



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 25 January 2022	14:00	Remotely by MS Teams,

KENNETH GRAHAM
Head of Corporate Governance

Membership

Eileen Anderson; Derek Brama; Craig Campbell; Annemarie Currie; Jacqueline Doherty; Edi Hanley; Jennifer Hay; Alex MacDonald; Ruth MacLeod; Hannah McCulloch; Ewan McNaught; Jim Melrose; Cairistiona Manson; Marion Robinson; Angela Stevenson; Alison Thompson.

Representing Renfrewshire Council: Councillor John Shaw.

Chair

D Brama, Area Convener.

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.

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|----------|---|----------------|
| 1 | Minute of Previous Meeting | 1 - 6 |
| | Minute of previous meeting held on 14 December 2021. | |
| 2 | Matters Arising | |
| 3 | Hearings Management Sub-group | 7 - 10 |
| | Minute of meeting held on 12 January 2022. | |
| 4 | Recruitment & Retention Sub-group | 11 - 14 |
| | Minute of meeting held on 30 November 2021. | |
| 5 | Learning & Development Sub-group | 15 - 16 |
| | Minute of meeting held on 18 January 2022. | |
| 6 | Locality Reporter Manager | |
| | Verbal report by the Locality Reporter Manager. | |
| 7 | Date of Next Meeting | |
| | Members are asked to note that the next meeting of the Committee is scheduled for Tuesday 15 March 2022 | |



Renfrewshire
Area Support Team

Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 14 December 2021	14:00	Remotely by MS Teams,

Present

Eileen Anderson; Derek Brama; Annemarie Currie; Craig Campbell, Jacqueline Doherty; Edi Hanley; Alex MacDonald; Jim Melrose; Marion Robinson; and Angela Stevenson.

Chair

D Brama, Area Convener, presided.

Also Present

L King, Locality Reporter Manager and L Cochrane, Reporter (both SCRA) and P Wilson, Area Support and Improvement Partner (Children's Hearings Scotland).

In Attendance

P Shiach, Senior Committee Services Officers, K O'Neill, Assistant Committee Services Officer and D Pole End User Technician (all Finance and Resources).

Apologies

Councillor J Shaw, E McNaught and A Thompson

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 was dealt with at items 3, 4 and 12 of the agenda were competent and relevant, authorised their consideration.

1 Minute of Previous Meeting

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 26 October 2021.

DECIDED: That the Minute be approved.

2 Matters Arising

Rhiannan Dock

The Area Convener referred to item 16 of the Minute of the previous meeting and advised that that Cairistiona Manson had been interviewed for the position of Panel Practice Adviser to replace Rhiannan Dock. He intimated that Cairistiona Manson would be recommended for appointment to the CHS National Convener.

The Area Support and Improvement Partner advised that the first induction for PPAs had been scheduled for 12 January 2022. It was also highlighted that Cairistiona should be encourages to “shadow” existing PPAs in their observations.

DECIDED: That the information be noted

3 Area Plan Progress

The Area Support and Improvement Partner (ASIP) provided a verbal update and presentation on progress in relation to development in Area Plan.

She advised that a North Strathclyde area training session in relation to Reasons and Decisions. Initially this had been considered for face-to-face sessions. However given current and potential further restrictions in relation to COVID-19, it was felt more appropriate that the training should be delivered on-line as an interactive session.

The ASIP indicated that a questionnaire would be issued to Panel Members on what works well and not so well with the recently introduced RAHVI system. This would be an initial survey to gauge feedback from the Panel Community in relation to RAHVI.

The ASIP then submitted a presentation in relation to the creation of a live interactive method of collating data. A template was shown indicating the type of information which could be captured including members roles, status, re-appointment dates, whether the Panel Member was chair qualified, observations, RAG status, and hearings attended. It was highlighted that PPAs would have administration rights to access and amend/update these records. Other AST members would also have access for updating training records and scheduling Hearings.

Following discussion it was agreed that the information being compiled was available

within the CSAS system and that there was no requirement at this time to complete additional spreadsheets. The work involved in pulling the information was also considered to be onerous.

DECIDED:

(a) That it be noted that the information being suggested for being compiled was currently available on CSAS; and

(b) That it be noted that the information which would be useful in relation to re-appointments would be the number of observations, the number of Hearings Panel Member had attended; the number of swaps a Panel Member had requested and the training record of the Panel Member.

Sederunt

P Wilson left the meeting prior to consideration of the following item of business

4 Locality Reporter Manager - Update

The Locality Reporter Manager provided an update on staffing arrangements over the three week Christmas period, indicating that most staff would be working from home and the remainder in Glen Lane.

