

Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 17 August 2021	14:00	Remotely by MS Teams,

PRESENT

Eileen Anderson; Derek Brama; Annemarie Currie; Craig Campbell, Jacqueline Doherty; Edi Hanley; Alex MacDonald; Ruth MacLeod; Hannah McCulloch; Ewan McNaught; Jim Melrose; Marion Robinson; and Angela Stevenson.

CHAIR

D Brama, Area Convener, presided.

ALSO PRESENT

L King, Locality Reporter Manager and C Gibson, Area Support and Improvement Partner (Children's Hearings Scotland).

IN ATTENDANCE

P Shiach, Senior Committee Services Officer and J Barron, Assistant Committee Services Officer (both Finance and Resources).

DECLARATIONS OF INTEREST

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

APOLOGIES

A Thompson and P Watson.

ADDITIONAL ITEM

The Area Convener indicated that there was one additional item 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 item 13 of the agenda was competent and relevant, authorised its consideration.

ORDER OF BUSINESS

In order to facilitate the business of the meeting Item the Convener proposed that item 10 of the agenda be considered before item 1; and . items 11, 7 and 8 be considered before item 3. This was agreed.

1 RAVHI IMPLEMENTATION

The Area Convener introduced C Gibson, Area Support and Improvement Partner for Tayside and Fife to provide information on the RAHVI roll-out across Scotland which she was leading on behalf of the National team.

She advised that RAHVI was the new virtual platform being implemented across Scotland and set the context in relation to RAHVI, indicating that there had been five pilot areas in the initial roll-out. It had been agreed to scale up what had been done in Fife across the country replicating the areas which had worked well and addressing those elements which had not. She advised that a resource package had been produced for all ASTs consisting of a number of short videos and a CHS document "Getting Ready For RAVHI" which was produced in collaboration with SCRA. To complement this, the Learning Academy was asked to set up training sessions with three distinct aims, namely that the session would give the panel community the opportunity to join a RAHVI session using the link and to check that they had the ability to join; to ensure that everyone had a gallery view; and to cover off some of the practicalities involved.

C Gibson was then heard in answer to questions from members of the AST, including perceived deficiencies in the Learning Academy training; digital papers; input of designated roles at hearings; inability to join RAHVI through Teams; concerns over the system going live without sufficient training for Panel Members; and the number of Panel Members who had signed up to RAHVI or had done the Learning Academy course.

C Gibson was then thanked for her contribution.

DECIDED: That the information be noted

SEDERUNT

C Gibson left the meeting prior to consideration of the following item of business.

2 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 15 June 2021.

DECIDED: That the Minute be approved.

3 **MATTERS ARISING**

(i) Renfrewshire Area Plan

A Currie updated the Committee in terms of the next Recruitment Campaign indicating that the recruitment would take place early in 2022, and that the recruitment of young people in relation to interviewing candidates should take place in quarter three to allow sufficient time for the necessary training. This was agreed.

DECIDED: That the recruitment process to appoint young people to the next Panel Member recruitment process be undertaken in quarter three to allow sufficient time for appropriate training.

(ii) Children (Scotland) Act Changes – AST Promotion Toolkit

The Area Convener referred to decision (b) of this item and indicated that he had not yet sent letters to Panel Members, emphasising the need to access emails and Teams. He indicated that a composite letter including information on RAHVI would be sent to Panel Members later in the week

DECIDED: That the information be noted.

(iii) Review of AST Composition and Areas of Work

The Area Convener advised that one of the new Panel Members , Ciara McLean had attended the last meeting of the Learning and Development sub-group.

DECIDED: That the information be noted.

(iv) Appointment of Area Convener

The Area Convener advised that he had been reappointed for a further three year period.

DECIDED: That the information be noted.

