



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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday, 22 August 2023	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN  
Head of Corporate Governance

### **Membership**

Derek Brama; Craig Campbell; Jacqueline Doherty; Edi Hanley; Jennifer Hay; Alex MacDonald; Ciara McLean; Ruth MacLeod; Ewan McNaught; Jim Melrose; Cairistiona Manson; Marion Robinson; Anne Tucker.

Representing Renfrewshire Council: Councillor Lisa-Marie Hughes.

### **Chair**

D Brama, Area Convener

### **Apologies**

Apologies from members.

## Items of business

### 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 20 June 2023.  |                |
| <b>2</b>  | <b>Matters Arising</b>  |                |
| <b>3</b>  | <b>Management of Hearings Sub-group</b>   | <b>7 - 10</b>  |
|           | Minute of meeting held on 15 August 2023  |                |
| <b>4</b>  | <b>Learning &amp; Development Sub-group</b>   | <b>11 - 12</b> |
|           | Minute of meeting held on 7 August 2023   |                |
| <b>5</b>  | <b>SCRA Locality Reporter Manager - Update</b>  |                |
|           | Verbal report by Locality Reporter Manager  |                |
| <b>6</b>  | <b>Tribunal Support Model - Update</b>  | <b>13 - 26</b> |
|           | Presentation by Children's Hearings Scotland  |                |
| <b>7</b>  | <b>UNCRC Incorporation and Children (Care and Justice) (Scotland) Bill - Update</b>                             | <b>27 - 30</b> |
|           | Presentation by Children's Hearings Scotland  |                |
| <b>8</b>  | <b>Professional Development Award (PDA) Completion<br/>Guidance for Area Support Teams (ASTs) - August 2023</b> | <b>31 - 36</b> |
|           | Report by Children's Hearings Scotland  |                |
| <b>9</b>  | <b>Panel Member Recruitment 2023: National Context</b>  | <b>37 - 48</b> |
|           | Report by Children's Hearings Scotland  |                |
| <b>10</b> | <b>Devolved Budget 2023/24</b>  | <b>49 - 50</b> |
|           | Report by Clerk   |                |
| <b>11</b> | <b>Complaints Update</b>  |                |
|           | Verbal report by Area Convener  |                |

## **12 Date of Next Meeting**

Members are asked to note that the next meeting of the Area Support Team is scheduled for Tuesday 24 October 2023 at 2.00pm in Renfrewshire House.



## Minute of Meeting

### Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 20 June 2023	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Derek Bramma; Craig Campbell; Jacqueline Doherty; Edi Hanley; Councillor Lisa Marie Hughes; Alex MacDonald; Ciara McLean; and Marion Robinson.

#### CHAIR

D Bramma, Area Convener, presided.

#### ALSO PRESENT

L King, Locality Reporter Manager and P Wilson, Area Support and Improvement Partner.

#### IN ATTENDANCE

P Shiach, Senior Committee Services Officer, (Finance and Resources).

#### APOLOGIES

E McNaught, J Melrose and A Tucker.

#### 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 item of business which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the items were competent and relevant, authorised their consideration at items 4, 10 and 11 respectively of the agenda.

## 1 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 9 May 2023.

**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 **MANAGEMENT OF HEARINGS SUB-GROUP**

There was submitted the Minute of the Management of Hearings Sub-group held on 13 June 2023.

The Minute provided information on sabbaticals; resignations; panel member strength; Hearing statistics including deferrals, swaps, cancelled hearings, standby hearings, continuity, cross-area assistance, additional hearings, the Strathclyde Area standby rota and pastoral care.

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

## 4 **LOCALITY REPORTER MANAGER UPDATE**

The Locality Reporter Manager provided a verbal update relative to staffing, the Better Hearings Group and appeals feedback.

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

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

## 5 **HEARINGS SYSTEM WORKING GROUP**

The Area Support & Improvement Partner (ASIP) provide a verbal update relative to the Hearings System Working Group.

The ASIP indicated that discussions had taken place relative to the role of side panel members, remuneration for Panel Chairs, the significant resources involved and accountability.

Full discussion followed relative to the effect the proposed changes would have on the current Panel community, remuneration for Panel chairs, and the changing role of the Panel Chair.

The ASIP indicated that the proposals would be subject to a consultation and that the National Convener would attend AST areas to meet with Panel Members. The Area Convener proposed that a number of questions in relation to the proposals be agreed in advance. This was agreed.

**DECIDED:**

(a) That a list of questions for the National Convener in relation to the Hearings System Working Group proposals be agreed; and

(b) That the update be otherwise noted.

**6 TRIBUNAL SUPPORT MODEL**

There was submitted a report by Children's Hearings Scotland (CHS) relative to the proposed Tribunal Support Model.

The report indicated that CHS was implementing a new Tribunal support model through 2023 and 2024 which would involve moving to nine regional Area Support Teams matched with the SCRA localities, providing alignment and clarity with Hearing System partner. Each region would have paid members of staff lead by a Regional Manager. In addition, each region would have a Partnership Lead and a Wellbeing Lead (focussed on enabling Panel Member voice).

The report advised that the new model would:

- enable CHS to better support panel members to deliver better outcomes for children and young people by allowing some of the fragilities in the current model to be addressed;
- relieve the unrealistic and unfair burdens on volunteers who have been undertaking roles with good grace that go beyond what is legitimate to expect of a volunteer; and
- provide an enhanced support structure to PMs that will be consistent across the country;

The report indicated that this investment marked confidence in the work of CHS enables capacity for an ambitious future outlined in The Promise and the possible recommendations of the Hearing Systems Working Group.

The report advised that part of the new model would be the provision of central capacity to support key functions, including rota.

The Area Convener indicated that the positions of resource administrators and managers were currently being filled, and that the first of the revised areas would come into force in October 2023, followed by a further two tranches in February and April 2024.

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

**7 MEETING ACCOMMODATION (PAISLEY NORTH CHURCH)**

The Area Convener advised that the Estates Department of the Church of Scotland was reviewing its estate, including Paisley North Church, with a view to rationalising its properties.

He indicated that Paisley North Church provided an excellent service for the AST and was still taking bookings at present. He indicated that he would send a letter of support for the Church to the Church of Scotland Estates section.

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

## 8 **ACCESSIBLE TAXI PROVISION**

The Area Convener provided a verbal report in relation to accessible taxi provision in relation to a Panel Member who had been experiencing difficulty in attending Hearings.

Following discussion, the Area Convener suggested that the AST look at a number of services to identify options. This was agreed. Councillor Hughes undertook to raise the issue at the next meeting of the Regulatory Functions Board.

**DECIDED:**

(a) That a range of services be investigated to identify available options; and

(b) That the report be otherwise noted.

## 9 **2023/24 DEVOLVED BUDGET SUMMARY**

There was submitted a report by the Clerk relative to a summary of the devolved funding budget.

The report indicated that following the Panel member recognition event, the remaining budget was £540.

Future items relative to the Devolved Funding budget included a future event involving Panel Members and Social Workers, and it was proposed that the Children's Services Manager be approached to nominate a Social Work representative to a sub-group to organise this event. This was agreed unanimously.

**DECIDED:**

(a) That the Children's Services Manager be approached to nominate a Social Work representative to the SW liaison event Sub-group; and

(b) That the report be otherwise noted.

## 10 **SCOTTISH PARLIAMENT RECEPTION**

The Area Convener provided a verbal report relative to a reception to be hosted by the Scottish Government on 27 June 2023 to mark the 10th anniversary of Children's Hearing Scotland. He will be attending as Area Convener and proposed that Renfrewshire AST be represented by two Panel Members, B Cook and J Brunton as ambassadors. This was agreed unanimously.

