



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 24 October 2023	14:00	Corporate Meeting Room 1, 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.

Items of business

Apologies

Apologies from members.

Declarations of Interest and Transparency Statement

Members are asked to declare an interest or make a transparency statement in any item(s) on the agenda and to provide a brief explanation of the nature of the interest or the transparency statement.

- | | | |
|-----------|---|----------------|
| 1 | Minute of Previous Meeting | 5 - 10 |
| | Minute of previous meeting held on 20 June 2023. | |
| 2 | Minute of Inquorate Meeting | 11 - 12 |
| | Minute of Inquorate Meeting - 22 August 2023. | |
| 3 | Matters Arising | |
| 4 | Learning & Development Sub-Group | 13 - 16 |
| | Minute of meeting held on 5 October 2023. | |
| 5 | Rota and Management of Hearings Sub-group | 17 - 22 |
| | Minute of meeting held on 12 October 2023. | |
| 6 | SCRA Locality Reporter Manager - Update | |
| | Verbal report by Locality Reporter Manager. | |
| 7 | Tribunal Support Model | 23 - 36 |
| | Presentation by Children's Hearings Scotland. | |
| 8 | UNCRC Incorporation and Children (Care and Justice) (Scotland) Bill - Update | 37 - 40 |
| | Presentation by Children's Hearings Scotland. | |
| 9 | Professional Development Award (PDA) Completion
Guidance for Area Support Teams (ASTs) - August 2023 | 41 - 46 |
| | Report by Children's Hearings Scotland. | |
| 10 | Panel Member Recruitment - 2023 Campaign | |
| | Verbal update on progress to date. | |

- | | | |
|-----------|--|----------------|
| 11 | Devolved Funding
Report by Clerk. | 47 - 48 |
| 12 | Future Meetings Arrangements
Report by Clerk. | 49 - 50 |
| 13 | Date of Next Meeting
Members are asked to note that the next meeting of the Area Support Team is scheduled for Tuesday 12 December 2023 at 2.00pm in Renfrewshire House. | |

Minute of Meeting

Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 20 June 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; Councillor Lisa Marie Hughes; Alex MacDonald; Ciara McLean; and Marion Robinson.

CHAIR

D Bramma, Area Convener, presided.

ALSO PRESENT

L King, Locality Reporter Manager and P Wilson, Area Support and Improvement Partner.

IN ATTENDANCE

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

APOLOGIES

E McNaught, J Melrose and A Tucker.

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 item of business which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the items were competent and relevant, authorised their consideration at items 4, 10 and 11 respectively of the agenda.

1 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 9 May 2023.

DECIDED: That the Minute be approved.

2 **MATTERS ARISING**

DECIDED: That it be noted that there were no matters arising from the previous meeting.

3 **MANAGEMENT OF HEARINGS SUB-GROUP**

There was submitted the Minute of the Management of Hearings Sub-group held on 13 June 2023.

The Minute provided information on sabbaticals; resignations; panel member strength; Hearing statistics including deferrals, swaps, cancelled hearings, standby hearings, continuity, cross-area assistance, additional hearings, the Strathclyde Area standby rota and pastoral care.

DECIDED: that the Minute be approved.

4 **LOCALITY REPORTER MANAGER UPDATE**

The Locality Reporter Manager provided a verbal update relative to staffing, the Better Hearings Group and appeals feedback.

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

DECIDED: That the report be noted.

5 **HEARINGS SYSTEM WORKING GROUP**

The Area Support & Improvement Partner (ASIP) provide a verbal update relative to the Hearings System Working Group.

The ASIP indicated that discussions had taken place relative to the role of side panel members, remuneration for Panel Chairs, the significant resources involved and accountability.

Full discussion followed relative to the effect the proposed changes would have on the current Panel community, remuneration for Panel chairs, and the changing role of the Panel Chair.

