



## **Notice of Meeting and Agenda Renfrewshire Area Support Team**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday, 28 January 2020	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### **Membership**

Eileen Anderson; Derek Bramma; Craig Campbell; Annemarie Currie; Brent Dorey; Edi Hanley; Jennifer Hay; John Leckie; Alex MacDonald; Ewan McNaught; Jim Melrose; Amanda Morrison; Marion Robinson; Angela Stevenson; Alison Thompson; Allan Thompson.

Representing Renfrewshire Council: Councillor John Shaw.

### **Chair**

D Bramma, Area Convener

## **Further Information**

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **Members of the Press and Public**

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## **Items of business**

### **Apologies**

Apologies from members.

### **Declarations of Interest**

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minute of Previous Meeting</b>   | <b>1 - 6</b>   |
|          | Minute of previous meeting held on 3 December 2019  |                |
| <b>2</b> | <b>Matters Arising</b>  |                |
| <b>3</b> | <b>Hearings Management Sub-group</b>  | <b>7 - 10</b>  |
|          | Minute of meeting held on 14 January 2020   |                |
| <b>4</b> | <b>Learning and Development Sub-group</b>   | <b>11 - 14</b> |
|          | Minute of meeting held on 13 January 2020   |                |
| <b>5</b> | <b>Locality Reporter Manager - Update</b>   |                |
|          | Verbal report by the Locality Reporter Manager.   |                |
| <b>6</b> | <b>Date of Next Meeting</b>   |                |
|          | Members are asked to note that the next meeting of the Area support team is scheduled for Tuesday 10 March 2020 at 2.00 pm. |                |





## Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 03 December 2019	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### **PRESENT**

Derek Brama; Craig Campbell; Annemarie Currie; Edi Hanley; Alex MacDonald; Jim Melrose; Alison Thompson.

### **CHAIR**

D Brama, Area Convener, presided.

### **ALSO PRESENT**

A Cramb, Area Support and Improvement Partner (Children's Hearings Scotland), and L King, Local Area Reporter.

### **IN ATTENDANCE**

J Trainer, Head of Child Care and Criminal Justice (Children's Services) and P Shiach, Committee Services Officer (Finance & Resources).

### **APOLOGIES**

Councillor J Shaw, E Anderson, B Dorey, J Leckie, M Robinson, A Stevenson and Allan Thompson.

### **DECLARATIONS OF INTEREST**

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

## **ADDITIONAL ITEM**

The Area Convener indicated that there was one additional item which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the item which was dealt with at item 8(a) was competent and relevant, authorised its consideration.

### **1 MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 29 October 2019.

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

### **2 MATTERS ARISING**

#### **(a) Social Work Reports**

The Head of Child Care and Criminal Justice advised that work was on-going with the Social Work teams on a process for reporting relevant information from social work reports to Panel Members.

#### **(b) Chairing Duties**

The Area Convener advised that a protocol on the sharing of chairing duties during a Hearing Session had been agreed and that a report would be submitted to the next meeting.

#### **(c) Secure Hearings**

The Locality Reporter Manager referred to an instance at Kibble where Panel Members from Inverclyde had completed reasons on a laptop and had printed them on a printer. She advised that Inverclyde had provided their own small printer which had allowed them to do this. However, there was no similar facility at Glen Lane and such a facility was not used often enough to be viable. She also indicated that while SCRA had various protocols in relation to information security, there were none in relation to printers.

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

## **SEDERUNT**

J Melrose entered the meeting during consideration of the following item.

### **3 HEARINGS MANAGEMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 19 November 2019.

The Minute provided an update on resignations; sabbaticals; hearing statistics including deferred cases, cancelled cases/sessions, secure hearings, extra cases/hearings sessions, swaps and continuity; pastoral care; panel member strength; new panel membership; the better hearings event; digital training and new systems; chair training/chair rota; legal representatives and formal decision making; and general issues.

