



Renfrewshire  
Area Support Team

## Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Monday, 08 April 2024	14:00	Paisley North Church, Abercorn Street, Paisley,

MARK CONAGHAN  
Head of Corporate Governance

### Membership

Craig Campbell; Jacqueline Doherty; Brian Gallagher; Edi Hanley; Jennifer Hay;  
Alex MacDonald; Ciara McLean; Ruth MacLeod; Ewan McNaught; Jim Melrose; Cairistiona  
Manson; Mo Quinn; Marion Robinson;

Representing Renfrewshire Council: Councillor Lisa-Marie Hughes.

Derek Brama (Chair).

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest and Transparency Statements

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

- |          |  |               |
|----------|--|---------------|
| <b>1</b> | <b>Minute of Renfrewshire Area Support Team</b>  | <b>3 - 6</b>  |
|          | Minute of meeting of the Renfrewshire Area Support Team (AST) held on 20 February 2024 |               |
| <b>2</b> | <b>Matters Arising</b>   |               |
|          | Consider any matters arising   |               |
| <b>3</b> | <b>Minute of Learning &amp; Development Sub-group</b>                                  | <b>7 - 10</b> |
|          | Minute of meeting of the Learning & Development Sub-group held on 18 March 2024.       |               |
| <b>4</b> | <b>Regional Tribunal Delivery Manager's Report</b>                                     |               |
|          | Verbal update by Regional Tribunal Delivery Manager                                    |               |
| <b>5</b> | <b>SCRA Locality Reporter Manager's Report</b>   |               |
|          | Verbal update by Locality Reporter Manager   |               |
| <b>6</b> | <b>Panel Member Recognition Event 2024</b>   |               |
|          | Verbal update  |               |
| <b>7</b> | <b>Date and venue of first North Strathclyde AST meeting</b>                           |               |



## Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 20 February 2024	14:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Derek Bramma; Craig Campbell; Jacqueline Doherty; Edi Hanley; Alex MacDonald; Ciara McLean; Euan McNaught; Jim Melrose and Councillor Lisa-Marie Hughes.

### CHAIR

Derek Bramma, Area Convener, presided.

### IN ATTENDANCE

Lesley King, Regional Tribunal Delivery Manager; Brian Gallagher, Partnership Co-ordinator and Kayleigh Stockley, Regional Wellbeing Co-ordinator (both Children's Hearings Scotland); and Elaine Currie, Senior Committee Services Officer (Renfrewshire Council).

### APOLOGIES

Marion Robinson and Mo Quinn, Tribunal Delivery Manager (Children's Hearings Scotland).

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

1 **MINUTE OF RENFREWSHIRE AREA SUPPORT TEAM**

There was submitted the Minute of the meeting of the Renfrewshire Area Support Team held on 12 December 2023.

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

**SEDERUNT**

Craig Campbell and Jacqueline Doherty entered the meeting prior to consideration of the following item of business.

2 **MATTERS ARISING**

In relation to item 10 – Renfrewshire AST Clerking – members were advised that due to members of staff retiring and staff absences, all enquiries should be directed to the Council's democratic services mailbox where they would be dealt with by one of the committee services team.

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

3 **MINUTE OF LEARNING & DEVELOPMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Learning & Development Sub-group held on 5 February 2024.

Members discussed various matters contained within the Minute.

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

4 **MINUTE OF ROTA AND MANAGEMENT OF HEARINGS SUB-GROUP**

There was submitted the Minute of the meeting of the Rota and Management of Hearings Sub-group held on 8 February 2024.

Members discussed various matters contained within the Minute.

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

5 **REGIONAL TRIBUNAL DELIVERY MANAGER'S REPORT**

Members were advised that the Tribunal Delivery Manager was currently on holiday and that there would be no report to this meeting.

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

6 **SCRA LOCALITY REPORTER MANAGER'S REPORT**

The Regional Tribunal Delivery Manager provided a verbal update in relation to staffing; feedback received in relation to appeals and the wording of these decisions and the recent refurbishment of the smaller hearing room in Glen Lane.

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

7 **PANEL MEMBER RECOGNITION EVENT 2024**

The Area Convener provided an update in relation to the Panel Member Recognition Event 2024 being held in the Glynhill Hotel, Renfrew on Friday 26 April 2024.

**DECIDED:** That the update provided be noted.

8 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Area Support Team would be held at 2.00 pm on 9 April 2024 in Renfrewshire House.