**DECIDED:** That B Cook and J Brunton attend the reception as ambassadors on behalf of Renfrewshire Area Support Team.

11 **COMPLAINTS**

The Area Convener provided a verbal update relative to a complaint by two Panel Members against a Reporter, and a complaint by a Social Worker regarding a Panel Member.

**DECIDED:** That the report 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 22 August 2023 at 2.00pm in Renfrewshire House.



**MANAGEMENT OF HEARINGS SUB-GROUP****MINUTES****TUESDAY 15<sup>th</sup> AUGUST 2023, 11.00am****In attendance:** Lesley King, Marion Robinson, Edi Hanley, Jacqueline Doherty**Apologies:** None**Sabbaticals**

3 in total - 1 M has had sabbatical extended to end December  
 1 F still awaiting refresher training course  
 1 F hasn't responded to any communication and has been removed from our records – although cannot be removed fully until eligible for re-appointment.

**Resignations**

1F

**Panel Strength**

Panel Member strength is as follows:

75 PMs in total – 56 F and 19 M

73 active – 55 F and 18 M

Chair qualified 29 PMs – 20 F and 9 M

\*This number includes 2 F who have completed their training but have not yet been observed and/or signed off.

**Hearing Statistics – 12<sup>th</sup> June to 11<sup>th</sup> August**

- Deferrals – 25

Of these hearings: 12 RP/child not in attendance, 4 reports late/missing, 1 insufficient information, 2 to appoint safeguarder, 3 grounds at court, 1 SW not in attendance, 1 papers not translated, 2 no interpreter, 1 DNA request

2 hearings - 2 reasons given.

Insufficient information	
RP failed to attend	
Safeguarder appointed	
RP and child not in attendance	
No SW report	
RP incarcerated/unable to attend	
RP failed to attend	
RP and child on holiday	
Safeguarder appointed	
Grounds still at court	

No SW report	
Family failed to attend	
No Safeguarder report	
Family failed to attend	
Attendee (not at present RP) wished child to provide DNA sample	
No safeguarder report	
Young person refused to attend	
Grounds still at court	
RP out of country	
No interpreter	No social worker
Family failed to attend	
Family failed to attend	
Child on holiday/ deferral requested	
Papers not translated	No interpreter
2 <sup>nd</sup> set of grounds still with sheriff	

\*It was noted that an interpreter had been arranged for hearing, however as there are only couple Greek interpreters they unfortunately got called elsewhere on the day, therefore out with SCRA control.

- Swaps

June - 15 f2f     July – 6 f2f     Aug – 2 f2f and 1 v     Total 24

In addition to this 3 case swaps to allow for PM continuity. 19<sup>th</sup> July, 25<sup>th</sup> July and 8<sup>th</sup> August.

- Cancelled hearings

6 in total;     3 no cases allocated     1 reporter annual leave     1 reporter absence     1 no reason given

In addition on three sessions one case had to be cancelled – out with SCRA/CHS control (12<sup>th</sup> June, 13<sup>th</sup> July, 1<sup>st</sup> August).

- Standby

None

- Continuity

3 cases.

- Cross-area assistance

2

- **Additional Hearings**

3 – 1 emergency transfer (21<sup>st</sup> June), 1 2WD CPO (31<sup>st</sup> July), 1 8WD grounds (8<sup>th</sup> August)

Question had been asked about a PHP also being added to the 8<sup>th</sup> WD hearing slot – it is likely this is something which had been missed or short notice and therefore added, however reminder to be given that routine hearings such as PHP should ideally be scheduled in a planned hearing slot.

**Pastoral Care**

4 PMs have received pastoral care.

**AOB**

Previously discussed complaint in respect of reporter conduct has now been concluded. One issue for concern in terms of Management of Hearing is relating to layout of room, which still has layout similar to that used during Covid. SCRA to look at room layout to avoid similar situation, where reporter is unaware of impact due to inability to see PMs, arising in future. Couple solutions discussed including PMs choosing to sit elsewhere or moving reporter's table slightly. This can be given further consideration by SCRA during remodeling of hearing room 2.





Renfrewshire  
Area Support Team

## Learning & Development Group Meeting

7th August 2023

### MINUTES

#### 1. Pre-Service review ahead of recruitment

Soft launch of next phase of recruitment likely to be 30<sup>th</sup> August.

Renfrewshire have identified need to recruit 20 trainee PMs.

Agreement for AST to follow similar format to last year (dependent on national processes).

Advert has been placed for care experienced recruiter – as yet no update.

Renfrewshire likely to be in third tranche of move to TSM – possible roll out in May.

#### 2. In-Service Update

Training calendar for 23/24 – Update on speakers

Monday 11<sup>th</sup> September – RAMH – interactive session looking at mental health and young people, impact of parental mental ill health on parenting. Impact of neglect on brain development. Information on services which RAMH offers adults and young people.

Thursday 12<sup>th</sup> October – FASD presentation – impact of alcohol and drugs on neonatal development. Impact on family as well as babies.

Monday 13<sup>th</sup> November – Potential wellbeing evening. (alternatively 'Who Cares')

Friday 8<sup>th</sup> December – Christmas Night

Thursday 8<sup>th</sup> February – Potential 'Who Cares' evening.

Monday 11<sup>th</sup> March – to be confirmed.

Thursday 18<sup>th</sup> April – to be confirmed.

Wellbeing evening – Jacqueline T meeting with prospective presenter tomorrow.

Derek to contact Donald Walker to discuss presentation from Who Cares.

Jacqueline D to contact SW re 'Family Time' presentation.

Jacqueline D to contact Meghan re 'Inclusion' training as we believe CHS have a training pack which can be used.

- Proposed event with Social Workers

Provisional agreement to facilitate twilight event, with buffet provision, just to have informal meeting between panel community and social work. This would allow us to ascertain what areas need work and potential training needs for both panel community and social work.

- Kibble visits

Visits had originally hoped to begin these visits in June, but failed to get response from Kibble contact. Jacqueline D to pursue.

### **3. Trauma training update**

93, PMs and PPAs, in total to complete this. 8 resignations 3 ghost PMs (these continue to appear on our stats, but will be removed once they are eligible for reappointment).

32 still to complete 50 completed (61%).

Still remain questions as to whether this is mandatory or advisory. Initially told it was mandatory but no final cut-off dates have been provided.

### **4. IG training update**

13 due to complete this. 7 have completed this with 6 outstanding.

A further 6 PMs were identified as having failed to complete IG last year. Alex has managed to contact 5 of these PMs who stated they have since completed training. 6<sup>th</sup> PM still to be contacted.

### **5. Enhanced practice/MOH training update**

About 50% still to complete this.

Discussion about action that should be taken to gently nudge PMs along – Alex will send reminder email, offering help and with a deadline of end September 2023.

Period of liaison required to ascertain whether extension request forms are required to be completed. Suggestion that LPRs will give PMs a wellbeing call in relation to this in order that the AST can target the correct supports required.

It was noted that there had been some difficulty with observations taking place in order to get PDA signed off due to high number of cancelled hearings.

### **6. AOCB**

Discussion around virtual hearings and observations of Renfrewshire PMs covering hearings in other areas. There doesn't appear to be consistency around this and set up of hearing rooms to facilitate virtual hearings isn't adequate in some areas. Specific concern noted about observations of Renfrewshire PMs being carried out by PPAs in other areas as the resulting reports cannot be viewed on CSAS by Renfrewshire AST. Derek has taken this forward.