The ASIP indicated that the proposals would be subject to a consultation and that the National Convener would attend AST areas to meet with Panel Members. The Area Convener proposed that a number of questions in relation to the proposals be agreed in advance. This was agreed.

DECIDED:

(a) That a list of questions for the National Convener in relation to the Hearings System Working Group proposals be agreed; and

(b) That the update be otherwise noted.

6 TRIBUNAL SUPPORT MODEL

There was submitted a report by Children's Hearings Scotland (CHS) relative to the proposed Tribunal Support Model.

The report indicated that CHS was implementing a new Tribunal support model through 2023 and 2024 which would involve moving to nine regional Area Support Teams matched with the SCRA localities, providing alignment and clarity with Hearing System partner. Each region would have paid members of staff lead by a Regional Manager. In addition, each region would have a Partnership Lead and a Wellbeing Lead (focussed on enabling Panel Member voice).

The report advised that the new model would:

- enable CHS to better support panel members to deliver better outcomes for children and young people by allowing some of the fragilities in the current model to be addressed;
- relieve the unrealistic and unfair burdens on volunteers who have been undertaking roles with good grace that go beyond what is legitimate to expect of a volunteer; and
- provide an enhanced support structure to PMs that will be consistent across the country;

The report indicated that this investment marked confidence in the work of CHS enables capacity for an ambitious future outlined in The Promise and the possible recommendations of the Hearing Systems Working Group.

The report advised that part of the new model would be the provision of central capacity to support key functions, including rota.

The Area Convener indicated that the positions of resource administrators and managers were currently being filled, and that the first of the revised areas would come into force in October 2023, followed by a further two tranches in February and April 2024.

DECIDED: That the report be noted.

7 MEETING ACCOMMODATION (PAISLEY NORTH CHURCH)

The Area Convener advised that the Estates Department of the Church of Scotland was reviewing its estate, including Paisley North Church, with a view to rationalising its properties.

He indicated that Paisley North Church provided an excellent service for the AST and was still taking bookings at present. He indicated that he would send a letter of support for the Church to the Church of Scotland Estates section.

DECIDED: That the information be noted.

8 **ACCESSIBLE TAXI PROVISION**

The Area Convener provided a verbal report in relation to accessible taxi provision in relation to a Panel Member who had been experiencing difficulty in attending Hearings.

Following discussion, the Area Convener suggested that the AST look at a number of services to identify options. This was agreed. Councillor Hughes undertook to raise the issue at the next meeting of the Regulatory Functions Board.

DECIDED:

(a) That a range of services be investigated to identify available options; and

(b) That the report be otherwise noted.

9 **2023/24 DEVOLVED BUDGET SUMMARY**

There was submitted a report by the Clerk relative to a summary of the devolved funding budget.

The report indicated that following the Panel member recognition event, the remaining budget was £540.

Future items relative to the Devolved Funding budget included a future event involving Panel Members and Social Workers, and it was proposed that the Children's Services Manager be approached to nominate a Social Work representative to a sub-group to organise this event. This was agreed unanimously.

DECIDED:

(a) That the Children's Services Manager be approached to nominate a Social Work representative to the SW liaison event Sub-group; and

(b) That the report be otherwise noted.

10 **SCOTTISH PARLIAMENT RECEPTION**

The Area Convener provided a verbal report relative to a reception to be hosted by the Scottish Government on 27 June 2023 to mark the 10th anniversary of Children's Hearing Scotland. He will be attending as Area Convener and proposed that Renfrewshire AST be represented by two Panel Members, B Cook and J Brunton as ambassadors. This was agreed unanimously.

DECIDED: That B Cook and J Brunton attend the reception as ambassadors on behalf of Renfrewshire Area Support Team.

11 **COMPLAINTS**

The Area Convener provided a verbal update relative to a complaint by two Panel Members against a Reporter, and a complaint by a Social Worker regarding a Panel Member.

DECIDED: That the report be noted.

12 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 22 August 2023 at 2.00pm in Renfrewshire House.