She advised that five members of staff had been involved in an exercise with Social Work Officers examining reports which had been submitted for use in decision-making. A total of 25 reports were reviewed and themes and issues highlighted particularly in terms of chronologies. In some instances the relevance of historical chronologies was questioned. She indicated that Social Work Officers would now review the content of chronologies, and that chronologies no longer be sent out routinely with Hearings papers. Reporters would determine the level of detail to be included in the papers.

The Locality Reporter Manager provided updates on appeal papers; the plans for Glen Lane; dates of custody courts over the Christmas period; profiles for Renfrewshire Hearings, which would be updated at the next meeting; an update on Covid-19 restrictions; and the potential return to virtual hearings through January 2022.

Discussion followed in relation to the issue of Advocacy support, and the Depute Area Convener referred to Better Hearings document he had received which contained a pre-Hearing checklist for social workers to complete which referred specifically to Advocacy. It was intended that the document would be issued in the forthcoming Newsletter to Panel Members, and Panel Members could enquire whether Social Workers had carried out the checklist before Hearings

The Locality Reporter Manager was then heard in answer to questions from members on the report.

DECIDED: that the report be noted.

5 Hearings Management Sub-group

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 1 December 2021.

The Minute provided updated information in relation to sabbaticals; resignations; hearing statistics for the period for the period 12 October to 30 November 2021

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 84 panel members 61 female and 23 male panel members. In addition one Panel Member had been provided for East Renfrewshire.

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 7 December 2021.

The Minute provided information relative to mandatory training; a pre-service update; an in-service update; forthcoming local development sessions; Management of Hearings training; and the proposed Area Development Day potentially on first Thursday in March.

The Area Convener referred to a special meeting of the Renfrewshire Child Protection Committee which he had attended in relation to a Significant Case Review and referred to issues which had been highlighted in relation to addictive and manipulative behaviours.

The Rota Manage4r referred to issues which had arising in relation to Chair training and the time lag between training being completed and CSAS training records being updated.

DECIDED: That the Minute be approved.

7 Practice & Recruitment Sub-group

There was submitted the Minute of the meeting of the Practice and Recruitment Sub-group held 30 November 2021.

The Minute provide information on observations on observations; support for Inverclyde PPAs; CSAS feedback; the PPA forum; the RRRG meeting on 14 November 2021; Moderation; an aide memoire for PPAs; recruitment; training issues in relation to Panel Members; and complaint handling.

The Depute Area Convener was then heard in answer to questions from members on the Minute.

DECIDED: That the Minute be approved.

8 Renfrewshire AST Development Day 2022

The Area Convener referred to the proposed Area Support Team Development day and indicated that Thursday 3 March had been identified as a potential date for the event.

Hew advised that a report confirming the details would be submitted to the next meeting.

DECIDED: That the report be noted.

9 Recognition Event - 28 January 2022

The Area Convener advised that the proposed Panel Member Recognition Event was scheduled to take place on Friday 28 January 2022 in the Lyndhurst Hotel, Johnstone.

He indicated that the deposit had been paid, however the event was dependent on any COVID-19 restrictions in place at that time

DECIDED: That the report be noted.

10 Panel Member Recruitment

The Area Convener advised that he had emailed the three care experienced young people who had been contacted for the Panel Member recruitment exercise last year with a view to establishing whether they wanted to become involved in the 2022 campaign. He indicated that it was anticipated that the selection and interview process would take place between mid-February and mid-March 2022.

DECIDED: That the report be noted

11 Arrangements for Future Meetings

The Area Convener advised that he had emailed the three care experienced young people who had been contacted for the Panel Member recruitment exercise last year with a view to establishing whether they wanted to become involved in the 2022 campaign. He indicated that it was anticipated that the selection and interview process would take place between mid-February and mid-March 2022.

DECIDED: That the report be noted

12 PPA Availability

E Anderson indicated that she had asked PPAs for their availability in January 2022 and sought clarity as to whether these would be face-to-face or virtual observations. given that Hearings in January would be by virtual means.

The Locality Reporter Manager indicated that the majority of Hearings would be held virtually.

The Depute Area Convener suggested that no observations take place during the first week in January, and that thereafter consider virtual observations from the second week in January, with a meeting set up in the first week in January with the PPAs to consider any challenges in relation to virtual Panel Member observations.

