



Renfrewshire
Area Support Team

Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 13 December 2022	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN
Head of Corporate Governance

Membership

Eileen Anderson; Derek Brama; Craig Campbell; Annemarie Currie; Jacqueline Doherty; Edi Hanley; Jennifer Hay; Alex MacDonald; Ruth MacLeod; Ewan McNaught; Jim Melrose; Cairistiona Manson; Marion Robinson; Angela Stevenson; Anne Tucker.

Representing Renfrewshire Council: Councillor Lisa Marie Hughes.

Chair

D Brama, Area Convener

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 | 3 - 8 |
| | Minute of previous meeting held on 25 October 2022. | |
| 2 | Matters Arising | |
| 3 | Locality Reporter Manager - Update | |
| | Verbal report by Locality Reporter Manager. | |
| 4 | Recruitment and Retention Sub Group (PPAs) | 9 - 14 |
| | Minute of meeting held on 22 November 2022. | |
| 5 | Hearings Management Sub Group | 15 - 16 |
| | Minute of meeting held on 6 December 2022. | |
| 6 | Learning & Development Sub-Group | 17 - 20 |
| | Minute of meeting held on 5 December 2022. | |
| 7 | Date of Next Meeting | |
| | Members are asked to note that the next meeting of the Area Support Team is scheduled for Tuesday 24 January 2023. | |



Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 25 October 2022	14:00	Remotely by MS Teams,

Present

Derek Brama; Craig Campbell; Jacqueline Doherty; Edi Hanley; Jim Melrose; Anne Tucker; Ciara McLean; Ewan McNaught and Marion Robinson.

Chair

D Brama, Area Convener, presided.

In Attendance

A McNaughton, Senior Committee Services Officer, J Barron, Assistant Committee Services Officer and D Pole, End User Technician (all Finance and Resources).

Also Present

L King, Locality Reporter.

Apologies

Councillor Hughes, J Hay, P Wilson and A McDonald.

Declarations of Interest

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

1 Minute of Previous Meeting

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 16 August 2022.

DECIDED: That the Minute be approved.

2 Matters Arising

There were no matters arising.

3 Report from Area Support and Improvement Partner

The Area Convener provided a verbal update report on the review being undertaken by the Hearing System Working Group. A summary report on terminology, management and practice and the Promise was expected by mid November.

Sheriff Mackie was assessing the framework for hearings, role of the Reporter and Area Support Teams. Publication of his findings due was in the new year.

DECIDED: That the report be noted.

4 Locality Reporter Manager Update

The Locality Reporter Manager provided a verbal update report on local Scottish Children's Reporter Administration (SCRA) operational arrangements. A member of staff who had been seconded to virtual hearings had returned to the office and would now lead the delivery of virtual hearings at a local level, rather than by the central team who had previously dealt with these meetings. Local administration staff would be trained to carry out virtual hearings.

A National Quality Assurance exercise had commenced and a programme of observing Report practice at hearings was underway. These observations would concentrate on decision making, drafting of grounds, practice at hearings and documentation to be completed by the Reporter. It was highlighted that only the Report would be observed, not Panel members.

The heating at the Glen Lane office had been repaired after panel members had raised concerns about the temperature.

The Area Convener advised that the Sheriff had dismissed two appeals recently in favour of the Panel. A number of appeals were ongoing and the Panel would be advised of feedback sent to the Reporter. The number of appeals were increasing as were the number of face-to-face cases at court.

DECIDED: That the report be noted.

5 Recruitment Update

The Area Convener provided a verbal update report, advising that 22 suitable applicants had been selected for interview and 17 had accepted their interview appointments. One candidate would be on holiday until the end of November 2022, and it was hoped that their interview would be conducted via the Teams platform in order to meet the interview completion deadline. Two applicants who provided very

little supporting information were unsuccessful.

It was noted that the Area Convener would contact Children's Hearings Scotland (CHS) to ascertain flexibility of deadlines for the completion of interviews for the selection of new Panel members.

As part of the selection process, an information evening would be held on Thursday 27 November 2022. Topics to be covered would include absence from work to attend panel meetings; how the Children's Panel system worked; and panel member expectations. 4 applicants were not available to attend the information evening.

At the event, candidates for selection were to be advised that they must check their emails regularly, respond promptly, and be realistic when determining and advising their availability to attend meetings.

