



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 18 June 2019	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Eileen Anderson; Derek Bramma; Craig Campbell; Annemarie Currie; Brent Dorey; Edi Hanley; Jennifer Hay; John Leckie; Ewan McNaught; Jim Melrose; Maureen Ralston; 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.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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.

- | | | |
|----------|---|----------------|
| 1 | Minute of Previous Meeting | 1 - 6 |
| | Minute of previous meeting held on 7 May 2019. | |
| 2 | Matters Arising | |
| 3 | Hearings Management Sub-Group | 7 - 10 |
| | Minute of the meeting of the Hearings Management Sub-Group held on 4 June 2019. | |
| 4 | Learning & Development Sub-Group | 11 - 14 |
| | Minute of meeting of the Learning & Development Sub-Group held on 10 June 2019. | |
| 5 | 2019 Recruitment Campaign | 15 - 18 |
| | Information page and verbal update. | |
| 6 | Area Support Team Reappointment | |
| | Verbal report. | |
| 7 | PPA Access to Panel Members Observation Reports | |
| | Verbal report. | |
| 8 | Better Hearings Update | |
| | Verbal Update. | |
| 9 | Arrangements for Future Meetings | 19 - 20 |
| | Report by Clerk to the AST. | |



Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday 7 May 2019	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley PA1 1AN

Present

Derek Bramma; Craig Campbell; Edi Hanley; John Leckie; Jim Melrose; Marion Robinson and Alison Thompson.

Also Present

L King, Locality Reporter Manager; M McCargo, Social work Children's Services Manager and R Megginson, Children's Hearings Scotland.

Chair

D Bramma, Area Convener, presided.

In Attendance

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

Apologies

Councillor J Shaw, E Anderson, A Currie, E McNaught and A Stevenson.

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 were dealt with at items 9 to 11 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 12 March 2019.

DECIDED: That the Minute be approved.

2. Matters Arising

It was noted that there were no matters arising from the previous Minute.

3. Hearings Management Sub-group

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 24 April 2019.

The Minute provided an update on Sub-group membership; resignations; hearing statistics; pastoral care; panel numbers; better hearings group; current rota production; recognition event; complaints against a Legal Representative; reappointments; panel member continuity; legal representatives and exclusions.

Full discussion followed on outstanding complaints against Legal Representatives, with the Area Convener indicating that a further complaint had been received. In addition, there was discussion on deferrals which had occurred as a result of the non-appearance of the Legal Representative.

E Hanley referred to the amount of time being wasted due to solicitors requesting a recess to discuss issues with their clients and suggested that a note should be included in the reasons for decisions in cases where this had occurred. It was agreed that adjournments be logged by Panel Members when they occur to provide evidence of the extent of this issue.

The Lead Panel Member Representative was then heard in answer to questions from members on various issues raised in the Minute.

DECIDED:

(a) That it be approved that instances where a Hearing is adjourned to allow a legal representative to consult with the client were logged in the reasons for the decision; and

(b) That the Minute be otherwise approved.

4. Learning and Development Sub-group

There was submitted the Minute of the meeting of the Learning and Development Sub-group held on 24 April 2019.

The Minute provided an update on Pre-Service update, In-Service update; Resource Group update; PanelPal training and the Learning Academy training prospectus.

DECIDED: That the minute be approved.

5. Practice and Recruitment Sub-group

There was submitted the Minute of the meeting of the Practice and Recruitment Sub-group held on 24 April 2019.

The Minute provided an update on activity in relation to Panel Member reappointment; PPA Forum outcomes; complaints and concerns; the PPA rota; the Learning Academy and an update on observation recording.

DECIDED: That the Minute be approved.

6. Locality Reporter Manager

The Locality Reporter Manager provided a verbal update in relation to staffing issues and hearing statistics.

The Locality Reporter Manager then provided information relating to the number of appeals in April 2019; the overall number of hearing sessions; the number of hearings sessions cancelled; and a breakdown of the reasons for cancellations.

The Locality Reporter Manager was then heard in response to questions raised in the report.

DECIDED: That the report be noted.

7. Re-appointment of AST Members

The Area Convener advised that M Ralston had not sought re-appointment to the Area Support Team, and that the posts of Lead Panel Representative and Rota Secretary would require to be advertised through the CHS website. The remaining AST members will undergo reappointment discussions, with dates being fixed over the coming weeks.