4 **MANDATORY TRAINING UPDATE AND ROTA IMPLICATIONS**

The Learning and Development Co-ordinator updated the position in relation to mandatory training and rota implications based on information received from the Learning Academy indicating that as of 13 August 2021 there were 12 Panel Members had not yet completed Hearings in Lockdown; 16 had not completed Emerging from Lockdown; 18 had not completed the Enhanced Practice course; and 13 had not completed the Advocacy course. In addition, there were 11 panel members who had not completed any of the courses however this figure included Panel Members who were currently on leave of absence, and there were three Panel Members who had not completed any of the courses and who were currently on the Hearings rota.

The Area Convener advised that any Panel Member who had not completed the necessary courses by the end of September should be removed from the rota, and that

this would have implications for rota management. He suggested that the Panel Members in question be contacted by telephone in an attempt to get them re-engaged, following which a letter would be sent out indicating that if the training was not completed by the end of September they would be removed from the rota.

C Campbell indicated that as PPAs were returning to face-to-face observations in September, this could present them with an opportunity to remind Panel Members of the need to fulfil their mandatory training courses. This was agreed.

DECIDED:

(a) That it be agreed that Panel Members who had not completed the mandatory courses be contacted by telephone in an attempt to get them re-engaged, following which a letter be sent out indicating that if the training was not completed by the end of September they would be removed from the rota ; and

(b) That it be agreed that PPAs when attending face-to-face observations take the opportunity, if available to remind those Panel Members who had not yet completed their mandatory training courses, of their obligation to do so.

5 **LOCALITY REPORTER MANAGER - UPDATE**

Prior to her report the Locality Reporter Manager provide an update on aspects of RAVHI relating to identifying the role of participants on screen. A full discussion ten followed on this and other Hearings issues, including suggestions that for face-to-face meetings, Panel Members would enter the Hearing room last, which conflicted with the statutory duty of the Hearing Chair to limit the number of people attending a Hearing. The Area Convener undertook to raise the issue with CHS and at the next at the Area Conveners Liaison meeting.

The Locality Reporter Manager provided an update of staffing indicating that one member of the support staff was now involved with the RAVHI team, and that the front office admin team was subsequently short staffed; there was no back-filling however interviews were being arranged; staff were in the office every day on a rota basis; COVID precautions include the wearing of face coverings while moving around the building; and two metre distancing was still taking place within the Hearing room.

The Locality Reporter Manager provided an update on new legislation. She further indicated that those Panel Members receiving hard copies of papers should receive them at the same times as the link to electronic papers is published.

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

DECIDED:

(a) That it be noted that the Area Convener would raise the issue of Panel Members being last into Hearing Rooms with CHS and at the next at the Area Conveners Liaison meeting; and

(b) That the report be otherwise noted.

6 GLEN LANE ACCOMMODATION ALTERATIONS

The Area Convener updated the position relative to proposed alterations to accommodation in Glen Lane and the potential non availability of the Panel Members room. He expressed concern in relation to issues such as Panel Member health and wellbeing; accommodation for Panel Members when a previous session has overrun its allocated time; where do PPAs hold post observations with Panel Members; and refreshment arrangements

Concerns were expressed in terms of confidentiality; and the ability of Panel Members to have a designated breakout space for private discussions with PPAs of general wellbeing following challenging hearings.

The Locality Reporter Manager indicated that Hearing Room might provide a temporary solution in terms of Panel Members arriving before the previous session has ended, as Room 2 was currently unsuitable for Hearings. Other solutions might also become available. She further indicated that the proposed alterations were not imminent but felt that Panel Members should be given as much advance notice as possible.

In response to a question relative to the tables used by Panel Members which had subsequently been removed, the Locality Reporter Manager indicated that she would need to raise this with SCRA Property Section as a request from the AST. The Area Convener requested that a formal consultation take place with the AST prior to the plans being finalised. The Locality Reporter Manager indicated that it was unlikely that works would be undertaken before the end of the current financial year

DECIDED:

(a) That it be noted that the Locality Reporter Manager formally request the return of the CHS Hearing room tables with SCRA on behalf of the AST;

(b) That it be agreed that the AST request formal consultation with SCRA prior to the alteration plans being finalised; and

(c) That the report be otherwise noted.

7 LEARNING AND DEVELOPMENT SUB-GROUP

There was submitted the Minute of the meeting of the Learning & Development Sub-group held on 20 July 2021.