The Lead Panel representative referred to issues regarding Legal representatives and proposed that an email be sent to all Panel Members advising that, should a solicitor wish to consult his client, the Hearing commence and be immediately adjourned. Following comments by the Locality Manager, it was proposed that the implementation date for this should be February 20020 to allow the Reporter to advise solicitors accordingly. This was agreed.

The Lead Panel Representative raised the possibility of providing a facility to allow Panel Members to make donations to local charities around certain times of the year. The Area Convener suggested that consideration of this be continued to the January meeting. This was agreed.

**DECIDED:**

(a) That it be approved that an email be sent to all Panel Members advising that, should a solicitor wish to consult his client, the Hearing commence and be immediately adjourned and that the implementation date for this should be February 20020 to allow the Reporter to advise solicitors accordingly;

(b) That the possibility of providing a facility to allow Panel Members to make donations to local charities around certain times of the year be continued to the January meeting; and

(c) That the Minute be otherwise be approved.

**4 LEARNING AND DEVELOPMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Learning and Development Sub-group held on 18 November 2019.

The Minute provide an update on pre-service training; in-service training; management of hearings (MOH) updates and actions; CHS digital training requirements; the better hearings event and actions arising therefrom; the Social Work video "Hearing Aids"; and digital copies of panel papers.

In terms of observations by trainee Panel Members, and in response to comments in terms of more difficult Hearings, the Depute Convener proposed that the Chair should advise the trainees prior to the hearing of what they might expect to be discussed during the Hearing. This was agreed.

**DECIDED:**

(a) That it be approved that in terms of the more difficult hearings the Chair should advise the trainees prior to the hearing of what they might expect to be discussed during the Hearing; and

(b) That the Minute be otherwise approved

**5 PRACTICE AND RECRUITMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Practice and Recruitment Subgroup held on 20 November 2019.

The Minute provided an update on recruitment; the PPA Forum and the Recruitment Reference Group; complaints and concerns; the PPA role; observations; online access to observation reports; the complaints and concerns protocol; and; the potential involvement of PPAs in the support of new Panel Members in approaching chair training.

In relation to complaints, the Area Convener proposed that CHS be contacted with regard to the provision of revised guidance. The Area Support and Improvement Partner undertook to contact CHS and report thereafter to the next AST meeting. This was agreed.

**DECIDED:**

(a) That it be approved that the Area Support and Improvement Partner contact CHS in relation to the provision of revised guidance in terms of complaints and thereafter report to the next meeting of the AST; and

(b) that the Minute be otherwise approved.

**6 DEFERRED HEARINGS - NORTH STRATHCLYDE**

There was submitted a report by the Locality Reporter Manager relative to the number of deferred hearings in North Strathclyde for the quarter to 1 November 2019.

The report included details of the amount of hearings in the quarter that had had outcomes recorded; the amount and percentage of hearings that were deferred; and the reasons recorded for deferred hearings.

The Locality reporter Manager was then heard in answer to questions from members on the content of the report. She advised that an additional staff member was expected to be in post after the Christmas break. She further indicated that no standby arrangements were required for the Christmas period.

The Locality Reporter Manager was then heard in response to questions raised in the report.

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

**7 BETTER HEARINGS UPDATE**

There was submitted a report by the Children's Hearings Improvement Partnership relative to progress on Better Hearings.

The report set out the progress to date on the work that had been undertaken across the country to implement the improvements linked to standards set out in the research report "Next Step to Better Hearings"

The report indicated that the improvement work was related to what partner organisations in the Children's Hearings System could do to enable the best possible experience for everyone who came to a Children's Hearing.

The report covered year 1 of the Better Hearings implementation.



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

**8a CHS DIGITAL ROLL OUT**

There was submitted a briefing paper by Children's Hearings Scotland relative to the forthcoming digital roll out within the CHS community.

The paper provided information on the digital go live plans and the proposed national roll-out plan including the proposed timetable for the soft launch, scheduled for mid-January 2020; and the groupings of the various AST areas with their proposed roll-out dates. Renfrewshire AST was situated in Group B with an estimated roll-out date of March 2020.