DECIDED:

(a) That the Depute Area Convener arrange a meeting with PPAs in the first week in January to consider any challenges in relation to holding virtual Panel Member observations; and

(b) That a rota for observations be issued to PPAs to undertake Panel Member observations covering the period from 10 to 31 January 2022

HEARINGS MANAGEMENT SUB-GROUP

AGENDA

Minutes of Meeting 12th January 2022

Virtual @ 10:00AM

1. Apologies

Lesley King; Nicola Harkness attended on behalf of Leslie

2. Sabbatical

There are currently eight panel members off rota, six females and two males. There are three females who may not return to rota, we are currently still unable to get a response from two. One male has not undertaken any training, is still not on the system and has not been proactive in taking steps to resolve, despite advice given by AST members, further discussion required about appointment.

3. Resignations

None

4. Hearing Stats - period 1st December 2021-11th January 2022

- Deferred Cases - Seventeen virtual cases deferred; five no social work reports available; three awaiting grounds to be established; eight relevant persons failed to attend and one legal rep failed to attend; one case, which was a request to add to rota, no papers available and grounds still at court.

One face to face deferred - One relevant person had no legal representation and the other relevant person had to attend a funeral.

- Cancelled Sessions - As a result of Omicron variant and changes to government advice all January face to face hearings have been cancelled and moved to virtual hearings.

- Secure Hearings - None
- Extra Hearings/Sessions - None

- Swaps - Eight swaps in total; two virtual and six face to face.
- Continuity - Two requests made in December with hearings taking place in January.
- Six standby sessions over the festive period, one required to be used for 2nd Working Day hearing.

5. Pastoral Care

One panel member was and continues to be impacted by COVID.

6. Panel Member Strength

Eighty four panel members, of which sixty one are female and twenty three are male. Currently there are seventy six panel members who are available for rota scheduling, this is made up of fifty six females and twenty males.

7.AOCB

One face to face session had started at 9.30am and panel members did not leave until 4.30pm. The first family arrived an hour late, which then had a subsequent impact on ability to complete the record of proceedings at the end of the sessions, and the following hearings, all three records of proceedings had to be completed at the end of the sessions. There were also technical difficulties with CSAS not saving or allowing submission of the records. There were also technical difficulties with the equipment in Glen Lane with the staff who were available unable to resolve the issue and subsequently no blended hearing could take place. The session had to be managed by rotating participants. In addition, there had been no food or drink available, resulting in the panel members, understandably, being less than happy about the situation.

Following discussion it was identified that the CSAS problem is not always happening as a result of the time out protocol, which was previously identified. Issues appear to continue with panel members who have just signed in, experiencing the same problems of not saving or submitting or being kicked out. It was agreed that we need to make all panel members aware that when this happens, they need to email digital services immediately, as the problem is ongoing and not wait until afterwards. It is hoped that by reporting as the issues are actually occurring that digital services will be able to identify the root cause and provide a solution.

Nicola advised that both she and Andrew Mobbs had tried to replicate the issues of not connecting screens/rooms but the same problem did not present itself and they were able to do so successfully. Nicola is issuing guidance to SCRA staff around who to contact, should they not be able to resolve any connection issues themselves in the first instance, and this should prevent the same situation for blended hearings from happening.

A query was raised regarding an upcoming session which has been scheduled on CSAS as 3pm until 7pm, the panel member due to chair has made it clear she will not be able to be in attendance until 7pm due to other commitments, but the AST also had concerns that hearings were being scheduled for these timings and any expectation on panel members. It was clarified that the session was booked to start at 3pm, it is one case, albeit a difficult case, but there is no expectation on panel members or reporters to be still in attendance at 7pm. The system has allocated a four hour slot by default.

As a result of the increase in virtual hearings, SCRA have managed to secure two additional sessions for the Rota, from RAVHI capacity. There will be additional Monday and Tuesday afternoon availability.

Face to Face hearings will only take place when it is necessary for the family and it is expected that February and March will also be virtual hearing sessions only, although further information will follow in line with guidance from government and the outcome of operational discussions within SCRA and other agencies.

It had been suggested that three panel members could attend Glen Lane to participate in blended type hearings, which may provide more available pm's if those who do not wish to do virtual could attend. Unfortunately these would still need to be included with already allocated virtual slots due the need for RAVHI support and at this time would not increase capacity. Nicola advised that should rota capacity dictate the need to use panel members who only do face to face hearings then further discussion can take place.