The Minute provided information relative to mandatory training; RAHVI training; pre-service update; in-service update; and Management of Hearings training.

The Rota Manager requested that consideration be given to deferring Management of Hearings training for the 2020 cohort as this group had been unable to sit on Hearings due to pandemic restrictions. She indicated that many of that group would not be comfortable chairing under the current circumstances.

Discussion followed on the possibility of offering the 2020 cohort opportunities to undertake observations and including the 2019 cohort who may have been similarly affected. The Rota Manager suggested that a trawl be undertaken as far back as the

2018 cohort to establish which Panel Members had undertaken MoH training. It was also suggested that the letter to be circulated to Panel Members in relation to emails and Teams also refer to whether they had undertaken the training and do they feel comfortable to chair Hearings

DECIDED:

(a) That the Minute be approved;

(b) That a trawl be taken from the 2018 cohort to establish which Panel Members had not undertaken MoH training; and

(c) That the letter to be circulated to Panel Members in relation to emails and mandatory training also seek confirmation that they had undertaken the training and whether they felt comfortable to chair Hearings.

8 HEARINGS MANAGEMENT SUB-GROUP

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 11 August 2021.

The Minute provided updated information in relation to sabbaticals; resignations; hearing statistics for the period for the period 11 June to 10 August 2021 including deferred and cancelled sessions, secure hearings, additional hearings; swaps and continuity hearings; pastoral care; and panel member strength which indicated that including the new intake there were currently 88 panel members 63 female and 25 male panel members.

The Lead Panel representative was then heard in answer to questions on various issues highlighted in the Minute.

DECIDED: That the Minute be approved.

9 RENFREWSHIRE BETTER HEARINGS MANAGEMENT GROUP

There was submitted the Minute of the meeting of the Better Hearings Group held on 28 July 2021.

The Depute Area Convener provided an update on the Better Hearings Action Plan including case sampling of reports to be completed to assess quality, ensure they were multi-agency and provided sufficient information and justification for robust decision making; and an update on the Hearing Preparation Guidelines.

DECIDED: That the Minute be noted.

10 NORTH STRATHCLYDE HUB MEETING

There was submitted the Minute of the meeting of the North Strathclyde Hub held on 28 June 2021.

DECIDED: That the Minute be noted.

11 **RENFREWSHIRE AREA PLAN 2021-22 - UPDATE**

There was submitted a report by Children's Hearings Scotland relative to the Renfrewshire Area Plan 2021/22

The Plan provided details of the four CHS Corporate Plan Strategic Themes 2020-2023 as under: -

Theme 1 - Better protect and uphold the rights of children;

Theme 2 - Deliver consistently high quality hearings;

Theme 3 – Continue to build an effective Panel that is well supported; and

Theme 4 – Be well-informed and influential in our environment and communities

The report was in the form of a RAG system which detailed progress against each of the themes.

DECIDED: That the report be noted.

12 **RETURN TO FACE-TO-FACE LOCAL MEETINGS**

The Area Convener provided an update on the return to face-to-face local hearings, indicating that the first meeting had taken place on 16 August with the 2020 cohort. Ten people had been in attendance at Wallneuk North Church hall and the meeting had gone well. He advised that a larger meeting was scheduled for Thursday 19 August with the 2021 cohort with approximately 20 people expected to be in attendance.

In response to a question on the possible return of AST meetings to Renfrewshire House, the Clerk explained why this was unlikely to resume during the current calendar year.

DECIDED: That the information be noted.

13 **PANEL PRACTICE ADVISERS**

The Depute Area Convener advised that a meeting of the Panel Practice advisers had been arranged for 24 August and planned observations were due to resume on 6 September 2021. He advised that the meeting was to ensure that PPAs were fully aware of the changes now in place relating to observations.

DECIDED: That the information be noted.

14 **DATE OF NEXT MEETING**

DECIDED: Members noted that the next meeting of the AST was scheduled for Tuesday 26 October 2021 at 2.00 pm.