



Renfrewshire
Area Support Team

Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 09 May 2023	14:00	Corporate Meeting Room 2, 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.

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.

Items of business

- | | | |
|----------|--|----------------|
| 1 | Minute of Previous Meeting
Minute of previous meeting held on 21 March 2023. | 1 - 6 |
| 2 | Matters Arising | |
| 3 | Learning & Development Sub-group
Minute of meeting held on 1 May 2023. | 7 - 8 |
| 4 | Retention & Reappointment
Verbal report by Depute Area Convener. | |
| 5 | North Strathclyde Standby Rota
Report by Area Convener. | 9 - 10 |
| 6 | Renfrewshire Area Plan 2023/24
Report by Area Convener. | 11 - 20 |
| 7 | Devolved Funding
Report by Clerk(Not available, copy to follow). | |
| 8 | Date of Next Meeting
Members are asked to note that the next meeting of the Committee is scheduled for Tuesday 20 June 2023 at 2.00pm. | |



Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 21 March 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; Ruth MacLeod; Alex MacDonald; Ewan McNaught; Jim Melrose; and Anne Tucker.

CHAIR

D Bramma, Area Convener, presided.

ALSO PRESENT

L King, Locality Reporter.

IN ATTENDANCE

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

APOLOGIES

Councillor Hughes, M Robinson and P Wilson.

DECLARATIONS OF INTEREST

There were no declarations of interest intimated by members prior to the meeting.

ADDITIONAL ITEM

The Area Convener indicated that there was one additional item of business which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the item was competent and relevant, authorised its consideration.

1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 2022.

DECIDED: That the Minute be approved.

2 MATTERS ARISING

(i) Item 4 – Hearings Management Sub-group

The Area Convener indicated that an item on safety at Hearings would be published in the next edition of the AST Newsletter.

(ii) Item 7 – Area Support Improvement Partner – Update

The Depute Area Convener sought confirmation on whether an agreement had been reached on the understanding of trauma-informed training. He indicated that information would be available in April, and it was anticipated by Children's Hearings Scotland (CHS) that 80% of Panel Members would have completed training by June 2023. Full discussion followed on trauma-informed training where concern was raised over the timescale for implementation, information available from CHS and lack of guidelines and local support.

The Area Convener indicated that completion of trauma-informed training would not be a pre-requisite in terms of Panel Member reappointments

DECIDED: That the information be noted.

3 MANAGEMENT OF HEARINGS SUB-GROUP

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 7 March 2023.

The Minute provided information in relation to sabbaticals, resignations; hearing statistics for the period 16 January to 10 March 2023 including information on swaps, standby arrangements, continuity, cross-area assistance, and additional hearings; pastoral care; panel strength; rotas; and a request for Buddy System feedback.

DECIDED: That the Minute be approved.

4 RECRUITMENT & RETENTION SUB-GROUP

There was submitted the Minute of the Recruitment and Retention Sub-group meeting held on 7 March 2023.

The Minute provided an update on observations; confirmation of a PPA presentation at National groups; panel member reappointments; complaints; and PPA recruitment.

In terms of PPA reappointment, the Area Convener indicated that there had been three expressions of interest, but no applications had meantime been submitted.

DECIDED: That the Minute be approved.

5 **LEARNING & DEVELOPMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Learning and Development Sub-group held on 2 February 2023.

The Minute provided updates on local training; Trauma-Informed Practice (TIP); PPA recruitment; and Promise Keepers.

DECIDED: That the Minute be approved.

6 **AREA SUPPORT IMPROVEMENT PARTNER - UPDATE**

The Area Convener provided a verbal update on behalf of the Area Support and Improvement Partner indicating that Panel Member appointments would be confirmed by the National Convener on 3 April, and reappointments would be confirmed by 18 May 2023.

The AST was advised that the Panel Practice Advisor (PPA) recruitment campaign had closed on 15 March, and 25 applications had been submitted across 11 Area Support Teams.