At the close of the meeting, the Area Convener provided members with an update in relation to the three operational PPA's and the deadline dates for those members requiring to be re-appointed in May and July 2024.





Renfrewshire  
Area Support Team

## Learning & Development Group Meeting

18<sup>th</sup> March 2024

### Minutes

**Present:** Derek Bramma, Ewan McNaught, Ciara McLean, Alex MacDonald, Jacqueline Doherty.

**Apologies:** Jacqueline Torrens, Gillian Wallace.

This was the last meeting of the Renfrewshire LDG.

### Update from Learning and Development Forum

This was initially intended to be a face to face meeting in Edinburgh. To allow more attendees this was changed to a virtual Teams meeting.

Meeting originally scheduled from 1pm to 4pm with virtual meeting being scheduled for 1.5 hours.

Unfortunately despite being advised an agenda would be available prior to this meeting, no agenda was provided, however we were informed that the meeting would cover:  
Learning champion - Role descriptor, plans and expectations of local partnership working

National learning - Plans for the rest of 2024

All three attendees from Renfrewshire were disappointed that despite being informed in the Teams chat that “We are keen for lots of discussion and feedback”, unfortunately very little time was given to discussion and feedback with most time being given to introduction, particularly from Fiona Geddes who spent some time providing background information about herself. In view of the reduced time we had and the topics of discussion it was felt that perhaps this was not the best use of time. At the end it was evident there were a number of questions or discussion points which were cut short due to time constraints.

There was a presentation on screen, unfortunately this was too small to read. A participant did ask for a copy to be circulated, however we have yet to receive this.

The following points were made:

- It was made clear that there will be a period of transition and much will be worked out as we go.
- Number of LCs per each region will be decided by Tribunal Delivery Manager – therefore in this there will not necessarily have any national consistency.
- LC role – positive and encouraging.
  - Embedding learning and encouraging reflection
  - Promote National Training
  - Local needs- this will be in conjunction with Partnership Co-ordinator.

It was also mentioned that any local training must be run past the national team first. Question about this provided answer that this would be done via Partnership Co-ordinator, but no detail provided as to how decisions about local training would be made.

- 5 Year Learning strategy
- Role of clerk is to book venues, etc and updating events on CSAS – question asked about whether this has been agreed by local councils and answer that this is currently being negotiated between CHS and local councils.
- There will be monthly meetings and regional quarterly AST meetings.
- Proposal for 2 local session per year. Following a question we were advised that if there is planned local training then each area could run 2 sessions between June and September.
- There are 4 national training items which will be released by March 2025.
- CHS have made a blanket decision that there will no longer be visits to secure centres as part of training.
- LCs will no longer get information from LA – this will now go via TDMs.

Following this update there was a sort discussion and the group identified that the questions which we still do not have answers to are:

What does local training mean? Is it each TSM area or per old AST area?

When will we know how many LCs will there be?

Will we still have a Renfrewshire Learning Development Group?

Will the LC be involved in identifying training needs and organising local training or will this be the responsibility of the Panel Engagement Lead?

### **Pre-service Update**

All trainees have completed day 50 training and following necessary completion of coursework for PDA they will be ready to go onto the May rota. Buddies to be assigned.

Discussion followed around the very positive feedback which we receive from our trainee PMs with regards to the value of pre-service observations.

Ciara will email trainees to ask if they could please inform the AST when they have completed everything and have been signed off.

One final local evening with trainees – Who Cares to be invited to talk about role of advocacy. 22<sup>nd</sup> April.

### **In-service update**

Feedback from PMs re last local training was that this was informative and useful.

Monday 3<sup>rd</sup> June for next liaison night. Jacqueline to contact SW managers.

Thursday evening in May or June to have training from Children with Disabilities team.

### **MOH Training**

Derek to ask LA for information as to which PMs have signed up to this. This will allow us to provide the necessary encouragement.

Need to check LA for refresher training course.



**Panel Recognition Event**

Tam Baillie to be invited to say a few words at recognition event.

Carol Wassell will attend on Elliot Jackson's behalf.

**AOB**

Two people have been nominated for the Royal Garden Party – Ruth MacLoed and Joanne Russell.

As the current AST will soon be disbanded as the new TSM goes live it is planned to have an AST lunch – proposed date was Friday 12<sup>th</sup> April.