Discussion around provision of hard copy verses virtual papers as Renfrewshire has highest percentage of PMs requesting hard copy papers. AST will continue to give the PMs a choice.

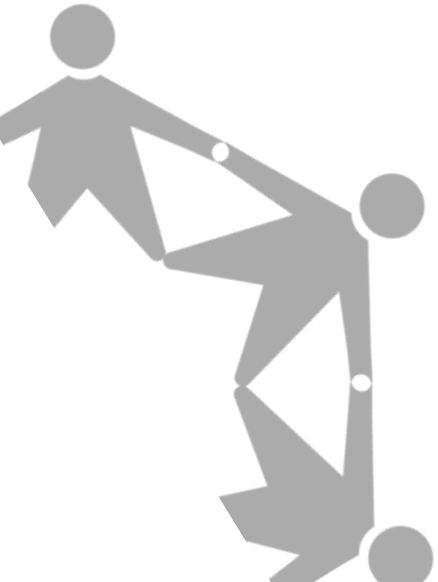
Ciara to contact Glynnhill re availability for Christmas night.

### **7. Date of next meeting - To Be Advised**

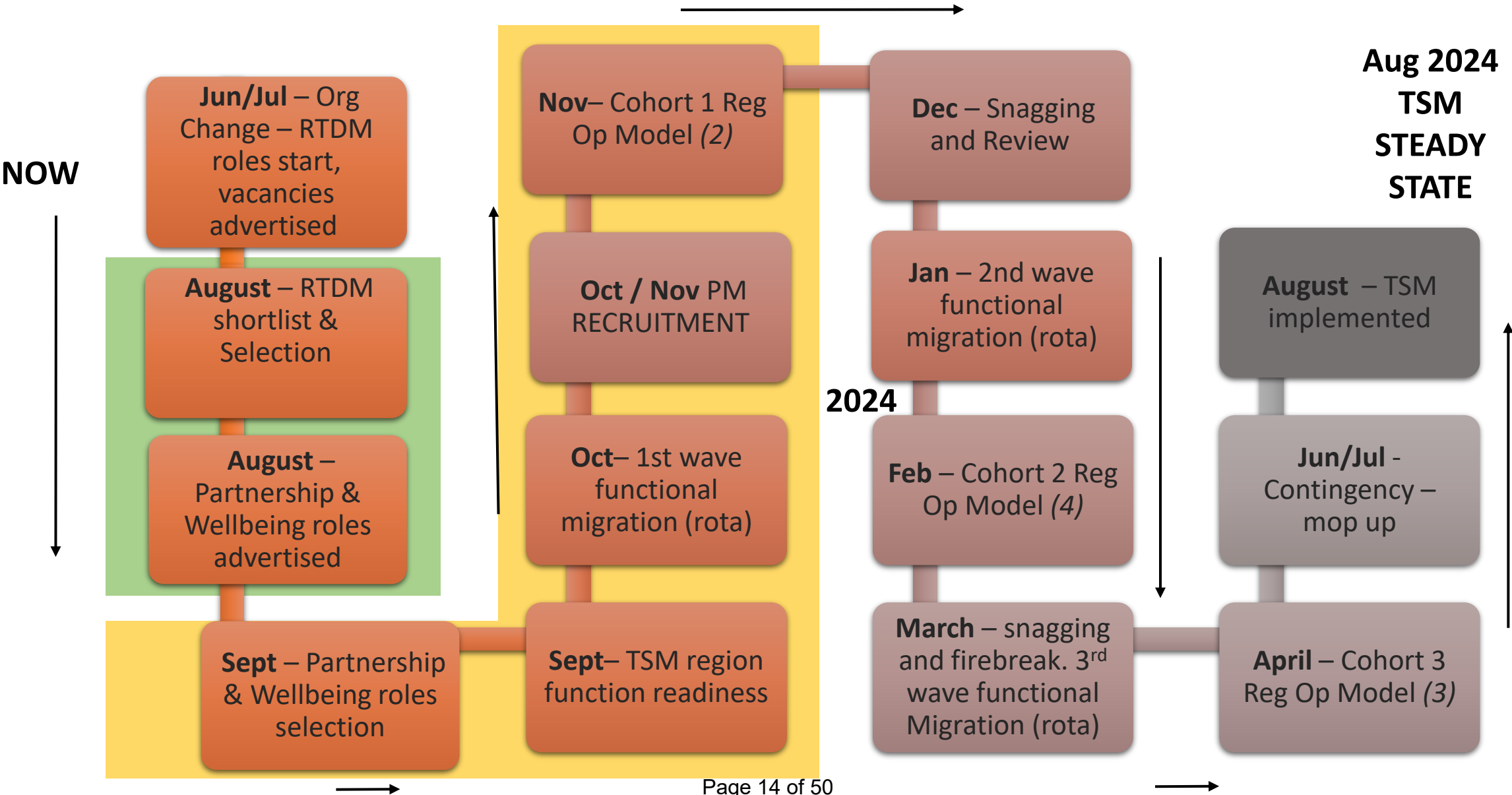
# Tribunal Support Model Shaping The Future