DECIDED: That the information be noted.

7 **HEARING SCHEDULES/REFERRALS**

The Area Convener provided a verbal report relative to Hearing scheduling and deferrals. Concern had been expressed that Hearings were being scheduled by the Reporter's offices when it was known that the Hearing would not go ahead.

The Committee as advised that the Locality Reporter Manager had clarified the position, indicating that should all parties be in agreement, then a Hearing should be postponed, the only issue being confirmation of a realistic timescale for deferral, given the stress for the families involved.

DECIDED: That the information be noted.

8 **LOCALITY REPORTER MANAGER - UPDATE**

The Locality Reporter Manager provided a verbal update report the recent audit on the role of the Reporter in Hearings and gave a summary of the findings of the Audit.

The Locality Reporter Manager indicated that requests had been received to allow social work students to attend Hearings as observers, and that she would liaise with

the PPA rota manager to ensure that the minimum number of observers attended any Hearing.

The Locality Reporter Manger provided an update on operational matters, staffing and feedback on Hearings.

DECIDED: That the report be noted.

9 **OBSERVATIONS AT CHILDREN'S HEARINGS**

There was submitted a report by Children's Hearings Scotland relative to observers at Children's Hearings.

The report provided information on the relevant section of the legislation, the Children's Hearings (Scotland) Act 2011 and detailed which individuals and organisations representatives were entitled to attend and observe a Children's Hearing.

Information was also provided on observers without a right to attend; and practical arrangements before, at and after a Hearing.

DECIDED: That the report be noted.

10 **TRIBUNAL SUPPORT MODEL UPDATE**

The Area Convener provided a verbal update on the proposed CHS Tribunal Support Model; indicating that CHS had submitted the proposal to the Scottish Government in September 2022 and a budget for the project had been agreed.

The AST was advised that the proposal would be considered by the CHS Board at the end of March 2023

DECIDED: That the report be noted.

11 **RECOGNITION EVENT**

The Area Convener provided a verbal report in relation to the 2023 Panel Member Recognition event, indicating that it would take place on 9 June 2023. He indicated that the CHS National Convener would be in attendance.

DECIDED: That the report be noted.

12 **PROFESSIONAL DEVELOPMENT AWARD**

J Doherty, AST Panel Member representative referred to a recent Professional Development Award (PDA) event which she had attended recently at which, during the course of discussions it had been highlighted that while Panel Members were aware that PDAs should be completed within two years, those who had not completed within the timescale would be removed from the Panel Member Hearings rota.

It was intimated that there were no guidelines available I this regard and the main point of contention was Management of Hearings training, where some Panel Members lacked the confidence to chair a hearing.

The AST was informed that guidance would require to be made available before any Panel Members were removed from the rota.

DECIDED: That the information be noted.

13 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 9 May 2023 at 2.00pm in Renfrewshire House.



Renfrewshire
Area Support Team

Learning & Development Group Meeting

1 May 2023

MINUTES

In attendance: Derek Bramma, Ciara McLean, Jacqueline Torrens, Alex MacDonald, Jacqueline Doherty.

Apologies: Pam Wilson, Ewan McNaught

1. Pre-Service update

- Advocacy evening

Donald Walker and Caroline Breen presenting on the 9th May.

Plan to cover role of PPA that evening as well.

- Kibble Visits

Dates to be confirmed but provisionally told that we should be able to start these visits in May.

Once these go ahead there will be a reserve list to ensure this opportunity is maximised.

- IG training

All new PMs have recently been asked to complete this training – this was omitted from pre-service training. Majority have completed this.

2. In-Service Update

- Area Plan training elements

Supporting PMs to complete PDA is a national priority.

Much of this plan is already part of the AST ongoing work and will continue to support this as appropriate.

In view of imminent Mackie review all present happy with Area Plan training elements.

Question asked about our representation at Child Protection Committee – Jim Melrose attends these meetings.