A list of the available interview slots would be issued to members. There had been two cancellations due to lack of accommodation and timing.

The Area Convener intimated that information from CHS had been circulated advising that observers could attend Panel hearings before PVG checks were completed. Members of this AST were not in favour of this approach and highlighted the risks involved.

It was noted that, previously, some applicants had also undertaken training before their references were available. In this respect, the need for regular and timely information about the status of PVG checks and references for each applicant was identified. It was proposed that Renfrewshire Council be requested to confirm who would process applications, monitor the dedicated AST mailbox and provide timely information to the AST and who would cover during absence. This was agreed

DECIDED:

(a) That the report be noted; and

(b) That Renfrewshire Council be requested to confirm who would process applications, monitor the dedicated AST mailbox and provide timely information to the AST and who would cover during absence. This was agreed.

6 Recognition Event 2023

The Area Convener provided a verbal update report advising that the 2022 Recognition Event had been held at the Boarding Housing in Howwood, and had been well attended. It was hoped that the next event in 2023 would be held in the refurbished Paisley Town Hall.

DECIDED: That the report be noted.

7 Arrangements for Future Meetings

There was submitted a report regarding arrangements for future meetings. Since its inception in April 2013, the AST has met on an eight-week cycle, with meetings held on Tuesdays at 2.00 pm.

In this regard, the following dates are proposed for meetings of the AST until December 2023, Tuesday 24 January 2023, Tuesday 21 March 2023, Tuesday 9 May 2023,

Tuesday 20 June 2023, Tuesday 22 August 2023, Tuesday 24 October 2023 and Tuesday 12 December 20

DECIDED:

- (a) That the report be noted, and
- (b) That the meeting dates be approved.

8 Management of Hearings Sub-group

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 11 October 2022.

The Minute provided updates on sabbaticals; resignations; hearing statistics for the period 2 August to 10 October 2022 including deferred cases, cancelled sessions, extra hearings/sessions, swaps and continuity; pastoral care; and panel member strength. Currently membership stood at 79, with 60 females and 19 males.

DECIDED: That the Minute be approved.

9 Practice and Recruitment Sub-group

The Area Convener provided a verbal update report advising that there were Panel Practice Advisor (PPA) vacancies, It was hoped that the increase of face-to-face meetings being held in November and December 2022 would increase recruitment.

DECIDED: That the report be noted.

10 Learning and Development Sub-group

The Area Convener provided a verbal update report advising that there had been no meetings of the Sub-group recently and that following the new recruitment drive a programme of training would be provided. The next in-service training would be held on 14 November 2022 and would cover CSAS and Teams technology. The next training event would be held on February 2023 and cover online safety and child sexual exploitation.

A full day course on Trauma Inform would be attended by two panel members, one in person in Edinburgh and one virtually.

Training would be provided on Inclusivity and LGBTQI+ and it was hoped that CHS would provide training materials.

All new panel members appointed during 2022 had been booked on a course and invited to attend in November 2022. Panel members were encouraged to attend training and refresher training would be available for panel members who have been away for a duration of longer than 12 months.

The Learning Academy would be approached to provide information on the training curriculum which could be delivered face to face and virtually, and if further training was required this could be arranged for panel members.

DECIDED: That the report be noted.

11 **AOCB**

There were no issues raised.

12 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 13 December 2022 at 2.00pm in Corporate Room 3 of Renfrewshire House.

Recruitment and Retention subgroup (PPAs)

Agenda 22 Nov 2022

1. previous minute - 2 August 2022
2. Update on observations / rota / CSAS
3. Interviews of panel member applicants. - Area plan Core 2.2
4. Support for PPAs. - Area plan. Theme 2
Support PPAs in their role of observing and providing feedback to panel members on their performance within hearings through providing opportunities to collectively review observation reports
5. Area plan Theme 2
Establish structures for sharing practice needs with LDC to ensure local Panel Member practice meets with legislative requirements.
6. Area plan. Theme 2
Ensure area representation at national PPA events and training.
7. Support for Panel Members
8. Panel member reappointments in 2023
9. AOB

Next meeting : 10th Jan 2023

Present : J Melrose, D Bamma, Craig Campbell, Jennifer Hay

Apologies: Cairis Manson, Ruth MacLeod, Anne Tucker, Pam Wilson

1. **previous minute - 2 August 2022**

Item 10 - aide-mémoire - updated and out for PPAs to comment

Item 12 – Review of RAG system to be completed. - carried forward

2. **Update on observations / rota / CSAS**

No issue with CSAS and rota.