8. Date of Next Meeting

Tuesday March 1st 2022 Virtual at 10:00am

Recruitment and Retention subgroup (PPA meeting)

Wallneuk Church

Tues 30th Nov. 7.00pm

Agenda

- 1. Last meeting notes. - 12.10.21 attached**
- 2. Observations on observations.**
- 3. Support for Inverclyde PPAs**
- 4. CSAS feedback**
- 5. PPA forum**
- 6. RRRG meeting 4.11.21**
- 7. Moderation**
- 8. Aide memoire for PPAs**
- 9. Recruitment - paper emailed**
- 10 . Training issues re Panel members**
- 11. Complaint handling**
- 12. AOB**
- 10. Next meeting**

1. Last meeting notes. – 12.10.21

Item 2 process update for PMs to be included in next newsletter

Item 3 good practice – collation to be done as observations progress

2. Observations on observations.

Face to face observations are being completed.

3. Support for Inverclyde PPAs

Craig and Anne Marie are supporting Inverclyde PPAs.

Renfrew PPA will notify SCRA Glen Lane when an Inverclyde is joining a session.

An Inverclyde PPA can not be added on CSAS.

4. CSAS feedback

Various issues are being sorted eg.

Autosave

Observation history access

Eileen to continue her recording of observations as CSAS record is not a record of actual observations due to the way observations are set up.

5. PPA forum

Discussion is mainly about CSAS issues and moderation.

6. RRRG meeting 4.11.21

Minutes circulated.

Reappointment meetings noted as requiring one interviewer. This will allow greater flexibility at the larger cohort reappointment next year.

7. Moderation

Carried forward .

8. Aide memoire for PPAs

Agreed(?) that this was a good idea. Carried forward as CHS group are looking at the role of the PPA which would have an impact on this.

9. Recruitment

AC to complete recruitment survey for CHS.

Last years process was considered to be successful.

Decided to repeat process using video, virtual interview, involvement of young people.

10. Training issues re panel members

From observation a PM has not completed the required training.

This was logged as an amber which ensured that it was discussed at this meeting.

This PM should not be on rota – not on in Dec.

Discussion regarding mechanisms for tracking training.

Logging of contacts with PMs should done.

11. Complaint handling

Complaint allocated to a PPA.

12. AOB

January rota – continue with face to face observations only.
February – add in virtual.

Next meeting

Tuesday 11th January 2022
Wallneuk Church 7.00pm

**Learning &
Development Group
Meeting
18 January 2022**



Renfrewshire
Area Support Team

MINUTES

Present: Derek Bramma, Alex MacDonald, Alison Thompson, Jacqueline Doherty

Apologies: Pam Wilson and Ewan McNaught, Ruth Macleod, Ciara McLean

1. Pre-Service Update

Recruitment will be entirely virtual this year again.

There are training and refresher courses available for all AST members involved in recruitment process. For most of our team it will be refresher training.

Candice is the young person involved with this process within Renfrewshire.

Observation timings have still not been agreed, it is hoped that they can do these during pre-service training.

Ewan will co-ordinate pre-service training with Alex or Jacqueline available to help if required.

So far 12 female and 1 male applicants.

No recruitment to take place in East Renfrewshire this year. Derek has enquired as to possibility of recruiting panel members from East Renfrewshire.

There will be an applicant information evening – this will take place before interviews and will be a question-and-answer style session. It will be a virtual session.

2. In-Service update

Police will come to provide a virtual training session on internet safety. This will take place early March.

Discussion around whether we should open this up to East Renfrewshire but agreement that training night is for Renfrewshire but will be recorded and can then be disseminated to those within North Strathclyde Hub.

Derek has approached Meggan Jameson with regards to trainers who can provide LGBTQIA. LGBT Youth Scotland are a potential provider. Awaiting responses from Linda Quinn at

Learning Academy. Ideally this would take place in February, but date would depend on availability. Derek will pass information to Ciara.

If this isn't possible in February, then could try to provide session around new school nurse provision or Teams training.

Local AST development day in March will be deferred until late April/May to allow this to be face to face.

Some of the data received from LA is inaccurate. Alex is keeping track of this data.

Awaiting details of potential training via North Strathclyde hub with regards to decisions and reasons.

Suggestion of a general open meeting where everyone present could share views/concerns/training needs/what we are doing well. It would also be an opportunity to do a round table introduction/who's who to help everyone feel a part of the Renfrewshire Team.

3. Training completion update

4 panel members still need to complete sibling course as it is impacting on January rota. Alex has chased these panel members up and 3 have now complete this training. One PM needs to contact Learning Academy before they can resubmit.

One additional PM is proving more difficult to get through training.

The remaining panel members still to complete this course have either resigned or are inactive.

Alex is still awaiting update on Information Governance training.

There are definitely some system issues as PMs and PPAs have completed training, but it hasn't been registered. Two people were noted as having screenshots of their training but still being recorded as not having this completed.

4. Date of next meeting - To Be Advised