LDCs will continue to attend Learning and Development forum meetings.

Discussion around the Mackie Report and The Promise and whether the LD group will organise an awareness session once Mackie report published – it is anticipated that CHS will lead on this.

- Training calendar for 23/24

Neo-natal training in September or October – awaiting confirmation of date.

Presentation by RAMH

Social work presentation on family time

Who Cares presentation in October

Suggestion that we have a session on mental well being for PMs, e.g. meditation
Inclusivity training will also need to be covered.

Discussion around putting these events onto CSAS which may assist with sederunt and claiming of expenses.

- MOH/EP

The AST will continue to support and encourage PMs to complete this training. Alex will continue to monitor completion and share with group.

One PM has completed training but has a medical exemption from chairing duties.

Discussion around PMs who are competent side PMs but may become anxious whilst chairing which impacts on their performance.

- TIP

No recent update on completion.

Discussion around the quality of this training and confusing way it is worded.

3. AOCB

Representatives from Who Cares Advocacy service and care experienced young people have been invited to the panel recognition evening.

Should we promote recent CELCIS training or arrange a future session. JT will circulate this with group, further to which a decision will be made.

4. Date of next meeting - To Be Advised

Day	Date	Reason for standby	SCRA Office providing cover	AST allocated
Monday	2 January		Dumbarton	
Tuesday	3 January		Paisley	
Friday	7 April	CPOs	Greenock	
Saturday	8 April	Custodies	Paisley (ER)	
Monday	10 April	CPOs	Paisley (Renfrewshire)	
Monday	1 May	Custodies, CPOs	Lochgilphead	A&B
Monday	8 May	Custodies, CPOs	Paisley (Ren)	Renfrewshire
Friday	26 May	CPOs, Custodies (Greenock Court)	Paisley (ED)	East Dunbartonshire
Monday	29 May	CPOs	Dumbarton	West Dunbartonshire
Monday	17 July Dumbarton	CPOs and custodies	17/7/23 – WD local office closed Inverclyde & Paisley covering	17/7/23- West Dunbartonshire – Virtual attendance by Stand by panel members.
	7 August Paisley		07/8/23 Paisley closed – Inverclyde/Dumbarton covering	07/8/23- East Renfrewshire – Virtual attendance by Stand by panel members.
Friday	22 September	CPOs and custodies and court for Greenock	Paisley (Ren)	Renfrewshire
Monday	25 September	CPOs, custodies for courts not closed (Greenock, Dunoon, Oban and Campbeltown.)	Paisley (Ren)	Renfrewshire – Virtual attendance by Stand by panel members.
Monday	4 December	Custodies, CPOs	Paisley (Ren)	Renfrewshire
Sunday	24 December	Custodies/secure transfers	Greenock	Inverclyde
Sunday	31 December	Custodies/secure transfers	Dumbarton	West Dunbartonshire

Children's Hearings Scotland

Insert Area
Area Plan

2023-2024



1. INTRODUCTION

This plan sets out the priority actions for **Insert Name** Area for the year April 2023 to March 2024. In a time of continuing rapid and often unpredictable change, it's acknowledged that the priority for each area this year is to focus on our core operations of RECRUITING, TRAINING, SUPPORTING and RETAINING Panel Members, to ensure that the hearing system continues to support and protect infants, children and young people, whilst also preparing for the implementation of the recommendations of the Hearing System Working Group, as part of The Promise. The Plan will be reviewed regularly and revised to take account of developments in the wider environment.