Issue with 1 hour timeout noted when completing observation report - sorted by a refresh.

Starting date for observation of new PMs? January 2023?

Consult with J Doherty / Edi Hanley

Check number of sessions on CSAS

Action JRM

3. **Interviews of panel member applicants.** - Area plan Core 2.2

Process went well - good quality candidates.

Information night well regarded - timing good.

4. **Support for PPAs.** - Area plan. Theme 2

Support PPAs in their role of observing and providing feedback to panel members on their performance within hearings through providing opportunities to collectively review observation reports

Checklist considered to allow PMs to comment on PPAs after hearing observation.

Checklist to be prepared.

Action JRM

5. **Area plan Theme 2**

Establish structures for sharing practice needs with LDC to ensure local Panel Member practice meets with legislative requirements.

Need for PPAs to be aware of legislative requirements. - How identified?

6. **Area plan. Theme 2**

Ensure area representation at national PPA events and training.

Representation is in place.

PPA forum - J Hay

RRRG - R Macleod. / C Manson

7. **Support for Panel Members**

Considered that we should have a wellbeing and support team.

E Hanley and PPAs.

Meeting to discuss how this would work.

8. **Panel member reappointments in 2023**

D Bamma provided list of PMs due for reappointment in 2023.
These PMs would be listed for observations.

Next meeting : 10th Jan 2023

**Minutes of meeting
Recruitment and retention group (PPAs)**

Tuesday 2nd August 2022 Wallneuk Church

Present: J Melrose, D Bramma, A M Currie, R Macleod, P Wilson, J Hay, C Manson, Anne Tucker

Apologies: C Campbell

1. **Previous minutes**
Item 10 – aide memoire still to be completed
Item 12 – Review of RAG system to be completed
2. **Personnel changes**

Action J Melrose Action J Melrose / D Bramma

Anne Tucker welcomed as a new PPA.

Anne Marie Currie indicated that she would be resigning on completion of the current months observations and any interviewing scheduled before Xmas. Attendance at PPA Forum and RRRG was organised. **Action P Wilson**

3. **Complaints**
Complaint received from Social work.
This was investigated by J Melrose and R MacLeod.
Findings of the complaint have been sent to social work.
A number of issues have arisen from this complaint – buddying system, panel member understanding of child development and contact.
Suggested that buddies be changed after three months to widen experience.
Suggested that social work be asked to present to panel members on child development and contact.
4. **CSAS update**
No issues reported
5. **PPA rota management**
This will continue to be managed by J Melrose.
6. **Observations**
No issues reported
7. **Reappointments**
Reappointments have been concluded.
The two remaining panel members who had not completed training

requirements have not been recommended for reappointment.

8. Support for Panel Members

Discussion regarding suggestion from previous meeting on how to support panel members.

It was recognised that LPRs make contact with chairs after each hearing and that informally issues impacting on panel members are dealt with.

It was agreed that a systematic approach to maintaining contact with panel members would be of value.

A strategy for this would be developed over the next few months with an implementation date of January 2023.

A likely approach would be that PPAs would make contact with a group of PMs on a regular basis – every three months.

Contact would be by telephone in the first instance.

PPAs would keep their own record of these contacts.

The conversation would be focussed on how well the panel member with their role and could include:

Personal issues eg. health, changes in availability

Practical issues eg. IT

Training eg. access to training at local or national level. This would require coordination with panel rep (training)

Issues that arise would be noted by the PPA and where appropriate passed to the relevant panel rep - training, IT, rota

It was noted that different approaches would be required for panel members at different stages:

New PMS

PMs approaching MOH training

PMs approaching reappointment.

9. AOB

D Bamma outlined possible male panel member requirements for recruitment in the next round this year.

10. Next meeting

11th October 2022 Wallneuk Church 7.00pm

SUB-GROUP MEETING - TUESDAY 6th DECEMBER 2022, 10AM

In attendance: Edi Hanley, Marion Robinson, Lesley King, Jacqueline Doherty

Sabbaticals

Edi and Jacqueline have contacted the 4 PMs whose names were provided by Marion – last communication text message on 1/12/22. They were 2 males and 2 females. In addition to this a further 2 females have recently requested sabbatical. 6 PMs in total.

