



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 Manager 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