DECIDED: That the information be noted.

8. Area Support Team Plan

The Area Convener advised that the Area Support Team Plan required to be completed and submitted to CHS for approval.

He indicated that the introduction of the PanelPal rota was a priority and requested that any additional suggestions be submitted to him in early course.

DECIDED:

- (a) That it be noted that the introduction of a PanelPal rota was identified as one of the priorities of the Area Support Team Plan; and
- (b) That it be approved that any additional suggestions for inclusion in the Plan be submitted to the Area Convener.

9. Recognition Event

M McCargo advised that Steven Quinn had recently been appointed as the Director of Children's Services.

D Bamma proposed that Mr Quinn be invited to attend the Recognition event and address the Panel Members. This was agreed.

DECIDED: That it be approved that the new Director of Children's Services be invited to attend the Recognition event and address the Panel Members.

10. Recruitment Campaign

The Area Convener referred to the forthcoming Panel Member Recruitment drive and sought suggestions for recruitment targets.

M Robinson requested that the representations be made to CHS to allow the scoring matrix to be raised from four to five to more accurately reflect the performances of applicants during interviews.

C Campbell proposed that the issue be considered at the Practice & Recruitment Sub-group meeting on 5 June 2019. This was agreed.

DECIDED: That it be approved that the forthcoming Panel Member Recruitment Campaign be considered at the meeting of the Recruitment Sub-group to be held on 5 June 2019

11. Area Support and Improvement Partner Posts

The Area Convener referred to the recruitment of officers for the newly formed Area Support and Improvement Partnerships which was being undertaken by CHS and advised that he had applied for and been invited for interview for one of the positions.

DECIDED: That the information be noted.

12. Date of Next Meeting

Members noted that the next meeting of the Area Support Team would take place on Tuesday 18 June 2019 at 2.00 pm.

**HEARINGS MANAGEMENT SUB-GROUP
RENFREWSHIRE AREA SUPPORT TEAM**

DATE: 4th June 2019 TIME: 10.00AM VENUE: SCRA GLEN LANE

MEMBERSHIP: EDI HANLEY (CHAIR); EILEEN ANDERSON (ROTA MANAGER); MARION ROBINSON (ROTA MANAGER); ANGELA STEVENSON (PANEL REP); JIM MELROSE (DEPUTE AREA CONVENER); ANGELA MITCHELL (SCRA) LESLEY KING/NICOLA HARKNESS (SCRA)

AGENDA

APOLOGIES

Marion Robinson

PRESENT

Edi Hanley; Eileen Anderson; Angela Stevenson; Jim Melrose; Lesley King; Angela Mitchell

RESIGNATIONS

None

HEARING STATS - 24th April - 31st May

Deferred Cases

13 Total – 7 - Relevant Persons not in attendance; 4 -No Child Planning Framework received; 1- Legal Rep not in attendance & necessary for discussion; 1 – Education not in attendance & necessary for discussion

Cancelled Cases/Sessions

6 Total – 2 – Reporter on Annual Leave; 1 – Reporter Training; 1- Afternoon Session cancelled and Panel Members requested to attend AM; 2 – No reason given.

Following discussion Lesley King and Angela Mitchell advised that reasons for cancellations should always be provided and they will follow up with SCRA staff and provide further information as required

ACTION: LK/AM

SECURE HEARINGS

12 Panel Members supplied in total; St Mary's Kenmure – 3 PM's provided for Renfrewshire Area; Kibble – 3 PM's provided for Shetland Area; Kibble – 3PM's provided for Renfrewshire Area; Kibble – 3 PM's provided for Highland Area over 2 separate hearings

EXTRA CASES/HEARING SESSIONS

9 Additional Sessions/Cases in total; 3 – Time Critical; 1- Dumbarton Case; 2 – added to existing sessions for Emergency Transfers; 2 – Public Holidays/Standby sessions called in for 2nd Working Day hearings.