Resignations

6 female PMs – 2 reasons not given, 3 change in personal circumstances, 1 personal/health reasons.

1 male PM – work commitments.

7 in total.

Hearing Statistics – 11th October to the 5th December

- Deferrals – 1 virtual, 24 face to face

Of these hearings: 7 RP not in attendance, 5 LR not in attendance / insufficient time for instruction, 3 child not in attendance, 5 late reports/further information required (3 SW, 1 SG and 1 Independent), 1 change to recommendation, 1 SW lack of information, 2 for safeguarder appointment, 1 PM not in attendance. 2 hearings - 2 reasons given.

v	RP failed to attend	
F2f	Parents failed to attend	
F2f	Still awaiting independent report	LR not present
F2f	LR had insufficient time to consult with client	
F2f	Child failed to attend (age 14, expected)	
F2f	No SW report	
F2f	RP not in attendance	
F2f	Safeguarder requested	
F2f	No SW report – SW off ill	
F2f	RP not in attendance	
F2f	RP failed to attend (grounds)	
F2f	RP failed to attend (grounds)	
F2f	PM failed to attend	
F2f	SW report late (to SCRA day before)	
F2f	Safeguarder requested	
F2f	Child failed to attend (age 14, expected)	
F2f	No SW report	
F2f	Child failed to attend (age 14, expected)	
F2f	SW on leave and duty worker not familiar with case	
F2f	LR did not attend	
F2f	Change of LR – hadn't managed to gain instruction	SW were changing recommendation
F2f	LR on holiday	
F2f	Late safeguarder report	
F2f	Additional information required (re special school)	
F2f	Family failed to attend	

Question asked about hearings being deferred because the legal rep was on holiday and why they hadn't organised alternative cover. It is possible that client only approached them few days in advance of hearing, therefore no time to arrange swap or inform reporter.

- Swaps – 12 in October 16 in November and 5 in December. Noted that there were a high number this time.

- Cancelled hearings

Virtual - 8 no cases allocated
 -1 reporter training

Face-to-Face - 7 no cases allocated
 - 3 reporter leave
 - reporter training

- Standby

5th December am – not required

- Continuity

There have been 2 continuity requests.

20th November

2nd December – some confusion around this hearing caused by technical issues accessing papers and PM not being clear that the swap was for both hearings that session and not just the continuity case.

Brief discussion around CSAS system making it difficult to only swap one case within a hearings session – whilst still allowing all PMs access to papers, etc. However, there is a work around should this be necessary.

Continuity requests made for 19th December and 10th January – next meeting stats

Pastoral Care

4 PMs were sent texts on 1st December re their sabbatical. All four have responded with, no definite answer from any, but all have been asked to consider their situation and let us know within the next couple of weeks. One has asked for some support to return and will receive phone call this afternoon.

One PM provided support to build confidence, following the enhanced practice training, and Edi continues to provide ongoing support to others.

Panel Strength

72 PMs - 54F and 18 M

65 active – 49F and 16M

27 chair qualified - 18F and 9M, of these there are 26 active chairs - 18F and 8M

Rotas

January to March rotas have now been published. Marion will explore possibility of group text to alert PMs to this and ask them to check emails.

Technical Issues

Some PMs have had issues viewing papers on CSAS and this requires further exploration. These PMs never received an email to say papers were available either. This has also been a problem elsewhere.

Issues with the Wi-Fi at Glen Lane which is causing delay to panel members accessing papers. This has been flagged up to the SCRA technical team. This is a difficult issue for all involved and is undoubtedly causing additional stress and workload for PMs and SCRA staff.

Trauma Informed Practice

3 of our LDCs attended this training in Edinburgh on 28th November, with the plan being for this to become embedded into our practice, not only at a hearing room level (when dealing with children, young people and families) but at all levels.

Much of this is already used within the system however we do need to be mindful of our interactions with others. Basics of kindness, courtesy, empathy and compassion when dealing with all are to be encouraged. There was a brief discussion around emails, which can be misinterpreted, so all should be mindful when writing these.

AOB

Nothing raised.