2. **Insert Area** - AST MEMBERS *(add rows as required)*

Name	Role
Russell Humphreys	Area Convenor
Sylvia McQuarrie	Deputy Area Convenor
Angela Anne Docherty	Lead Panel Representative
	Panel Representative
	Panel Representative
	Panel Practice Advisor
	Panel Practice Advisor
Colin Kirby	Learning and Development Coordinator
Kate Macaulay/Seonaid hamilton	Rota Manager
Fiona McCullum	Clerk
Pam Wilson	Area Support and Improvement Partner

3. AREA ACTIONS 2023-24

The following is a list of priority actions from the CHS core operations of RECRUIT, TRAIN, SUPPORT and RETAIN Panel Members. *(Areas are very welcome and encouraged to add any local actions/milestones to their plan, including new ones, or the continuation of any being carried forward from 2022-23).*

RECRUIT	TRAIN
<ul style="list-style-type: none"> • Support the national Panel Member recruitment campaign by raising awareness of panel membership locally, using local promotion opportunities and employer engagement. • Identify target number of new Panel Members needed to fulfil the rota locally. • Undertake Panel Member recruitment and selection process, in line with CHS guidance and direction. • Further develop the involvement of lived experienced recruiters, in the recruitment of Panel Members. • Support new trainees to complete training and join the rota by: <ul style="list-style-type: none"> ○ allocating a dedicated 'buddy' to offer guidance and support them through Pre Service. ○ Provide Digital and Chromebook support at a local level. • Recruit Area Support Team members, following national guidance and direction, and supporting national PPA recruitment campaigns, as required. 	<ul style="list-style-type: none"> • Identify and support Panel Members to complete their PDA, following national guidance and direction, including: Preservice, Enhanced Practice and Management of Hearings. • Encourage and support a culture of ongoing Panel Member learning and development by promoting the courses available through the CHSLA, and offering additional opportunities locally. • Support all Panel Members to complete the CHSLA online Trauma training modules. • Support Trauma Informed learning through the local delivery of Trauma Informed Panel Member Awareness Sessions, developed by the National Project Group. • Support Panel and AST members to complete Equality, Diversity and Inclusion learning, as identified by the CHS EDI Strategic group. • Provide support for any new learning for Panel Members in relation to changes in legislation, such as UNCRC or the Care and Justice Bill. • Support AST Members to complete national training, to ensure they are upskilled, supported and equipped for their role. • Ensure area representation at national LDC forums and training.
SUPPORT	RETAIN
<ul style="list-style-type: none"> • Create and manage a rota that ensures all local hearings can take place as planned. • Engage with inactive Panel Members and support them to return to hearings. • Promote and encourage a high level of quality assurance by supporting PPAs in their role of observing and providing feedback to Panel Members. • Ensure area representation at national PPA forums and training. • Provide ongoing digital support locally and signpost assistance available through the national Digital team. • Represent CHS at stakeholder meetings, where appropriate: <ul style="list-style-type: none"> ○ Child Protection Committees ○ Corporate Parent Groups, etc. 	<ul style="list-style-type: none"> • Recognise the commitment and dedication of the local Panel and AST Community members. • Undertake Panel Member and AST reappointments within the agreed timescale, following national guidance and direction. • Provide ongoing wellbeing support to Panel Members through Panel Representatives and Health Assured, if required.

4. MONITORING THE AREA PLAN *(optional)*

The Area plan will be monitored and reported against, on a quarterly basis, with updates reviewed at AST meetings.

Owing to the continuing unprecedented circumstances in which the Area Plan has been developed, there will be a flexible approach to monitoring. Each of the activities and milestones have been assigned a timescale in which, to the best of our current knowledge, we anticipate they will be completed by. They may, however, have to change in response to our environment.

RAG Status Key

The following RAG status will be used as part of the monitoring process:

Green = Objective on track to be completed on time, or ongoing as planned.
Amber = Objective at risk of not being delivered on time, no longer such a priority, or whole objective re-timed
Red = Objective at serious risk of not being delivered on time - or Objective is no longer a priority
Blue = Objective completed
Dash (-) = Not yet due for reporting / update