## AST Update

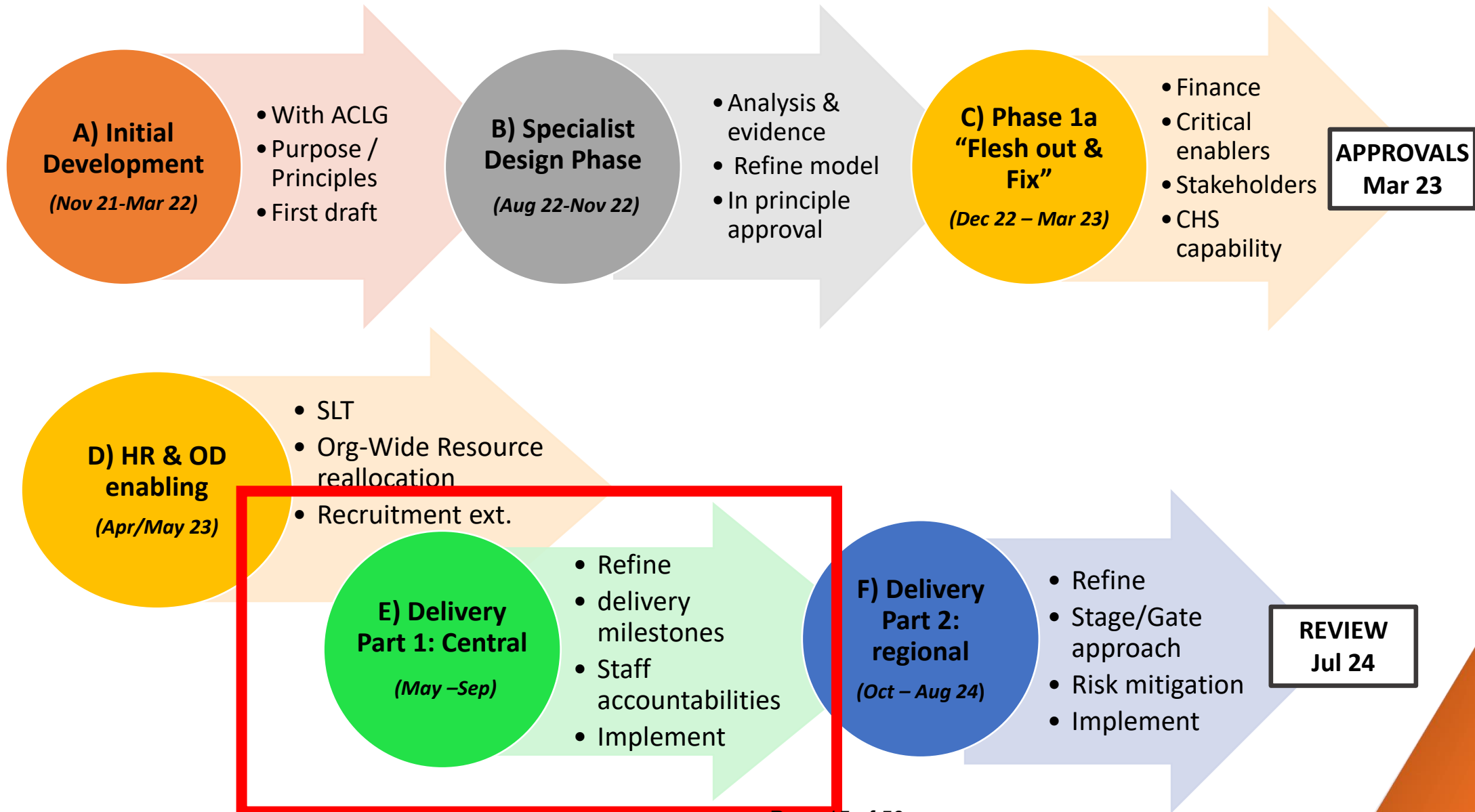
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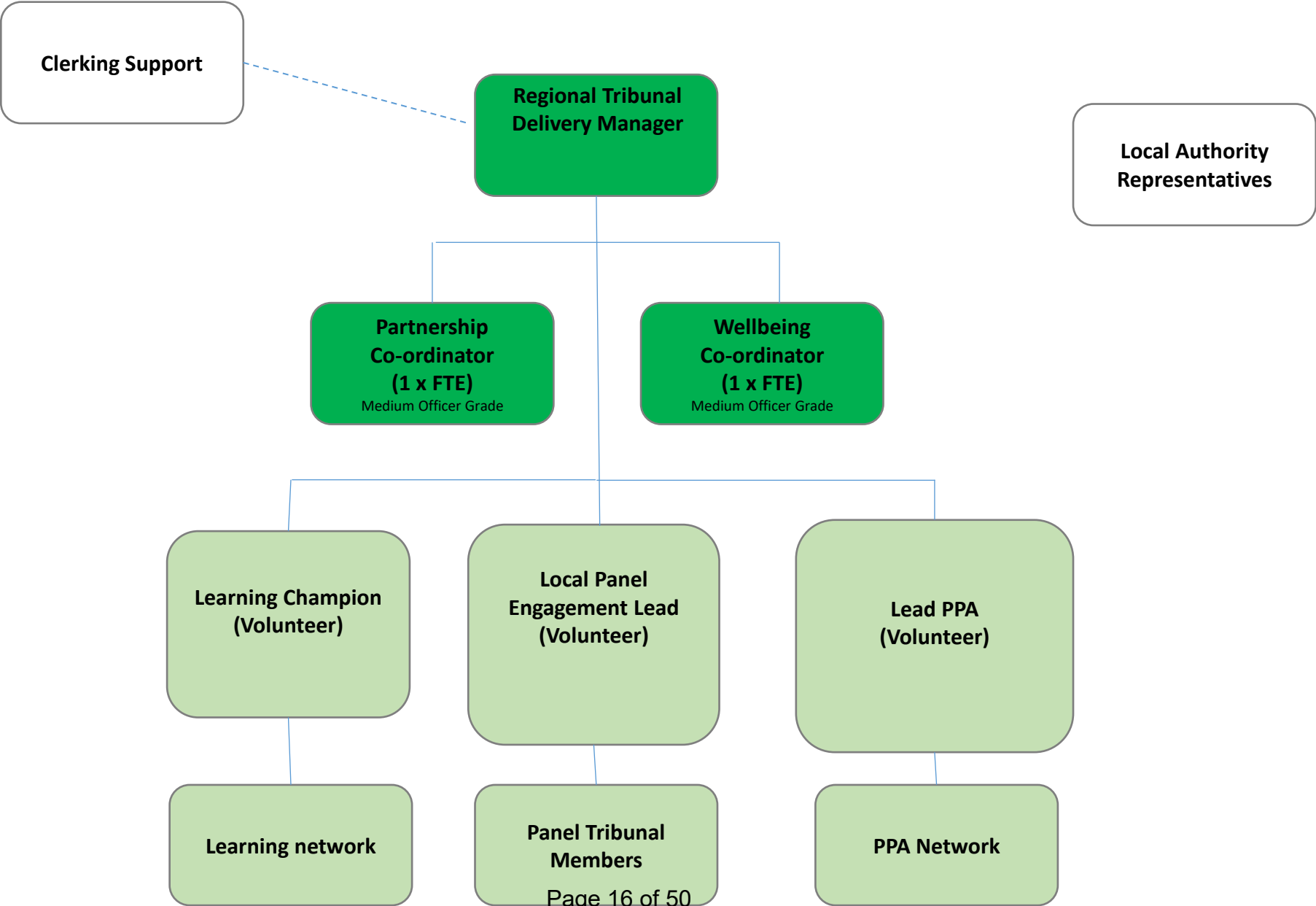
# Sequencing of TSM Implementation



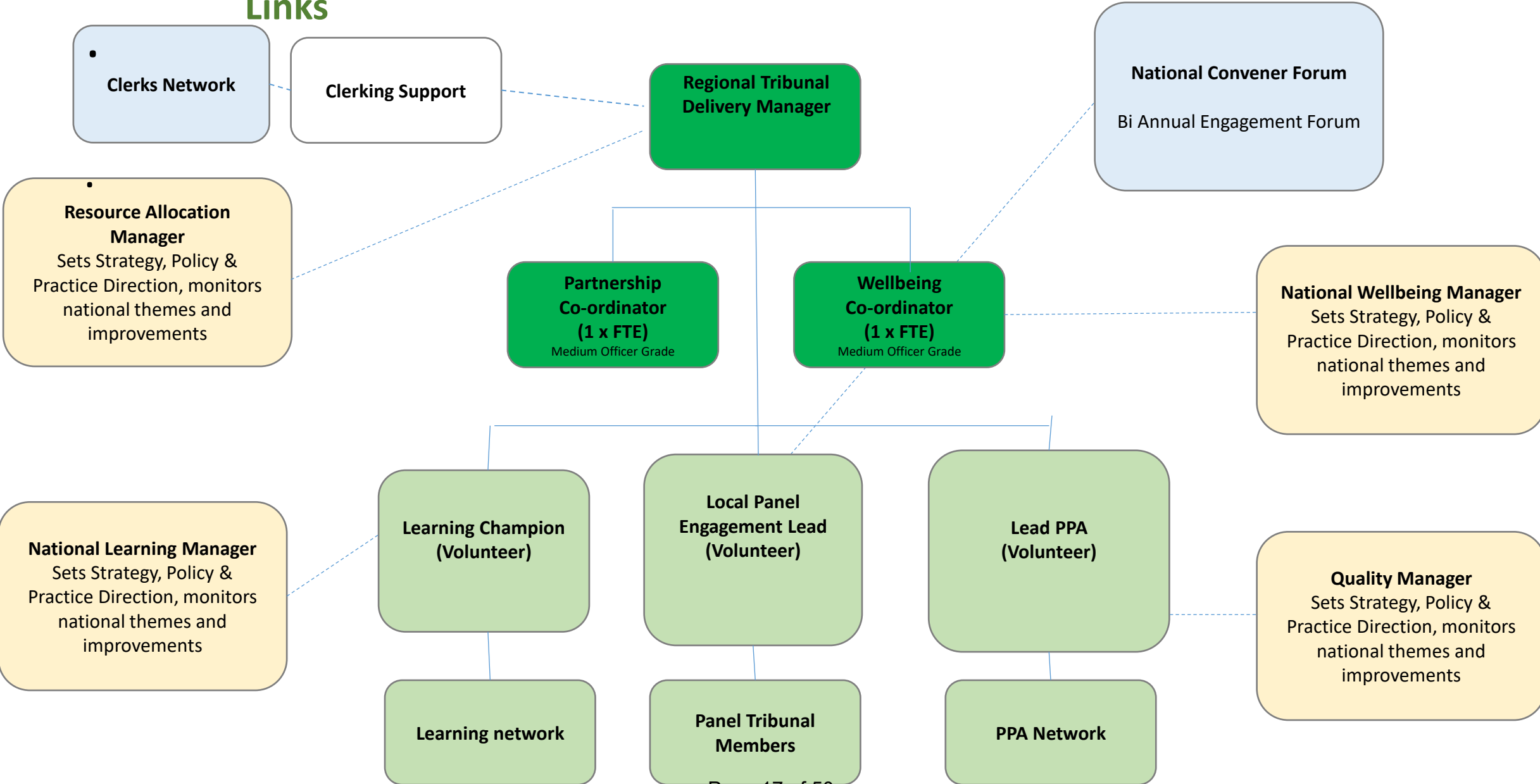
# How we've got here and what next?



