



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 10 March 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; 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.

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.

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|----------|---|----------------|
| 1 | Minute of Previous Meeting | 1 - 6 |
| | Minute of previous meeting held on 28 January 2020. | |
| 2 | Matters Arising | |
| 3 | Hearings Management Sub-group | |
| | Minute of meeting held on 25 February 2020. | |
| 4 | Practice and Recruitment Sub-group | 7 - 12 |
| | Minute of meeting of the Practice and Recruitment Sub-group held on 25 February 2020. | |
| 5 | Learning and Development Sub-group | 13 - 16 |
| | Minute of meeting held on 3 March 2020. | |
| 6 | Locality Reporter Manager - Update | |
| | Verbal report by the Locality Reporter Manager. | |
| 7 | Panel Members Recognition Event | |
| | Verbal report by the Area Convener. | |
| 8 | Devolved Funding | |
| | Verbal report by the Area Convener. | |
| 9 | AST Development Day | |
| | Verbal report by the Area Convener. | |

10 Date of Next Meeting

Members are asked to note that the next meeting of the Area Support Team is scheduled for Tuesday 5 May 2020 at 2.00pm.



Minute of Meeting Renfrewshire Area Support Team

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

Present

Derek Bramma; Annemarie Currie; Edi Hanley; John Leckie; Alex MacDonald; Ewan McNaught; Jim Melrose; Amanda Morrison; Marion Robinson; Angela Stevenson; Alison Thompson.

Chair

D Bramma, Area Convener, presided.

Also Present

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

In Attendance

P Shiach, Committee Services Officer (Finance & Resources).

Apologies

Councillor J Shaw, E Anderson, C Campbell; and B Dorey.

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 four 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 6 to 8 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 3 December 2019.

DECIDED: That the Minute be approved.

2 Matters Arising

(a) Devolved Funding

Under reference to item 9 of the Minute of the previous meeting relative to Devolve Funding, the Area Convener advised that the 2020 Recognition Event had been provisionally booked for 15 May at St Mirren Park, Paisley. As previously, Devolved Funding would be available for 50% of the cost of the event.

(b) Development Day

The Area Convener confirmed that a Panel Member Development Day had been arranged for Thursday 26 March 2020 at St Mirren Park, Paisley.

(c) Secure Hearings

In response to a question raised by A Stevenson in relation to the use of a printer at a hearing at the Kibble Centre, the Locality Reporter Manager clarified the position indicating that there was no protocol for taking mobile printers into secure hearings. However, there was a protocol for locked printers in Glen Lane. The Locality Reporter Manager undertook to revisit the issue and report back to a future meeting of the Area Support Team.

DECIDED: That the information be noted.

3 Hearings Management Sub-group

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 14 January 2020.

The Minute provided an update on resignations; sabbaticals; hearing statistics between 13 November 2019 and 13 January 2020 including deferred cases, cancelled sessions, secure hearings, extra cases/hearings sessions, swaps and continuity; pastoral care; panel member strength; re-appointments; digital training and new systems; new chair rota training; legal representatives and formal decision making; and general issues.

The Depute Area Convener referred to digital training and new system indicating that the digital group would be discussed at the forthcoming Development day. The Development day would include a root and branch review of all Renfrewshire AST sub-groups.

The Area Convener indicated that he would issue a draft agenda for the Development day which would cover all the current issues.

In terms of the new Chairing arrangements where the Panel Chairs rotate during a hearing session, the Area Support Team was advised that these new arrangements were working well. The Area Convener advised following consultation with the National Convener one Panel Member had been granted an exemption from chairing on medical grounds. However, the Panel Member would continue to attend chair training sessions.

DECIDED: That the Minute 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 13 January 2020.

The Minute provide an update on pre-service training; in-service training; training sederunts and evaluation arrangements; management of hearings (MOH) updates and actions; CHS digital training requirements; and the proposed AST Development Day.

The Learning and Development Co-ordinator (pre-service) indicated that a further trainee Panel Member had resigned due to conflict of interest issues following a change in her employment circumstances. The number of Trainee Panel members had reduced to 13.

The Area Convener indicated that he would discuss the matter with the Trainee with a view to a pre-service transfer to an adjoining AST area.

The Depute Area Convener Advised that all current CHS email addresses would cease to operate on 10 February 2020. New email addresses would be issued by CHS on 1 February 2020.

J Leckie requested that a briefing note on the changes be made available for all Panel Members for the next training night. The Rota Manager indicated that she would send an email to all Panel Members requesting that they check emails for details of the changes.

DECIDED:

(a) That the Rota Manager send an email to all Panel Members requesting that they check emails for details of the changes; and

(b) That the Minute be otherwise approved.

5 Locality Reporter Manager - Update

The Locality Reporter Manager advised that N Harkness would provide a short presentation from the Reporters perspective to the forthcoming Renfrewshire Child Protection Committee biennial conference to be held on 5 March 2020.