SWAPS

20 Swaps carried out over period

CONTINUITY

1 PM agreed for continuity

DISCUSSION

JM raised several questions for discussion at the full AST Meeting regarding the capturing of Panel Members Stats and the requirement for this to be done via Panel Pal rather than the current process. It was the view of JM that the deadline for use of Panel Pal, for Rota to be input and any subsequent swaps/changes/additional hearings to be added directly to Panel Pal had, already been reached.

AS questioned whether a deadline had originally been set & advised would follow up with AST previous minutes to determine if so.

Follow up:

(Feb 2019 AST Minutes indicate that a timeframe of Autumn was discussed/agreed for implementation of Panel Pal)

JM asked that the following questions be raised/discussed at the upcoming AST meeting, which he unfortunately cannot attend.

What is the deadline for Panel Pal?

When is the current Rota going into Panel Pal? (JM view is that it should be now)

Are swaps and other cases on Panel Pal now? If not how are these gathered and input?

When will additional information be included such as swaps/extra hearings?

How have PM's responded to requests to input data to Panel Pal?

EH raised questions around how receipts for expenses would be handled via Panel Pal. JM advised that expenses would be married up against Rota/Other meetings/training to confirm attendance and would be managed via this route. It was noted that occasions where an additional case was added to 3 existing hearings this would not be captured by Panel Pal and would still need to be manually captured by EH

EH advised that a further meeting in relation to Panel Pal/Rota production had been arranged to include Derek Brama, Edi, Marion and Eileen to progress this and further information would be available following the meeting.

JM is looking for date on the next training calendar to update Panel Members to the changes to Panel Pal and digital use.

ACTION; JM/LEARNING & DEVELOPMENT TEAM

PASTORAL CARE

1 PM sent card following family circumstances & also seeking up to 6-month sabbatical

2 PM's sent flowers following surgery

PANEL MEMBER STRENGTH

PM strength is currently 86 members, with 60 Females and 26 Males.

AOCB

JM provided update on Better Hearings Discussions – progressing slowly, looking to have a Better Hearings Conference around Sep/Oct/Nov to bring issues together and re-enforce the respect Agenda. One attendee at a recent meeting made suggestion that the AST should highlight on the good things happening in our area such as Barnados and the use of Avatars.

LK/AM – provided apologies for some confusion around type of hearing and required paperwork for a hearing which took place this morning. Unfortunately, due to complete system failure with SCRA systems, lasting 2.5 days, coupled with staffing issues around holidays and other necessary absences, there was an error in notifying panel members this morning that a hearing had been changed to a ground hearing and the paperwork not dispatched. The system downtime had impacted hugely on all staff with all paperwork having to be completed manually & it was unfortunate that an omission had occurred. It was agreed that information be noted with no need for further action.

DATE OF NEXT MEETING

Tuesday 6th August 2pm at Glen Lane



Renfrewshire
Area Support Team

Learning & Development Group Meeting

10 June 2019

MINUTES

Present: Derek Bramma (DB; Chair), Ewan McNaught (EM), Alex MacDonald (AM), David Hadden (DH), Jacqueline Doherty (JD)

Apologies: Kirsten Miller (KM), John Leckie (JL), Alison Thompson (AT).

In Attendance: Edi Hanley (EH) LPR, Linda Quinn (LQ) (Learning Academy).

1. Minutes of Meeting on 24 April 2019

Error noted that in previous minutes it is noted as Moira Galletly and it should be Moira Hanretty.

2. Matters arising

DB has been trying to arrange a date with Marion and Eileen to meet to discuss ways to progress panel pal training in relation to hearing generation.

Panel pal was used to help generate the most recent rota with several teething problems being noted.

No further concerns raised re accessing online training and therefore assumption that these issues have been resolved. DH confirmed that trainers have given a significant amount of additional support to trainees to address any such issues.

Continuity of hearings – this will be monitored carefully to ensure panel members do not sit repeatedly on same cases.

3. Learning Academy Training

Low uptake to management of hearing course, which has implications going forward in relation to new chairs. EH knows of two members who have requested a deferral of this training. It was felt that some members who do not have good availability perhaps feel they have not had experience of sitting on enough panels to allow them to progress onto chairing hearings. This needs to be pursued to identify who still requires signing up to this training.

There have also been several resignations, and these may potentially be members who should have been signed up to this training – EH provided a list

of names to LQ to check. There are still a few spaces left and members will be encouraged to sign up promptly. This is also important to allow panel members to complete their PDA.