**DECIDED:** That the briefing paper be noted.

**8b DIGITAL GO LIVE PLANS - RENFREWSHIRE**

There was submitted a report by the Area Convener relative to the plans for Renfrewshire Area Support Team in terms of the digital go live roll out.

The report summarised the background to the initiative and provided information on the Community Hub; the Panel Member hearing rota; training; migration of existing data; access to the CHS Digital System; the role of Digital Champions; AST requirements; the training plan; the January to March 2020 rota; communication; and AST Digital Roles.

The Area Convener advised that all Panel Members and AST members would receive new email addresses from CHS in January 2020 together with log in instructions. He further indicated that a meeting on the digital roll out had been arranged for Friday 13 December 2019 in the Reporters Office, Glen Lane, Paisley. Members of the Area Support Team and the Clerk would be in attendance.

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

**9 DEVOLVED FUNDING**

The Area Convener provided an update of the position with regard to Devolved Funding, indicating that the bulk of the allocation remained unspent at this time.

He advised that a number of invoices for speakers' gifts had not meantime been submitted. He suggested that the AST might consider holding an AST development day and requested that suggestions be submitted for consideration at next meeting of the AST.

**DECIDED:**

(a) That suggested topics for an AST Development Day be submitted to the Area Convener for consideration at the meeting of the Area Support Team to be held in January 2020; and

(b) That the report be otherwise noted.

**10 TOP COMMUNICATION TIPS FOR PANEL MEMBERS**

There was submitted a document from Children's Hearings Scotland entitled "Communication Matters – It's a Two Way Street" which followed a CHS training event held on 16 March 2019.

The aim of the event had been to provide panel members with a better understanding of how to improve communication between all attendees and most importantly between the Panel Members and the child or young person in a hearing.

The document detailed top tips provided by each of the workshop contributors and was intended to serve as a reminder to Panel Members on ways in which they could improve practice whilst communicating with children and young people within the Hearing Room.

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

**11 ADVOCACY SERVICES IN RENFREWSHIRE**

Under reference to item 4 above, in relation to the meeting of the Learning and Development Sub-group meeting held on 18 November 2019, the Area Convener referred to item 5 of that Minute, "Better Hearings Event – Actions Arising.

The Minute had indicated that the Locality Area Reporter had suggested key improvement actions including filming mock hearings to be used in training and the development of a feedback loop.

Discussion had taken place around the manner in which young people addressed the audience at training events and it had been evident that some of the young speakers from Who Cares Scotland were unhappy with the experience. It had been agreed that these children might feel differently if they were fully aware of why the hearing was taking place; what exactly would happen; and what to expect of a hearing.

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

**12 DATE OF NEXT MEETING**

**DECIDED:**

Members noted that the next meeting of the Area Support Team is scheduled for Tuesday 28 January 2020 at 2.00pm.

**HEARINGS MANAGMENT SUB-GROUP  
RENFREWSHIRE AREA SUPPORT TEAM**

**DATE: 14TH JANUARY 2020**

**TIME: 14:00**

**VENUE: SCRA GLEN LANE**

**MEMBERSHIP: EDI HANLEY (CHAIR); EILEEN ANDERSON (ROTA MANAGER); MARION ROBINSON (ROTA MANAGER); ANGELA STEVENSON (PANEL REP); JIM MELROSE (DEPUTE AREA CONVENER); ANGELA MITCHELL (SCRA) LESLEY KING/NICOLA HARKNESS (SCRA)**

**AGENDA**

**APOLOGIES**

EILEEN ANDERSON; ANGELA MITCHELL;

**PRESENT**

Edi Hanley; Angela Stevenson; Marion Robinson; Jim Melrose; Lesley King; Angela Cramb

**1. RESIGNATIONS**

None.