Renfrewshire
Area Support Team

Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 22 August 2023	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Craig Campbell; Edi Hanley; and Jim Melrose.

Chair

J Melrose, Depute Area Convener, presided.

Also Present

L King, Locality Reporter Manager, and H Oliver (Children's Hearings Scotland).

In Attendance

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

Apologies

D Bamma and M Robinson.

1. Quorum

Ten minutes after the appointed time for the meeting a quorum was not present and in terms of the Renfrewshire Area Support Team Standing Orders, the meeting stood adjourned.



Renfrewshire
Area Support Team

Learning & Development Group Meeting

5 October 2023

MINUTES

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

Also in attendance: Edi Hanley

Apologies: Ewan McNaught, Mo Quinn.

1. Pre-Service update

- Recruitment update

8 applicants to date. Closing date has been extended to 9th October.

Approximately 400 applicants across Scotland so numbers low all over.

Of those 8 there is a good mix of applicants which would representant the target areas.

It was noted that these smaller numbers will make the learning and development aspect more manageable than previous years.

Discussion around applicants expectations and the reality of the role and importance of accurate information being provided. AST will continue to provide relevant information to applicants to ensure they have a good awareness of what the role involves.

- Learning Academy Training Calendar

This is now available and all agreed new format is easier to read.

9th Jan – 16th march will be window for pre-service training.

- Local Training & Support

Tuesday 24th October for 1st local information evening.

Mon 6th and Tues 7th Nov proposed dates for interview.

Wed 8th Nov for post-interview discussion evening.

Mon 4th December local welcome session.

- Proposed local pre-service training

Would ideally cover reporter, social work, education, advocacy and possibility of secure unit input.

There followed a short discussion around difficulty in establishing a contact at Kibble and alternatives were suggested.

- Observations

These will be arranged in the usual manner.

2. In-Service Update

- Mandatory training (Deadlines)

IG – had to completed by end of September. We still have one PM with this outstanding. Discussion around best way to provide support.

TIP – still a number of PMs who have to complete this.

Siblings and Advocacy still on list of mandatory training but AST unaware of any PM who have these outstanding – list to be requested.

- Training calendar January – June

Next training has been arranged for Thursday 12th October. Need to check for sound projection from laptop and connections for laptops as there will be videos embedded in the presentation.

Presenter to provide invoice.

Wellbeing evening confirmed for November.

Discussion around whether to have a recognition slot included within the Christmas night. All agreed that this would be a good idea. 19 Confirmed with 15 paying deposits.

Remaining three training dates are Thursday 8th February, Monday 11th March and Thursday 18th April.

Jacqueline D will contact social work to ask if they have a preferred date to provide training on contact (particularly relating to babies).

Following confirmation of that date Derek will contact 'Who Cares' to confirm date for their presentation.

The third session would be on 'inclusion' and it is hoped that the module CHS were compiling would be available for this – information relating to this will be sought at next LDC forum meeting.

- MOH/Enhanced practice update

EP – few still outstanding

MoH – PMs to be encouraged to complete this, however should they then feel chairing hearings is a barrier to continuing service they will be supported appropriately.

- Panel member/social worker twilight event

Having spoken to members of Paisley SW, it was felt this would be a worthwhile event. Proposed dates 27th or 29th November, 5-7pm.

Suggestion that small group meet prior to event to agree possible topics for discussion.

All teams – Paisley , Renfrew and Johnstone - to be invited. Jacqueline D to contact and confirm date.

There was a short discussion around benefit of liaison meetings with SW. Edi and Jacqueline D have attended few with the Paisley team and all agreed we should reach out to Renfrew and Johnstone teams to re-establish similar there.

3. TSM - Learning Champion role

The description of role was shared, however lacks clarity as to whether this would be one champion per new TSM area or one from existing AST areas. Also unclear as to whether this will result in the loss of localised training priorities as the description alludes to national priorities.