# Region x 9



# Strengthened Regional/National Links



# Meeting/Governance Cycles

Weekly	Regional Manager Exec Team Stand Ups Regional Managers (x 9) Stand Ups	Check Ins – Hot topics/issues
Monthly	Regional Manager – Panel Engagement Leads Regional Manager – Exec Team(Partnership/Wellbeing) Regional Managers Collective	Operational check ins Comms briefings
Quarterly	<b>AST Meetings</b> – nationally consistent Agenda’s, Minute format and reporting requirements	Governance
Bi Annual	<b>National Convener Forum:</b> Chaired by NC; Attendance Regional Managers - <u>Regional Representatives</u> : Panel Engagement Leads; PPA Leads; Learning Champions (50 – 60 volunteers total )	Vision/direction setting Feedback and engagement

**Local Panel Engagement Lead  
(Volunteer)**

(Approx. 1 per 20 Panel Tribunal Members)

- A key link between Panel Members and the Regional Tribunal Delivery Manager
- Act as first point of contact for Panel Members, make them feel connected and part of the CHS local and national community.
- Provide friendly and experienced advice and assistance, consistent with National policy & practice, to support them to deliver their Panel tribunal Member role.

**Communications:**

Support delivery of national/Regional communications – ability to carry the message

Capture ‘voice’ from Panel Tribunal Members to feedback to Regional Team:

**Operational hearings issues** – escalate to Partnership Co-Ordinator

**Wellbeing Issues** – escalate to Wellbeing Co-ordinator

**National Convener** – escalate to Regional Tribunal Delivery Manager


**Rota Issues** – escalate to Resource Allocation Team

**Induction Support:**

Assigning ‘buddies’ within cohort to new trainees

Ensuring Buddies are aware of role and expectations

Capturing issues raised by Buddies and escalating appropriately



Learning Champion  
(Volunteer)

A key link to the National Learning Team (national) and the Regional Tribunal Delivery Manager (regional)

A volunteer role in each local area responsible for promoting and encouraging mandatory learning and CPD from content derived and delivered by CHSLA

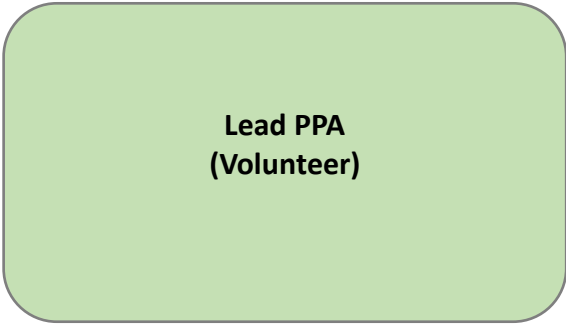
This could include:

Learning 'spotlights' - promoting a nationally pre-agreed learning theme pointing to content available through CHSLA online through an agreed comms plan.

Mandatory Learning: Promoting and engaging with Panel Members to complete Mandatory learning

CPD: Promoting and fostering a local learning culture through the above activities.

Responding: When thematic learning is identified as a need for a local area or region, acting as they key link between the area and CHS Learning Team to arrange and enable learning activity to take place.



**Lead PPA  
(Volunteer)**

A key link to the CHS Quality Manager (National) and Regional Tribunal Delivery Manager (Regional)

Act as first point of contact for Panel Practice Advisers, make them feel connected and part of the CHS local and national community.

Provide friendly and experienced advice and assistance, consistent with National policy & practice, to support them to deliver their Panel Practice role.

Provide insight and guidance to the CHS Quality Manager to inform strategy, policy and guidance.

# **Opportunities to find out more details about the volunteer regional roles are on their way:**

**The Learning Champion role at and LDC Forum in September - dates incoming**

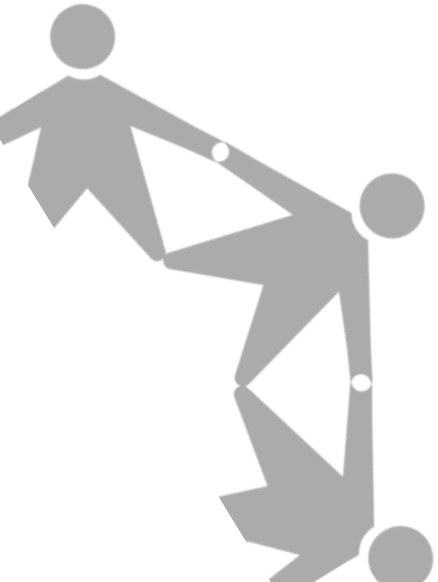
**PPA Lead role at the PPA Forum in September**