5. RECRUITMENT

Objective	No.	Milestones/Actions	RAG Status				Target Date	Lead	Update/Comment
			Q1	Q2	Q3	Q4			
Recruit an effective and empathetic panel that is well supported	1.	Support the national Panel Member recruitment campaign by raising awareness of panel membership locally, using local promotion opportunities and employer engagement.							
	2.	Identify target number of new Panel Members needed to fulfil the rota locally.							
	3.	Undertake Panel Member recruitment and selection process in line with CHS guidance and direction.							
	4.	Further develop the involvement of lived experienced recruiters in the recruitment of Panel Members.							
	5.	Support new trainees to complete training and join the rota by: <ul style="list-style-type: none"> allocating a dedicated 'buddy' to offer guidance and support them through Pre Service Provide Digital and Chromebook support at a local level. 							
Ensure that Panel Members are well supported by an Area Support Team which is at full capacity.	6.	Recruit Area Support Team members, following national guidance and direction, and supporting national PPA recruitment campaigns, as required.							

6. TRAIN

Objective	No.	Milestones/Actions	RAG Status				Target Date	Lead	Update/Comment
			Q1	Q2	Q3	Q4			
Deliver Consistently High Quality Hearings through the provision of excellent learning and development opportunities for Panel Members.	7.	Identify and support Panel Members to complete their PDA, following national guidance and direction, including: <ul style="list-style-type: none"> ○ Preservice ○ Enhanced Practice ○ Management of Hearings 							
	8.	Encourage and support a culture of ongoing learning and development by promoting the courses available through the CHSLA and offering additional opportunities locally.							
	9.	Support Panel Members to complete the CHSLA online Trauma training modules.							
	10.	Support Trauma Informed learning through the local delivery of Trauma Informed Panel Member Awareness Sessions, developed by the National Project Group.							
	11.	Support Panel and AST members to complete Equality, Diversity and Inclusion learning, as identified by the CHS EDI Strategic group.							
	12.	Provide support for any new learning for Panel Members in relation to changes in legislation, such as UNCRC or the Care and Justice Bill.							
Ensure that Panel Members are	13.	Support AST Members to complete national training, to ensure they							

well supported by a skilled and well equipped Area Support Team		are upskilled and equipped for their role.							
	14.	Ensure area representation at national LDC forums and training.							

7. SUPPORT

Objective	No.	Milestones/Actions	RAG Status				Target Date	Lead	Update/Comment
			Q1	Q2	Q3	Q4			
Continue to build an effective, empathetic panel, that is well-supported	15.	Create and manage a timely rota that ensures all local hearings can take place as planned.							
	16.	Engage with inactive Panel Members and support them to return to hearings.							
	17.	Promote and encourage a high level of quality assurance by supporting PPAs in their role of observing and providing feedback to Panel Members.							
	18.	Ensure area representation at national PPA forums and training.							
	19.	Provide ongoing digital support locally and signpost assistance available through the national Digital team.							
	20.	Represent CHS at stakeholder meetings, where appropriate: <ul style="list-style-type: none"> ○ Child Protection Committees ○ Corporate Parent Groups ○ Etc. 							

8. RETAIN

Objective	No.	Milestones/Actions	RAG Status				Target Date	Lead	Update/Comment
			Q1	Q2	Q3	Q4			
Support the retention of panel and AST members.	21.	Recognise the commitment and dedication of the local Panel and AST Community members.							
	22.	Undertake Panel Member and AST reappointments within the agreed timescale, following national guidance and direction.							
	23.	Provide ongoing wellbeing support to Panel Members through Panel Representatives and Health Assured, if required.							

9. AREA PLAN BUDGET

The **Insert Name** AST has been allocated an annual devolved budget of **???**. Where necessary, a budget will be allocated to an activity in the plan and reporting against that budget will form part of the overall reporting process. If any projected spend sits out with the scope of the devolved funding policy, or would require additional funding than the amount allocated, then approval must be sought through the Senior Management Team.

The table below includes any Actions that will require a budget allocation and the estimated allocation required.

Milestones/Action	Target Date	Estimated Budget Required	Actual Spend as @??
	TOTAL		