The Locality Reporter Manger provided an update on staffing, appeals feedback and the number of Hearing sessions and cancellation since the last meeting in December 2019.

The Locality Reporter Manager was then heard in response to questions raised by members of the AST on the content of the report.

DECIDED: That the report be noted.

6 Area Conveners' Liaison Meeting

The Area Convener referred to the meeting of the Area Conveners' Liaison meeting which had taken place in January 2020 indicating that the finding of the Care Review would be published on 5 February 2020. He indicated that the National Convener intended to host a conference call on the findings on 6 February 2020 and thereafter information would be disseminated to the area teams and relevant parties.

DECIDED: That the report be noted.

7 Digital Roll-out

The Area Convener advised that the digital roll-out for the Renfrewshire Area was expected to take place in April 2020 with the Digital Landing Page available from 6 April 2020. He further advised that all AST areas would receive a laptop, projector and screen from CHS in the near future for use at meetings, training etc.

DECIDED: That the information be noted.

8 East Renfrewshire AST

The Area Convener updated the Committee relative to the position with East Renfrewshire Area Support Team following several resignations within the Team.

He advised that J Melrose, Renfrewshire Depute Area Convener had agreed to take over the role of Area Convener for East Renfrewshire Area Support Team in the interim until a more permanent solution could be agreed.

A Currie offered to carry out PPA Observations in East Renfrewshire in the interim period if required.

DECIDED: That the information be noted.

9 Date of Next Meeting

DECIDED:

Members noted that the next meeting of the Area Support Team is scheduled for Tuesday 10 March 2020 at 2.00pm.



Renfrewshire
Area Support Team

**Practice & Recruitment
Group Meeting
Tues 25 February 2020**

AGENDA

- 1 Minutes of 25 November 2020
- 2 Resignations
- 3 PPA Forum
- 4 Complaints/Concerns
- 5 PPA Rota
- 6 PM Observations (Review + Forthcoming)
- 7 Online access to PPA observation forms - progress
- 8 New IT systems – update
- 9 Chair Training – role of PPA
- 10 AST event
- 11 Care Review
- 12 AOB
- 13 Date of next meeting

Meeting dates 2019 – 2020

- Wed 22 Apr 2020
- Wed 3 Jun 2020



Renfrewshire
Area Support Team

Practice & Recruitment Group Meeting 25 February 2020

Minutes

Present: J Melrose (JRM) (Chair), Anne Marie Currie (AMC), Mandi Morrison (MM), Jennifer Hay (JH), Craig Campbell (CC), Alex Macdonald (AM).

Apologies : Angela Cramb (AC) (ASIP), Eileen Anderson (EA), Allan Thomson (AJT), Alison Thomson (AT)

1 Minutes of 20 November 20120

Accepted

2 Resignations etc

Brent Dorey has resigned his PPA position.

Alex Macdonald has joined the group as the backup PPA rota manager.

MM still undergoing PPA training and is not yet able to carry out observations herself although she will continue to observe as appropriate.

3 PPA Forum

Not met.

4 Complaints/Concerns

Four events reported by JRM since last meeting.

- i) Kibble hearing that was misassigned to Renfrew.
- ii) Complaint where the complainant had not raised the complaint.
- iii) Complaint upheld where two decision were not given reasons.
- iv) A concern regarding a PPA and SCRA.

Concern raised by a PPA which was followed up by discussions with SCRA managers.

Outcomes agreed were that

- * reporters would not questions PPAs regarding their observation reports.***
- * reporters might discuss an issue from a hearing that could be taken back to this group and/or the AST***

5 PPA Rota

PPA March rota issued.

6 PM Observations (Review + Forthcoming)

All observations are green.

Some discussion regarding PMs who were just green!

It was agreed that we need to agree on consistency .

Issue raised : One PPA carrying out observations on the same PM in a year.

7 Online access to observation reports.

Access to the one drive is now discontinued.

Access to previous observation reports by PPAs will have to wait until the new IT system is available in Renfrewshire.

8 New IT systems

All PPAs have logged into the new system and will be on Teams shortly.

Question raised as to whether observation forms are getting to Clerk.

ACTION CLERK

9 Chair Training

Following decision at last AST regarding PPA input, it was indicated that PPAs would be issued with names of PMs who are likely to be receiving notification from Learning Academy regarding MoH training.

No decision was made as to how this would be implemented in the PPA rotas for the remainder of this session.

A suggestion from the Hearings Management group that newly qualified chairs might benefit from observation outwith the observation cycle. This would be supportive in nature and focus on chairing only.

The suggestion was made that this would be offered to these PMs and that contact could be made with this offer by letter or by the LPR.

ACTION AST

10. AST Event

The AST event was highlighted and an indication made that the agenda would allow for a PPA session.

Suggestions that we might discuss Consistency of observation reporting / Complaints procedures / Chair training.

11. Care Review

Brief mention made of Care Review and importance of valuing PMs role if this arises at an observation.