Over 100 panel members nationally require this Management of Hearing training so places are limited.

There are currently 6 PPAs within Renfrewshire with one currently completing sessional work as a reporter therefore may need to advertise for additional PPA. There is a need for these PPAs to complete some of the up and coming training. As there are now new procedures in place it is essential that this training is completed. These new procedures will be in place from the 2nd July 2019.

Clerks need to attend the appropriate training as they have a key role to play in new procedures. Clerk has not yet completed this training and LQ stressed that this was necessary; someone must attend this training. The Clerk must be able to fully support the AST.

There is also a course for the Area Convenor to attend and DB is aware of this. It was also be sensible for anyone being involved in recruitment to attend appropriate training as there will be changes to the recruitment process going forward. This includes changes to group discussion and new questions – short discussion around this and those currently involved would be keen to see new style of questions.

There will also be a new Complaints Policy training which those involved in would be advised to attend.

Having Supported Conversations and Managing Conflict training would be beneficial for PPAs and Lead Panel representatives.

Currently very few essential courses for panel members but there is an increase in number of online training courses which members should be encouraged to complete.

LQ provided list of courses to DB which still have availability and how many spaces there would be on each.

Every course will be in three parts going forward – preparation prior to course, the training and then the evaluation/completion. No need for panel members to print anything out in advance.

Agreement that AST need to keep an eye on training and ensure that all members who need to do so make every effort to attend training.

Discussion around training venues as Erskine Bridge hotel has currently been booked for MOH training but LQ keen to hear of other venues which may meet panel members needs better. Watermill, Glynhill, Lynnhurst, Normandy, UWS

Campus, Abercorn Training Centre were amongst suggestions. Paisley area would be most central for members. It is important that transport is easy, although agreement that suitable dates are most important for attendees. In terms of transport Glasgow city centre is often easier to get to than some of the other Renfrewshire venues, e.g. Braehead.

4. Pre-Service update (EM)

Visit to Kibble last week with only one member providing feedback; that it was an exceptional visit. Another planned visit for remaining new members tomorrow evening – almost all new panel members will have managed this visit.

Short discussion around number of secure unit hearings that Renfrewshire panel members were completing. Due to location they are frequently asked to sit on these hearings for other regions.

EM has concerns about his ability to continue to provide the necessary supports for pre-service training as his personal circumstances have changed and therefore AM agreed to provide support when required as he currently provides this support to JL for In-service training. This would also provide a link between the two.

LQ suggested that she may ensure that the training calendar for new trainees is populated so that they are fully aware of requirements and timescales. This would ease the pressure on EM.

5. In-Service update (JL)

JL has been planning and has managed to secure Loki and Harry Burns to deliver training; now need to identify suitable dates. Psychologist Prof. Smith is also on board. LQ asked that a member of the Learning Academy be invited along to these events.

Barnardos are keen to come along and provide information on their advocacy service.

That would provide 4 training sessions and therefore another 2 still required. The proposed training dates are: Mon 9th September, Thurs 10th Oct, Mon 11th Nov, Mon 3rd Feb, Thurs 5th Mar and Mon 27th Apr. With Christmas Night out on Friday 6th December. This follows similar dates to last year's apart from a training date in January which has now been removed.

There are invites to various training courses on Renfrewshire Child Protection Learning and Development Calendar. JL to coordinate this.

6. Resource Group update

KM is working through the list of resources available, e.g. residential units, specialist educational provision, mental health support etc.

Renfrew social work department have previously indicated that they are willing to invite panel members in one evening to discuss their processes and see the SW offices. This should help foster an atmosphere of mutual respect and understanding between SW and panel members. Situations were identified where perhaps SW have not demonstrated a full understanding of the legal process in terms of procedures which panel members must follow.

7. AOCB

Further opportunities for panel members to observe the Fostering and Adoption Committee to be pursued.

