

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		