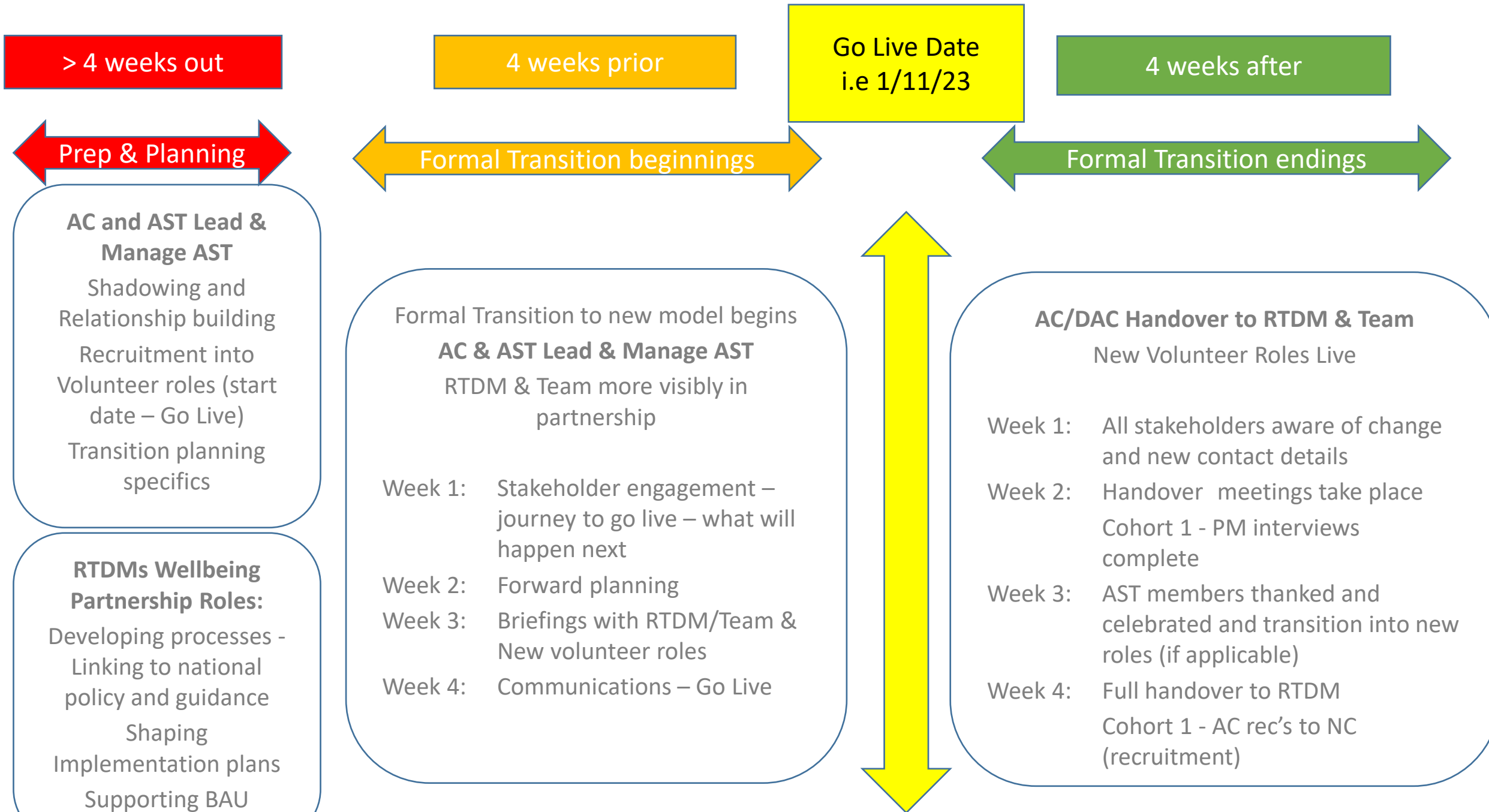
**Panel Engagement Lead – LPRs & PRs will be invited to an online session to explore the opportunities of the new Panel Engagement Lead role in August/September**

**We hope that current AST role holders will wish to continue to support your local teams and transition to these new roles. More details will be provided at the above.**

Phase	Region	ASTs		RDTM
01/11/23 (complete handover 1/12/23)	Ayrshire	Ayrshire	Erica Edwards	Michael Stewart
	Central	Central & West Lothian	Sarah	Hazel Oliver
		2		
01/02/24 (complete handover 01/03/24)	Glasgow	Glasgow	Sharon Angell	Jeanne Martin/Tracey Sharp (short term to support return from maternity leave)
	Highlands & Eilean Siar	Highland & Moray Eilean Siar	George Hogg Andrew Sim	Vicky Strange
	Tayside & Fife	Tayside Fife	Phil Lewis/Anne Gibb Gavin Simpson	Vacant
	Lanarkshire/Dumfries & Galloway	North Lanarkshire South Lanarkshire D&G	Edward McDowell Penny Simpson Richard Oxley	Iain Macdonald
		8		
01/04/24 (complete handover 01/05/24)	North Strathclyde	East Dun/shire West Dun/shire East Renfrewshire Renfrewshire Inverclyde Argyll & Bute	Ian Hart Judy Wilson/Kathy Derek Bramma Derek Bramma Mo Quinn Russell Humphreys	Vacant
	South East	Edinburgh South East	Pat Hastings Ian Belshaw	Tracey Sharp/Vacant
	Grampian & Northern Isles	Aberdeenshire Aberdeen City Shetland Orkney	Tracey Smith Laura Mearns George Martin Ian Blair	Vacant
		12		

**We are shaping the transition programme for each cohort as we go live, an example of what this might look like:**







# UNCRC Incorporation and Children (Care and Justice) (Scotland) Bill

An update on progress



# UNCRC

42 articles that state the rights every child under 18 should have.

Ratified by the UK Government in 1991 creating obligation to comply, but not currently enforceable in our legal system.

United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Bill

🌈 Aim – make rights within UNCRC enforceable in law

Timeline so far

🌈 Passed by Scottish Parliament 16/3/21

🌈 Taken to Supreme Court by UK Government on the basis that certain provisions exceeded the powers of Scottish Parliament

🌈 Supreme Court ruled in favor of UK Government on 6/10/22

🌈 Scottish Government remains committed to amending the Bill

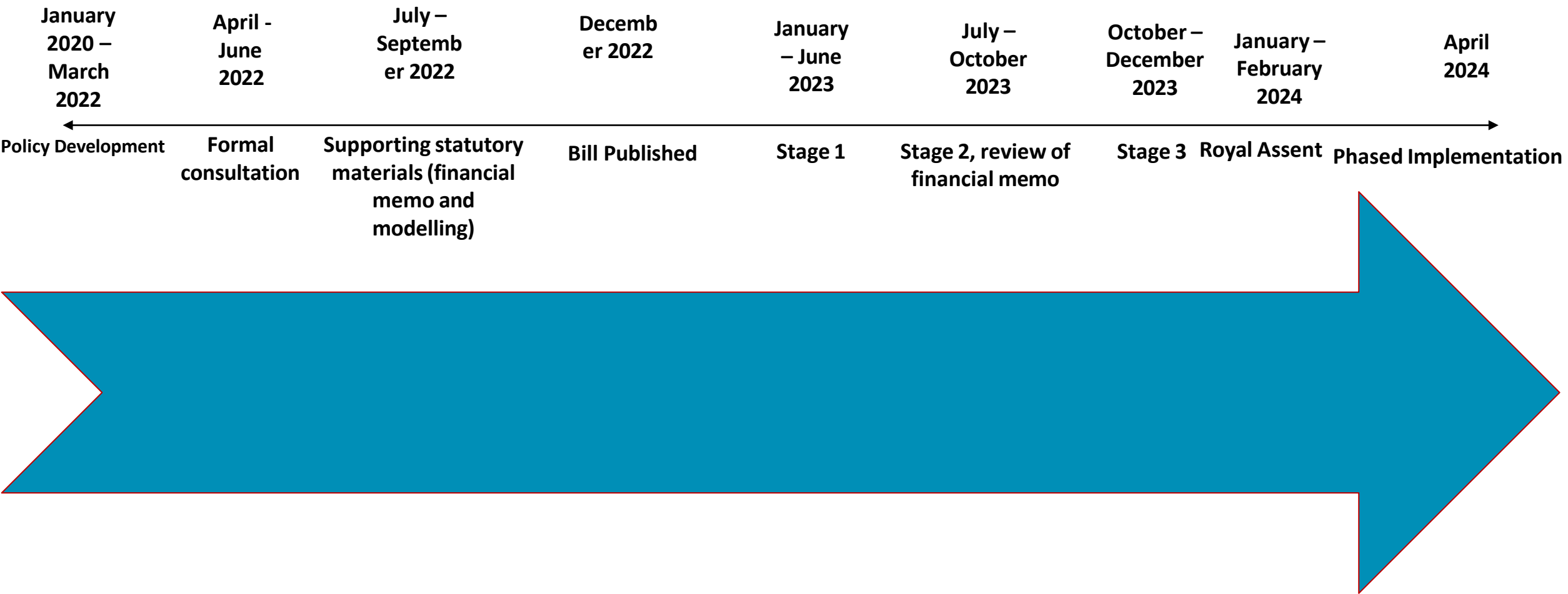
Interaction with the Children (Care and Justice) (Scotland) Bill

Incompatibility – current treatment of 16 & 17 year olds

- 1: Feedback and influencing work that the cut of referrals should not be 17.5 but be extended to 18 in line with UNCRC
- 2: Removing data forecasting assumptions based on data from 2020/21 2021/22 because these were 'covid years' and numbers were atypical
- Impact of new forecasting
- Moved from a projected 2,415 to 3,345 additional hearings - 43% increase
- Move from a projected 273 to 386 additional panel members
- Move from a projected £450k to at least £600k additional costs
- All based on extending our existing volunteer panel member model



Children (Care and Justice) Bill: Timeline





## **Professional Development Award (PDA) Completion Guidance for Area Support Teams (ASTs) - August 2023**

### **1. Introduction**

The aspiration in CHS is that all Panel Members are confident and competent to make the best decisions for infants, children and young people in hearings. One of the key components to achieving this is to ensure they are given the best training to equip them for their role, and therefore all Panel Members, who have joined the National Panel since 2014, are required to complete the Scottish Qualifications Authority (SQA) accredited Professional Development Award (PDA) .

The aim of this document is to provide ASTs with all the necessary information about the PDA and the expectation of Panel Members to complete the award as part of their commitment to their role, and also includes guidance on what should be done if any Panel Member has not progressed on their PDA journey, as expected within the recommended timelines.

### **2. Background**

From the outset a Panel Member is made aware that the PDA, delivered by the CHS Learning Academy, will equip them with the knowledge and skills to ensure they can perform their role to the highest level.

A newly appointed Panel Member is made aware, through a number of channels, of the commitment required to be a panel member, including the requirement to complete the PDA within 2 years, or in exceptional circumstances at least within their 3 year appointment term. The details of this commitment is included:

- During Information Sessions;
- During Preservice training;
- At Welcome Events;
- In the Welcome Pack;
- Included in the National Standards (Standard 2); and
- Included in the CHS Learning Academy Prospectus

Panel Members are reassured that their colleagues, both nationally and locally, will be there to offer excellent guidance, advice and support throughout their volunteering journey to help them fulfil that commitment, from the Learning Academy, the National Team and ASTs.

### **3. The Professional Development Award**

The Scottish Qualifications Authority (<http://www.sqa.org.uk/scqf> ) accredited Professional Development Award (PDA) at Scottish Credit and Qualifications Framework Level 7, incorporates 4 essential components:

1. Preservice Training completion followed by joining the rota as a qualified and active side panel member, fulfilling the local rota requirements.
2. Enhanced Practice (EP) training course (1 day) plus post course assessment - approximately 6 months after joining the rota.
3. Management of Hearings (MoH) training course (2 days) plus post course assessment - approximately 6 months after Enhanced Practice completion.
4. Observation of chairing a hearing by a Panel Practice Adviser.

The PDA has been developed over a number of years to ensure that Panel Members are fully equipped to manage all elements of a Children's Hearing and the award is continually updated to ensure it includes all necessary elements of current legislation and practice. The skills and knowledge gained in the PDA are not only hugely important to carry out the Panel Member role but also provide Panel Members with excellent transferable skills they can use in their own workplace or other areas of their life.

#### **4. Current Position**

We now have data that shows there are a significant number of Panel Members who have not progressed on their PDA journey as hoped, which is creating rota capacity issues due to a lack of Panel Members in the system who are qualified to perform the chairing role. We have a significant number from our active Panel Members who should be booked in to the next stage of their PDA training journey but are not, and we would like to support these people to progress.

We recognise that the impact of the Covid pandemic was significant, and as we were coping with the restrictions and challenges, we acknowledged that the personal circumstances of Panel Members and the environment that they had been operating in had altered significantly. For many, successful completion of the PDA qualification was taking longer due to reduced hearing numbers, the need to build confidence as a virtual Panel Member and moving Management of Hearings training online.

However, as we now move forward with the restrictions and challenges of the pandemic mostly behind us, once again we want to focus on the needs of Panel Members today and support them to complete their PDA, to not only become confident and competent chairs but also to develop them further as confident and competent Panel Members.

For the Panel Members who lack confidence and experience to progress in to the chairing role due to cancelled hearings or lack of availability, resulting in them sitting on fewer hearings, our ask of ASTs is to encourage attendance on the Management of Hearings course to assist them to develop their confidence and skill set and learn from others. They can then be supported through a local buddy system and by chairing less complex hearings at the start.

#### **5. CHS Chairing Policy**

The updated CHS Chairing Policy (April 2023) states that:

*All new Panel Members should satisfactorily complete the Preservice, Enhanced Practice and the Management of Hearings training within two years of appointment.*

*If however, for any reason a Panel Member is not able to complete their PDA within 2 years, then through discussion with their Area Support Team and agreement with the National Convener, additional time can be given, but it is a requirement that all Panel Members complete their PDA within a maximum of 3 years, prior to their reappointment date.*

## **6. Panel Member Reappointment Guidance**

The relevant excerpts from the CHS Reappointment Guidance in relation to completing the PDA include:

### ***Complete mandatory training***

*To ensure that Panel Members continue to make the best decisions with and for infants, children and young people and their families, Panel Members:*

- *must be aware of important legal and practice changes within the children's hearings system.*
- *are required to undertake Information Governance Training every two years.*
- *will be required to attend and satisfactorily complete all necessary training (including changes in law, new procedures, or anything else of importance which is essential for Panel Members to know about, as determined by the National Convener).*
- *will have completed mandatory training which includes Management of Hearings.*
- *make a commitment to complete subsequent mandatory training over the next three years of their appointment period.*
- *be pro-active in exploring other Learning Academy modules to augment and widen their knowledge.*

### ***Minimum Requirements of Re-appointment:***

- *Ensure Panel Members have completed, or are scheduled to complete, Enhanced Practice and Management of Hearings training to allow them to chair hearings.*

### ***Criteria for not reappointing a Panel Member***

- *The National Convener must re-appoint a Panel Member who wishes to be re-appointed to the National Children's Panel unless it can be demonstrated that the person is unfit to be a Panel Member by reason of inability; conduct; or failure, without reasonable excuse, to undertake training specified by the National Convener.*
- *This is the same criteria for removal of a Panel Member during their three year appointment term. The National Convener will consider reasons not to re-appoint a Panel Member in the same way as he considers reasons to remove a Panel Member. A decision not to re-appoint a Panel Member will not be taken lightly. The AST must provide the National Convener with as much information as possible about a recommendation to not re-appoint. The following is an example of when a person may be deemed unfit to continue to be a Panel Member:*

### ***Training requirements imposed by the National Convener***

- *the Panel Member has failed to undertake the training required (i.e. deemed mandatory) by the National Convener without reasonable excuse. Failure to engage with learning and development opportunities or local learning and development sessions is not sufficient, on its own, to justify a decision to not re-appoint. However, this may be linked to the inability of the individual to meet the requirements of the Panel Member role if concerns are demonstrated through practice observation.*

## **7. Exceptional Circumstances Preventing PDA Completion within 2 years**

Children's Hearings Scotland recognises that for some Panel Members there may be legitimate reasonable reasons that may have prevented them from being able to complete their PDA within the 2 year timescale, as noted in the CHS Charing Policy April 2023. These circumstances may include situations such as:

- Family Bereavement
- Serious illness or disability
- Major changes to work or family life, including caring responsibilities
- Individual circumstances, needs, and protected characteristics in line with the Equality Act 2010.