Discussion followed around PPAs and impact on their role.

4. Reappointment 2024

Couple PMs expected to drop off system at this time as they have been dormant for number of months.

Four PMs have outstanding training to complete – Alex will check training log and contact PMs as necessary.

5. AOCB

Discussion about changes to the system in terms of last minutes swaps and cover. Concerns around this allocation and whether covering other areas is going to be an issue.

All agreed that we shouldn't be making any changes to our system prior to the implementation of the new TSM as this will only cause confusion and frustration for our volunteers.

Jacqueline T has received positive feedback from presenter and PMs in relation to the last training evening.

6. Date of next meeting - To Be Advised

ROTA and MANAGEMENT OF HEARINGS SUB-GROUP**MINUTES****THURSDAY 12th OCTOBER 2023, 3.30pm****In attendance:** Nicola Harkness, Marion Robinson, Derek Bramma, Edi Hanley, Jacqueline Doherty**Apologies:** None**Rota**

Now looking for availability for Jan to Mar. SCRA will add information with regards to which hearing slots are required.

Once we move to the TSM then the rota will be issued every two months. As we are likely to move over April/May we may still have the April to June rota organised before the move across.

There are now only 2 virtual hearings per month. PMs unable to sit on face to face hearings will be prioritised for these slots.

The alternate Tuesday slots which were virtual are now f2f and start at 10am – to avoid congestion as the other f2f session begins at 9.30am.

Thursday hearings have now been changed from a 9.30am start to a 1.30pm start – this avoids clashes with court callings.

Suggestion had been made that the AST promote CSAS for swaps as this is the method CHS hope to move to with new TSM. However at this time it is better for PMs to continue in the manner swaps are currently managed – PMs should contact Renfrewshire PMs to seek a swap and then inform LPRs or contact LPRs to ask them to help arrange a swap. This is easier for AST to keep track of swaps and will minimise disruption and confusion for our volunteers.

With new TSM there will be a designated email address or contact number which PMs can use for swaps – including out of hours – but finer details still to be finalised. Specific details have still to be finalised.

Only 14 applicants from latest recruitment drive, therefore this might put pressure on the rota. Suggestion that if East Renfrewshire has surplus applicants then potentially they could join Renfrewshire team, although noted that East Renfrewshire PMs might be required elsewhere.

Recruitment is significantly down nationally.

Note that we need to be careful asking Renfrewshire PMs to cover other areas as it is important that we prioritise Renfrewshire hearings.

Management of Hearings**Sabbaticals**

3 in total - 2 M
 1 F

There remains 3 ghost PMs but they have been removed from our stats.

Resignations

1F has resigned and 1F currently unable to complete duties

Panel Strength

Panel Member strength is as follows:

74 PMs in total – 55 F and 19 M

71 active – 54 F and 17 M

Chair qualified 29 PMs – 19F and 10M. Noted that not all chair.

22 active chairs – 14F and 8M Of these two have completed MoH training and just require PDA to be finalised.

There was a discussion around need to have PDA finalized as previously PMs could chair after completing MoH training and indeed were required to do so in order to have the necessary observations.

Hearing Statistics – 14th August to 13th October

- Deferrals – 21

Of these hearings: 7 RP/child not in attendance, 1 no advocate, 4 reports late/missing, 2 insufficient information, 1 safeguarder not in attendance, 2 grounds at court, 1 SW not in attendance, 3 RP hadn't received papers, 1 LR not in attendance, 2 interpreter issues

3 hearings - 2 reasons given, 1 hearing – 3 reasons*

Advocate unavailable	Child unavailable / SW unavailable *
No interpreter	
RP hadn't received papers	LR was attending court
Mum not in attendance	Child not in attendance
No social work report	
Family failed to attend	
No up to date SW report **	
Child (age 14) failed to attend grounds	
SG not in attendance	
RP not in country	
Grounds still at court	
Grounds still at court	
RP in prison only receive 1 of 2 sets of papers	
No SW report	
No family in attendance	
Report not to family in time	
f2f in secure unit rather than virtual requested ***	
No social work report	
Late issue of SW report	
Insufficient information to consider SW recommendation	

Interpreter left	
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** - recommendation to leave secure with no alternative place of residence secured.