**2. SABBATICAL**

Two PM'S – one male & one female

**3. HEARING STATS - 13TH NOVEMBER 2019 – 13TH JANUARY 2020**

**(a) Deferred Cases**

28 Total

10	RP Failed to attend
1	RP & SW Not available to attend
2	RP's did not receive paperwork
3	No reports from SW
1	SW did not attend
1	SW Report received too late to issue
1	Education report lacking information &

	unable to make decision
1	Education report, requested by previous panel, not available
4	Appointement of Safeguarders
1	Conflict of Interest between Legal Rep and Panel Member
1	SW Assessment, requested by previous panel, not available
1	Residence order still at court
1	Duty SW in attendance who was not familiar with case/family

### **(b) Cancelled Sessions**

6 Total

1	Reporter on Holiday
2	Reporter training
1	Reporter unavailable
1	Standby session (3/1) – Social Work still on annual leave
1	3 Pm's travelled to Dumbarton to find session cancelled due to Legal Rep being ill.

### **(c) SECURE HEARINGS**

11 Panel Members supplied in total all for Kibble Secure

1	East Lothian
3	Borders
1	Edinburgh
3	Inverness
3	Midlothian

### **(d) EXTRA CASES/HEARING SESSIONS**

1	Emergency Transfer added to session
1	Emergency Secure Authorisation added to session
1	Case arranged for Dumbarton – cancelled after PM's arrived

1	30 <sup>th</sup> Dec – was standby session – called in for 1 case
1	3 <sup>rd</sup> January – standby session – called in for 1 case
1	6 <sup>th</sup> January was originally standby session but full session plus PHP

### **(e) SWAPS**

Four Full Session Swaps & one Single case swap for conflict of interests

### **(f) CONTINUITY**

One Case – All three PM's – Dumbarton Case (see cancelled stats)

### **4. PASTORAL CARE**

None required

### **5. PANEL MEMBER STRENGTH**

PM strength is currently 80 members, with 55 Females and 25 Males.

### **6. AOCB**

### **(a) RE-APPOINTMENT**

JM advised that there are 3 panel members due for re-appointment this year, to date none have indicated they do not wish to be re-appointed, however just to be aware that may affect panel member strength.

### **(b) DIGITAL TRAINING & NEW SYSTEMS**

JM raised several questions around what information will be available and extracted from the new digital systems once live & who will input/extract relevant data. JM is of the view that all current information collated and discussed by this group should be available (with exception of deferred cases) from system and therefore there may no longer be a need for this group to continue.

Further discussion is required with Area Convener on roles/responsibilities and impact on any groups.

Angela Cramb to confirm exactly what information that panel members will be able to see about themselves on the new digital platform, following further enquiry from JM about a particular area of the new system under volunteer management. It was discussed that no information should be getting input about Panel Members unless it has been discussed with them first hand and that all need to be aware about the rights of panel members under FOI and Subject Access Request legislation. **ACTION AC**

### **(c) NEW CHAIR ROTA SYSTEM**

There has been further guidance issued to all Panel Members by Marion around how the new process for chairing should work. Initial informal feedback has been mainly positive, albeit it is only week one of implementation. The new system will be trialled until June and then an assessment will be made from feedback on success or further modification if required.

Some questions have been raised by Panel Members about consultation with them before implementation of changes, although some changes are outwith the control of the local AST, such as Care Review Changes, it was agreed that panel members should be given as much notice as is practically possible, about upcoming changes which may affect them directly.

It was agreed that the Newsletter would be ideal for distributing information and the question asked is where and when is the next Newsletter?

**ACTION FOLLOW UP WITH L & D TEAM /John Leckie/Alex MacDonald**

### **(d) LEGAL REPS & FORMAL DECISION MAKING**

It has been agreed that SCRA will notify local solicitors of the upcoming changes to the process for requesting delay to start of hearings to consult with their clients. Thereafter a further communication will be sent to all PM's toward the end of January to advise that the new procedure will go live from February 2020.

### **(e) GENERAL**

3 Panel Members to participate in video for Social Work training – Identified by EH, filming did not go ahead due to a Senior Social Worker who was involved in the project, having sustained an injury.

## **7. DATE OF NEXT MEETING**

25<sup>th</sup> February 2020 2pm at Glen Lane



Renfrewshire  
Area Support Team

## Learning & Development Group Meeting

13 January 2020

# MINUTES

### Present:

Derek Bramma (DB; Chair), John Leckie (JL), Alex MacDonald (AM), David Hadden (DH), Alison Thompson (AT), Jacqueline Doherty (JD).

### In Attendance:

Angela Cramb (AC).

### Apologies:

Ewan McNaught (EM), Kirsten Miller (KM).

Last minutes have not been included as these have been discussed at last AST meeting and any matters arising taken forward.

### 1. Pre-Service update

There has been a breakdown in communication for new trainee panel members as emails from the Learning Academy have not been received. This now appears to have been sorted and there should be no further issues.

A training session on the role of the reporter training has been provisionally booked which will be the first local training event.

At a national level the role of the reporter will now be covered on day 1 of core training rather than day 2 as in previous years.

One trainee has had to have her training days rearranged, but all trainees are on track and attending training.

Observations are now well under way with only one trainee panel member having yet to attend an observation – this was for medical reasons and the trainee will catch up. All the others have completed two observations.

## **2. In-Service update**

The first three training sessions for the beginning of 2020 have now been arranged and speakers finalised.

Several panel members have yet to complete their basic training; 4 yet to do Enhanced Practice which is an issue as panel members have to complete this before they can do Management of Hearing training.

A couple of members have also yet to sign up to Management of Hearing training. JL will try to catch these panel members for a chat and try to ascertain whether it is a confidence issue or another reason.

Social work training video planned for December has been postponed until January/February. The focus of this will be on the dialogue between social work and family/legal rep. 3 panel members have been asked to assist in the mock hearing for this.

SCRA are running a series of mock hearings to help with the training of new social workers. This is to minimise the number of people attending actual hearings. There will be no CHS involvement in this and as such the invitation sent to panel members to attend these mock hearings will now be retracted as they will be of minimal benefit. JD to email panel members to this effect.

## **3. Training sederunt and evaluation arrangements**

Within the new digital system there will be the facility for event evaluation. Invites and attendance to training events will also be managed digitally. In the meantime, there will be no changes until this new system goes live in March.

## **4. Management of Hearings Training – Update & Actions**

See section 2 above.

New digital system should make it easier to keep track of training and who has completed this.

## **5. CHS Digital Training – Requirements**

AT informed the group that PPAs did not receive the invite to the training sessions running throughout the day on Wednesday 15<sup>th</sup> January, however they can also attend these sessions. There are PPA specific online training courses to be completed.

Ian Campbell from CHS will provide training and talk panel members through the system. He will talk members through the history – how and why it was developed. There is no Wi-Fi and therefore no opportunity for individual members to play around with system, however it will be an interactive session with demonstrations, questions and answers.

It is hoped that members will be encouraged following this training and may feel that the new system is not as daunting as it may initially sound.



Marion has contacted members who haven't responded to the training invite in order to ascertain and whether they are unavailable on this day or feel that they do not require training.

Digital champions may be required to assist with rolling out training to any outstanding panel members who require this.

Individual panel members and PPAs will access materials via their personal devices. Information will be accessed via the cloud and not downloaded onto devices.

## **6. Proposed AST Development Day**

There are some remaining funds in the development budget. DB has identified a suitable training venue – Premier Inn at Glasgow Airport - which could be booked for a 'blue sky thinking' training day for AST members to discuss roles, recent developments and upcoming changes. St Mirren Park was also suggested as an alternative venue.

## **7. AOCB**

One panel member has requested that they do not chair hearings as per the new panel trial whereby each person with chair training will chair one hearing per session. The outcome of this is awaited.

Another member is being supported in their choice not to chair - despite having completed their chair training. It is believed that chairing hearings would place unnecessary stress on this individual.

## **8. Date of next meeting - Mon 24 February 2020 at 7.00pm**