8. Date of next meeting - To be arranged to suit AST meeting. All agreed Monday evenings were suitable.



Area Support Team (AST): 2019 Recruitment Campaign: Information Pages

To provide information to support the planning for the Panel Member recruitment and populate the local AST information page on the recruitment website <https://www.childrenspanelscotland.org/#ourLocations> please provide the following information:

AST Area:	Renfrewshire		
Completed by:	Derek Brama		
Role:	Area Convener	Date:	6 June 2019

Recruitment Target - Panel Member:			20
Men:	15	Women:	5
Young people*:		5	

**those aged up to 30 years*

Information Sessions:
Will you be holding Information Evenings?
Yes
Please provide the dates, times and venues for your Information Evenings:
Venue: Wallneuk North Church, Abercorn Street, Paisley PA3 4 AB Monday 5th September 7.00pm Thursday 9th September 7.00pm Thursday 26th September 7.00pm (catch-up for last minute applicants – not to be advertised)

Hearings:
What is the expectation for the number of Hearings sessions a panel member must commit to?
2 sessions per month

Please use the grid below to represent your weekly schedule for hearings.

SCRA Hearing Centre – Glen Lane, Paisley

Day	Morning	Afternoon
Monday	✓	✓
Tuesday	✓	x
Wednesday	✓	✓ (2 concurrent sessions)
Thursday	✓	✓
Friday	✓ (2 concurrent sessions)	x

Involvement of Children and Young People:

Are you planning to involve children and young people in your recruitment process? If so, how? Please provide details.

Yes at 1) Recruitment Planning 2) Information Evenings and 3) Group Discussion at Interviews

If yes, please describe the nature of this involvement, including which organisation will be supporting the young people and whether costs will be incurred by the AST

**Who Cares? Scotland – at least one young person + full time staff member.
No cost to AST.**

Presentation on what makes a good panel member and interaction with attendees at information evenings. Asking questions at Group Discussion and providing a mark out of 4 for this task to be added to interview score.

Selection:

Please describe your selection process, i.e. what activities do you undertake to select successful candidates?

1) Initial Sift (conflict of interest etc) 2) Group Discussion of case study and 3) Interview

Please provide dates for your selection events – interviews, group events etc.?

Interview Dates:

Thursday 10th October

Monday 21st October

Thursday 24th October (overflow date – do not publish)

Partnership Engagement:
How do you propose to liaise with employers/partners to promote applications?
Initially with one company: Rolls Royce PLC – targeting male recruitment. Otherwise personal association to be used to raise awareness of the recruitment campaign.
Community Engagement:
How do you propose to encourage applications from a variety of different sources?
Local Press article produced in conjunction with Who Cares? Scotland. Use Who Cares' contacts.

Learning & Development Sessions:
What is the expectation for Panel Members attending local learning and development opportunities?
Expect at least 50% attendance rate

Which Panel/AST members require to be trained on the recruitment module ahead of the campaign?
None
How best to train AST colleagues on the new Interview Questions?
Group review of questions

Please provide any other information that you think is pertinent for the CHS Recruitment Team to help support your recruitment.
Would like to see new interview questions at the earliest opportunity in order for AST members to familiarise/discuss.

Please return by: Friday 7 June 2019 to:

recruitment@childrenshearings.org.uk

Thank you



To: Renfrewshire Area Support Team

On: 18 June 2019

Report by: Clerk to the AST

Heading: Arrangements for Future Meetings

1. Summary

- 1.1 This report details proposed arrangements for meetings of the Renfrewshire Area Support Team until June 2020.
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2. Recommendations

- 2.1 That the AST considers and, if appropriate approves the dates for meetings of the AST until June 2020
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3. Background

- 3.1 Since its inception in April 2013, the AST has met on an eight-week cycle, with meetings held on Tuesdays at 2.00 pm.
- It is proposed that this practice continue. In this regard, the following dates are proposed for meetings of the AST until June 2020: -
- 3.2

Tuesday 20 August 2019
 Tuesday 29 October 2019
 Tuesday 3 December 2019
 Tuesday 28 January 2020
 Tuesday 10 March 2020
 Tuesday 5 May 2020
 Tuesday 16 June 2020

Implications of the Report

1. **Financial** - None.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** – None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** - None.
10. **Risk** - None
11. **Privacy Impact** – None
12. **CoSLA position** – n/a

List of Background Papers

Author Paul Shiach – Committee Services Officer
Tel: 0141 618 7103
Email paul.shiach@renfrewshire.gov.uk