Renfrewshire
Area Support Team

Learning & Development Group Meeting

5 December 2022

MINUTES

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

Apologies: Ewan McNaught

1. Pre-Service update

- Trainee update

All trainees will be provided with a CHS email address. References are currently being pursued.

John Summers will lead the welcome night on 12th December.

There has been some confusion caused by CHS facilitating access to the Teams trainee channel where various welcome evenings were being discussed without the relevant ASTs being identified. This resulted in trainees thinking they have to attend two welcome evenings – one national and one local - but each local area will host their own event.

There will 17 trainees this time.

- Learning Academy Training

Derek has circulated the LA training programme which will be helpful to allow planning of local training and identifying any supports required.

- Local Training & Support

Discussion around best date to have local training. Need to await confirmation of training dates chosen by trainees, and once this is known the best Monday or Thursday evening will be agreed via email.

Trainees will also be invited along to the local training on 9th February, although it was acknowledged this was a busy week for them in terms of national training.

Local training topics - CSAS, reporter, social work, education, advocacy, visits to Kibble. Also noted that either at 12th or on same date as CSAS training, the role of the PPA will be covered.

Previously the new trainees were designated to buddy groups – this will be replicated. These buddy groups will be distinct from the pre-service LDCs who will continue to have responsibility for arranging observations and assisting with any training issues/LA questions.

- Observations

Ewan and Ciara will liaise with SCRA to arrange suitable sessions and it is hoped to be able to start these as soon as training has begun.

CHS are currently arranging PVG disclosures, and they have discussed this with SCRA at national level. Advice provided by CHS at this point is that a PVG disclosure is not essential for observations.

Ewan and/or Ciara can check in with SCRA at start of week to confirm all observations can still go ahead. By that point the reporter should have an awareness of cases and appropriateness of observation.

Noted that the parameters for observations are now much stricter so not as easy to arrange but still vitally important. Observations will not be in virtual hearings.

Noted that it would be useful for trainees, and existing PMs, to know the personnel within SCRA and SW.

2. In-Service Update

- Training calendar until June

Thursday 9th February, WNC 7pm – online sexual exploitation

Monday 13th March, WNC 7pm – social work

Thursday 20th April, WNC 7pm – paediatric/neo-natal health theme

Information on Diversity training is still awaited from CHS and therefore no up to date training materials are currently available. Social work are keen to come along and present on family time and permanence – this could replace the diversity training in March. Jacqueline to action.

Discussion around the value in having input from neonatal and health services. This training to be arranged as hoped – Ciara to action.

Derek has a contact in CELCIS for future training.

There will be no training in May as this will hopefully be the month, we have our panel recognition event.

- Kibble visits

Positive feedback from PMs who recently went to visit Kibble, and all agreed that this is a valuable experience. A new PM is also a consultant for both Kibble and Good Shepherd and has offered to liaise with these organisations re visits. Jacqueline to action.

- Population of Learning & Development space on Renfrewshire Teams Channel

There is already some training material available on this and the CSAS training will be uploaded by 16th December. Group will start to populate this space with relevant information.

- Trauma Informed Practice LDC training

Ciara, Alex and Jacqueline attended this training on 29th November. This needs to be filtered out to the wider community but no decision yet as to how this may happen. There could be potential to set up a Wellbeing and Support subgroup.

Brief discussion then followed about benefit of a national LPR forum.

3. MOH/Enhanced practice update.

Only 1 PM is going ahead with MOH training. There are approximately 12 eligible. Discussion around PMs need to feel ready to do this training. For next proposed training there are 25 on list.

EP – 16 to complete this training.

Feedback is that the training mock hearing at one session wasn't realistic and indeed the training failed to build the confidence of one PM but actually caused them to doubt their ability to be a PM. Appropriate support has been provided by LPR.

Discussion around need for buddy system to be as supportive as possible and perhaps there needs to be individual buddies and also a buddy group leader who can provide any additional support.

Good feedback and information from LA are vital to allow PM being supported doing these training sessions.

4. Requirement for additional group members?

Jacqueline Torrens and Tom Laurie could both be approached. They are knowledgeable of the wider system and also have valuable contacts who could assist with training.

5. Reappointment 2023 – Training issues?

13 due for reappointment this year. 2 need some further exploration prior to reappointment.

6. AOCB

Nothing to raise.

7. Date of next meeting - To Be Advised