*** - this hearing also requested continuity.

Deferral on 1st September was unfortunately avoidable as hearing could have been postponed. PM contacted SCRA on 25th August and was informed that no reports received and weren't expected. The order wasn't due to expire and no interim changes had been identified as being needed by SW. The reporter spoke to SW on afternoon of 31st August and was informed that the family had been advised not to attend as the hearing would be deferred, with no interim measures required.

Reason for SCRA proceeding with such hearings is to make SW accountable for failing to provide report. Discussion followed about impact of this on families and PMs. It is understood that parties need to be held accountable, however consideration needs to be given to PMs as currently they view SCRA's treatment of them in such cases as being very dismissive and of little consequence.

All agreed that this should be reviewed in order to find a more suitable outcome for all.

Deferral on 26th September due to interpreter leaving after over 2.5 hours of discussion. Hearing to be called once RP returns from Poland. Panel continuity has been requested.

- Swaps

August - 13 f2f 1 v September – 13 f2f 4 v October – 5 f2f 36 Total

- Cancelled hearings

11 in total; 5 no cases allocated 2 reporter annual leave 1 RP not in country 1 staff training
2 no reason given (7th September and 2nd October)

Reporter annual leave PM were only informed session was cancelled when PM made contact 5 days before. Reminder to be issued to SCRA staff.

Following an issue where SCRA had asked for PMs to come in early to do an extra case rather than utilise an existing hearing slot (which had yet to be cancelled for PMs) the question was asked as to when hearings are removed from system when it becomes evident they won't be required, e.g. reporter annual leave. These sessions aren't removed from CSAS, although SCRA are aware that they are highly unlikely to be required. 7 days before hearing PMs are advised of cancellation.

Agreement at meeting that PMs should not be asked to come in early to cover an extra case when there is already a slot with 3 PMs assigned on CSAS.

Noted that other areas, rather than advising that a hearing session is cancelled, alert PMs 7 days before that they don't have any allocated cases, but will be on standby. They are then informed 48 hours before if they are required. There was a short discussion around this and agreement at meeting that our current system works well for Renfrewshire so no need to change at present.

- Standby

Two covered by Renfrewshire

1 required on Monday 25th September (public holiday) - CPO for Argyll and Bute

PMs were contacted by email on Friday 22nd, phone call had to be requested. Qu. Is this a result of change to standby procedures? On this occasion email was to provide advance warning, but usual system of receiving a call before 10am in the morning of the hearing if you are required will continue.

- Continuity

1 case.

- Cross-area assistance

1 Aberdeen City, 1 East Ren, 1 North Lanarkshire

- Additional Hearings

4 2WD CPOs (24th August, 11th September, 13th September, 3rd October), 2 8WD grounds (1st Sept, 21st Sept), 2 secure unit hearing (1st September)

On 24th Aug - Initially another PM had agreed to cover but due to issues with CSAS not supporting this all three PMs were asked to come in early and cover this.

There followed a discussion around this and need to agree a future protocol. The additional pressures on PMs to cover an entire session rather than one continuity case or PMs losing out on hearings because they may have a conflict of interest in one case must be considered and should not be dismissed due to an inadequate IT system.

It was noted that other areas manage to have concurrent hearings which allows for 1 PM to be swapped in for one case on a hearing slot. SCRA to explore this; in the meantime LPRs will continue to consider the wellbeing and continuing development of PMs.

It was noted that at a previous secure unit hearing held on The Good Shepherd that PMs couldn't write up in secure unit and had to take them home. Although this isn't ideal, PMs were happy to do this, however going forwards we need to explore reasons why this happened and what can be done. