation and documentation is needed
- Follow and complete checklists if appropriate.

After the meeting
- Tidy room and dispose securely of unwanted paperwork
- Prepare draft minutes using an appropriate template if available within allotted timescales and send to Chair for approval.
- Approved minutes will be returned to the Meeting Support Assistant for distribution if necessary.

THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE
Provision of high quality support to all internal and external customers
Basic use of Microsoft packages including but not limited to Word, Excel, Outlook, PowerPoint
Undertake routine clerical duties including, but not limited to, photocopying, fax transmission, laminating, binding, scanning, document collating and distribution
Recording, reporting, distribution and collection of mail (where no central team undertaking)
Undertake reception duties, including signing in and out visitors, ensuring they are aware of fire evacuation procedures
Undertake routine monitoring of generic resource email accounts (as allocated by Supervisor)
Receive routine telephone enquiries, message taking and call re-direction
File maintenance
Filing / electronic filing, Records Management, Subject Access Request
Orders, receives, checks and distributes stocks of stationery and other consumable items (where no central team undertaking)
Meeting/event convening (room booking, invite sending, room set up, refreshments etc.)
Fire Marshall cover (where appropriate)
Record and update sickness database (where no central team undertaking)
Imprest purchasing and petty cash (where no central team undertaking)
Health & Safety support and awareness
General minute taking
Peer training/coaching/mentoring

Induction support
Accommodation / property support to Supervisor (where no central team undertaking)
Basic support for systems in use by LCC or Service Area supported (in agreement with Supervisor)
Use of IT systems/databases to enter, amend or extract information (as determined by Supervisor)
Production of reports, letters, audio tapes and other processed communications, often of a sensitive nature
Equipment maintenance (where no central team undertaking)