



Renfrewshire  
Area Support Team

## Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 15 March 2022	14:00	Remotely by MS Teams,

### **Present**

Eileen Anderson; Derek Bramma; Annemarie Currie; Jacqueline Doherty; Edi Hanley; R MacLeod; E McNaught; Jim Melrose; Marion Robinson; Councillor John Shaw and Angela Stevenson.

### **Chair**

D Bramma, Area Convener, presided.

### **Also Present**

L King, Locality Reporter.

### **In Attendance**

P Shiach, Senior Committee Services Officers, and D Pole End User Technician (all Finance and Resources).

## **Apologies**

C Campbell, J Hay, A MacDonald and P Wilson.

## **Declarations of Interest**

There were no declarations of interest intimated by members prior to the meeting.

## **Additional Items**

The Area Convener indicated that there were three additional items which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the items which were dealt with at items 9,10 and 11 respectively of the agenda were competent and relevant, authorised their consideration.

## **Order of Business**

The Area Convener proposed that in order to facilitate the business of the meeting item 6, Locality Reporter Manager Update of the agenda be considered before item 3, Area plan 2022/23 of the agenda. This was agreed.

### **1 Minute of Previous Meeting**

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 25 January 2022.

**DECIDED:** That the Minute be approved.

### **2 Matters Arising**

**DECIDED:** That it be noted that there were no matters arising from the previous meeting.

### **3 Locality Reporter Manager - Update**

The Locality Reporter Manager provided an update on staffing arrangements indicating that one of the temporary Reporters had been appointed on a permanent basis. In terms of support staff, there remained a shortfall in support staff workers with one staff member acting up as Administration Manager.

Building works at Glen Lane was underway and as a result of the disruption, some staff were working from home. In addition printing services were being undertaken at the Reporters office in Dumbarton.

She advised that a virtual Hearings Rota had been agreed with the Rota Manager for February and March 2022. It was anticipated that the works would be completed by the end of March.

The Locality Reporter Manager gave an update on Hearings and the number of young people attending Hearings. She indicated that these figures would be provided on a regular basis.

The Locality Reporter Manager indicated that in terms of the "Promise", briefing sessions for SCRA staff were expected to commence in March 2022.

The Area Convener advised that in terms of Hearings scheduling, he had been notified by CHS that SCRA and CHS had agreed that there was a need to work towards more bespoke planning for Hearings in the future as the current three hearings per session would no longer be the default position, and it was expected that the AST's and SCRA would discuss hearing types and numbers of hearings, panel member availability and plan accordingly together. He indicated that local meeting would be held with AST and SCRA to ensure compliance and implementation of this policy.

**DECIDED:** That the report be noted.

#### **4 Area Plan 2022/23**

The Area Convener provided a verbal update on progress in relation to the development of Area Plan.

He indicated that it was anticipated that the Area Plan would be available by mid-April and circulated to the AST and Panel Members for comment. CHS had provided a revised format for the Plan.

The Area Convener was then heard in answer to questions on the update.

**DECIDED:** That the information be noted.

#### **5 Hearings Management Sub-group**

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 1 March 2022

The Minute provided updated information in relation to sabbaticals; resignations; hearing statistics for the period for the period 12 January to 28 February 2022 including deferred and cancelled sessions, secure hearings, additional hearings; swaps and continuity hearings; pastoral care; and panel member strength which indicated that there were currently 83 panel members 61 female and 22 male panel members.

**DECIDED:** That the Minute be approved.

#### **6 Learning & Development Sub-group**

There was submitted the Minute of the meeting of the Learning & Development Sub-group held on 1 March 2022.

The Minute provided information relative to the Learning & Development Forum, pre-service and in-service updates.

The Area Convener provided updates on pre-service training; observation arrangements; North Strathclyde ROP training; cyber security; LGBTQIA+ training and the Panel Member Recognition Event.

The Area Convener was then heard in answer to questions from members on the Minute and indicated that CHS was looking at the possibility of an Autumn recruitment event. although it was not clear whether this would be a national or local event. The Area Convener further indicated that in relation to training, CHS had authorised the purchase of pad cast equipment to facilitate the return of face to face training. The cost was anticipated to be approximately £1400. Full discussion also took place with regards to trainee panel members undertaking observations as part of their training prior to their

appointment as Panel Members.

**DECIDED:** That the Minute be approved.

**7 Recruitment Update**

The Area Convener provided an update in relation to the current Panel Member recruitment event. He indicated that there had been more candidates than vacancies, and that interviews were ongoing. Twelve of the candidates to date had scored 4 on the CHS Matrix, which would be further populated as the interviews progressed. The Area Convener advised that candidates scoring 4 would normally be taken forward for recommendation. He advised that he had had confirmation that while the AST had originally indicated that 20 candidates would be sufficient, if the quality of candidate merited it, additional trainees could be recruited.

**DECIDED:** That the information be noted.

**8 Devolved Budget**

The Area Convener indicated that the majority of the Devolved Funding budget for 2021/22 had not been spent and proposed that the fund be used to procure Pad cast equipment and a deposit for the Panel Member Recognition event and gifts.

**DECIDED:** That the proposed spend from the Devolved Funding budget, as outlined above, be approved

**9 Hearings System Working Group - Issues List**

A Stevenson referred to a recently produced Hearings Systems Working Group Issues List document and highlighted several concerns which she had with the document, in particular the wording relating to decision-making wording of the document, the care plan and the section relating to the review of decisions. She indicated that in her view the document was vague and should be raised with the Area Support and Improvement Partner.

The Area Convener undertook to raise the issue as an action arising from the Area Support Team with the CHS Communications Team.

**DECIDED:** That it be agreed that the Area Convener raise the issue as an action arising from the Area Support Team with the CHS Communications Team.

**10 PPA Chnnel**

A Currie advised that there was a questionnaire on the PPA Channel for PPA's to complete on the merits of the Channel. Responses were sought by the end of March 2022.

**DECIDED:** That the information be noted.

**11 Promise Voice Group**

The Area Convener advised the AST of a recent meeting of the Promise Voice Group and provided a summary of the topics which the Group was considering including systems to assist non-verbal children and young people attending Hearings and advocacy.

**DECIDED:** That the information be noted.

12 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 24 May 2022 at 2.00pm