If this applies to any Panel Member, they are asked to speak to their Area Convener in the first instance, who will then make a judgment, in consultation with relevant members of their AST, as to whether a request for an extension to 3 years should be submitted to the National Convener.

## **8. PDA Extension Request**

If a request for an extension is deemed appropriate then a CHS PDA Extension Request form (see appendix 1) should be submitted to the National Convener. The form must give details of the request and the reasons for it. It also asks for a suggested realistic timescale of when the panel member should be able to complete their PDA award. Ideally this should be no more than one year so it falls within their appointment term.

If the circumstances preclude the completion of the PDA within a year then there is every chance that the Panel Member may also be unable to fulfil their Panel Member rota duties and it may be suggested that a leave of absence is the most suitable approach until such time as they feel able to commit to sitting in hearings and undertaking the PDA training.

If the request is approved, the Panel Member must complete the PDA within the timescale agreed. The AST has the responsibility to monitor the Panel Member's progress and highlight to the National Convener if it has not been achieved, and appropriate action will be agreed.

As noted, our aspiration is to support all Panel Members to complete their PDA award to become confident and competent Panel Members, and we thank you for your support in making that happen.

If there are any questions on anything included in this guidance then please contact Linda Quinn, Learning academy manager; [LQuinn@west-lothian.ac.uk](mailto:LQuinn@west-lothian.ac.uk)

## Appendix 1



### Professional Development Award (PDA) Extension Request Form

Children's Hearings Scotland recognises that for some Panel Members there may be legitimate reasonable reasons that may have prevented them from being able to complete their PDA within the 2 year timescale. These circumstances may include situations such as:

- Family Bereavement
- Serious illness or disability
- Major changes to work or family life, including caring responsibilities
- Individual circumstances, needs, and protected characteristics in line with the Equality Act 2010.

If a request for an extension is deemed appropriate then please complete this form with the Panel Member and submit it to the National Convenor.

**Panel Member Name:**

**AST Area:**

**Extension Time Requested:**

**Details of Exceptional Circumstances:**

<b>Panel Member Signature:</b>	<b>Date:</b>

<b>Area Convenor Signature:</b>	<b>Date:</b>

<b>Request Approved: (please tick)</b>			<b>Request not Approved: (please tick)</b>		
Comment			Comment		
<b>Learning Academy Signature:</b>			<b>Date:</b>		



# **2023 Panel Member Recruitment:**

## **National Context**

# Context

- **Data**
  - Active Panel Members
  - Existing Panel Member commitment/availability
  - Care & Justice Bill
- **2023 Aspiration:**
  - Recruit as many as possible
- **Landscape:**
  - Care & Justice Bill
  - Hearing System Report: Recommendations
  - Cost of living crisis
- **External Evaluation**
- **Volunteer Recruitment 2024**





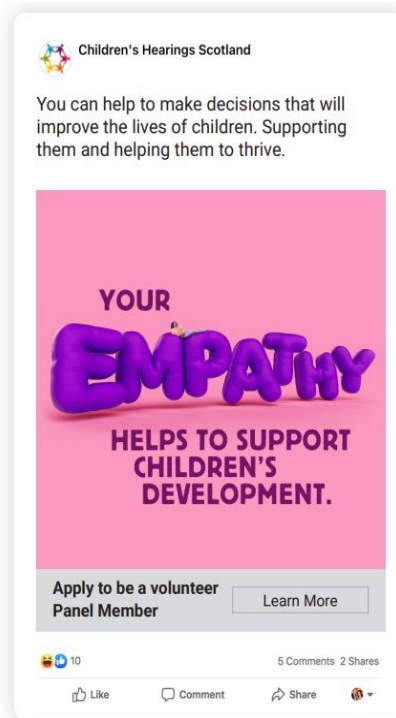
# Timelines

Date	Activity
Tuesday 29 August	Soft launch
Wednesday 30 August	Launch
19 September	Assess progress
Wednesday 4 <i>or</i> 9 October	Shortlisting & selection
Monday 20 November	Recommendation deadline
Monday 27 November	Confirmation as trainee
December	Welcome & Induction
January – March 2024	Pre Service
April	Appointment & Rota



# Campaign Collateral

# Examples – Social Media



1080x1080



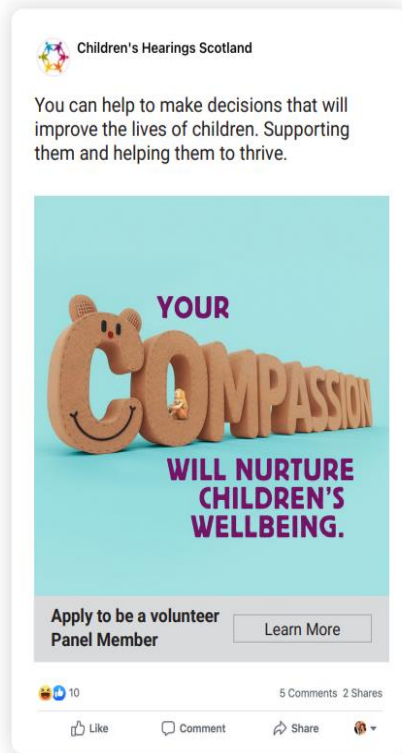
1080x1920



1920x1080



# Examples – Social Media



1080x1080



1080x1920



1920x1080



# Examples – Social Media

300x250



970x250



300x600



320x100





# Selection

# Selection

- **Selectors:**
  - AST Members
  - Lived Experienced Recruiters
- **Recruitment & Selection Training**
  - Online Module – new to CHS recruitment
  - Mock Interview Sessions – from 25 September 2023
- **Shortlisting**
  - From 9 October
- **Interview Questions**
- **Scenario**



# Principles of lived experienced recruiters

- All Area Support Teams include lived experienced recruiters
- Support & Training
- Access to applications
- Buddy Support
- Device allocation
- Out of pocket expenses
- Recognition





**Devolved Funding Expenditure for Renfrewshire 2023/24**

<b>Opening Budget</b>						<b>£2,400</b>	
<b>Order Date</b>	<b>Proposal</b>	<b>Company</b>	<b>Notes</b>	<b>Potential Expenditure (£)</b>	<b>Committed Amount (£)</b>	<b>OUTCOME</b>	<b>Date Claimed from CHS</b>
5.6.23	Recognition Event	Amazon	Paper and Envelopes for recognition certificates	£25.98	£25.98	Accept	3.7.23
3.6.23	Recognition Event	Amazon	Name Badges for recognition event	£11.99	£11.99	Accept	3.7.23
	Recognition Event	Glynhill Hotel	Catering costs for recognition event for panel members.	£1,860.00	£1,860.00	Accept	
17.6.23	Recognition Event	Pen Heaven	Pen to be presented for 5 years service	£18.00	£18.00	Accept	3.7.23
17.6.23	Recognition Event	Pen Heaven	Pens x 2 to be presented for 10 years service	£36.00	£36.00	Accept	3.7.23
5.6.23	Recognition Event	M&S and Sainsbury's	Speakers Gifts and wrapping paper etc	£103.00	£103.00	Accept	3.7.23
9.6.23	Recognition Event	Quaichshop.com	Quaich for JB 40 years service	£101.00	£50.00		3.7.23
<b>Current Forecast Spend</b>				<b>£2,155.97</b>			
<b>Committed Spend</b>					<b>£2,104.97</b>		
<b>BALANCE REMAINING</b>					£295.03		

Figures shown in red are proposed i.e. not yet committed.