12. AOB

JRM requested PPA assistance with observations in East Renfrewshire.

PPA present were happy to assist.

No PPAs were interested in relocating to East Renfrewshire.

13. Date of next meeting : Wed 22 Apr 2020

25.2.20

JRM



**Learning &
Development Group
Meeting
3 March 2020**

MINUTES

Present: Derek Bramma (DB; Chair), John Leckie (JL), Alex MacDonald (AM), Ewan McNaught (EM) Jacqueline Doherty (JD).

In Attendance: Angela Cramb (AC).

Apologies: Kirsten Miller (KM), David Hadden (DH), Alison Thompson (AT).

1. Digital Training Update

16 panel members in Renfrewshire still to be registered online. Angela Stevenson (AS) and JD to follow up. AS has been proactive in texting these members to ask if any help required. Panel members will also be identified to encourage those who have yet to engage. Compared to other areas Renfrewshire are doing well with percentage who have engaged.

Still some technical issues which need to be addressed.

There will be drop-in sessions ran in Glen Lane by AS and JD if anyone feels they require more 1 to 1 help.

There are a few issues for Marion with regards to the rota this time, but she has this in hand and on this occasion may complete a rota manually.

The launch of the new SCRA digital system has been put back.

A few panel members may have difficulty if their laptop/computer or phone are not new enough to support the operating system.

DB has 2 laptops – 1 for panel room with info for panel members on it. PPA would use this for panel observations. It is suggested that a security cable and lock be purchased to ensure this laptop is not removed from panel room. The second will replace the existing laptop used for training events, etc.

2. AST Development Day – L&D input

The day will include the following:

Elliot Jackson will outline the corporate plan.

DB will outline the local plan.

Look at AST structure – format and running of groups.

Jim Melrose – succession planning. This is important as other areas are struggling to replace AST members, so Renfrewshire needs to be prepared. Panel members are particularly reluctant to take up posts which require them having to give up being a serving panel member.

Communication Model.

Group work – PPAs one group with remainder looking at Learning and development/training needs.

3. Pre-Service update

Currently 13 new panel members.

Last night was the third out of five planned training sessions at which Social Work gave a talk. 2 members were ill and unfortunately 3 members didn't show up, with no apologies.

The group have planned 62 observations between them, although 1 member has yet to complete any. Most have completed a minimum of 3. These observations not only provide a good training opportunity but also give new panel members a chance to experience the commitment required to make yourself available for 2 panels a month.

It was agreed that someone from education should be identified as speaker for next training event. Various head teachers and principal teachers were mentioned as being suitable.

Buddy night confirmed for St Mirren Park and Elliot Jackson will attend. Buddies are in the process of being appointed.

4. In-Service update

JL will be taking some time off for family reasons. JD will take on admin and training nights. AM will be responsible for keeping a track of training; especially the Management of Hearings training.

Despite JL having asked members in the past for suggested training needs he has not received any feedback. It was agreed that panel observations were a good opportunity to identify training needs.

There was a proposal to create another two Learning and Development posts as this would be beneficial to share the load. This will be formalised, and post advertised through CHS.

Claire Burns and Tracy Wright from CELCIS were due to present at next week's training session. Unfortunately, Claire is no longer available. JD will email Tracy again to confirm her attendance. Jacqueline to explore whether it would be possible to swap the March and April events.

No word yet on the rescheduled social work training video date.

In another region a workshop from 'Our Hearings Our Voice' was very well received and could be a future training event. This would need to run on a Saturday morning.

Discussion around the value of teaming up with social work to share experiences, this would be done in small groups. This is an avenue which would warrant further exploration and is different from the liaison group which has representatives from SW, SCRA and panel members.

5. LCPC Event - Johnstone Town Hall - 5 March

Discussion around who had been invited to this event. No certainty but it may be that invitees have been hand-picked.

Potential future training events may be identified here.

6. AOCB

SIRCC 2020 conference is on the 9th June 2020. This year the theme is 'The extraordinary ordinary: the power of everyday care' and the guest speakers are Heather Modlin and Dr Adam Burley.

There are a few other interesting online courses coming up which panel members should be signposted towards. These are free online courses; JD to share details.

It was decided that there should be a single point of contact for inter-agency training events. In the past EM has done this and it is therefore possible. Just needs to be communication with SW to let them know who this contact will be – this named person will then be responsible for filling in application forms.

Derek has a book on the Children's Hearing and the Sheriff's Office which he will replace in the panel room.

There was a request from a panel member who is attending courses for her own professional job which are very similar to the training courses in the Learning

Academy, to be able to populate her profile in the Learning Academy with this. There was an acknowledgement that it can be very difficult for panel members to take time off work for additional training and therefore if someone has completed a similar course then perhaps it should be able to be logged. AC was unsure but thought that this may not be possible and would enquire. *Further to this meeting AC has confirmed that this is possible.*

7. Date of next meeting - Mon 27 April 2020 at 7.00pm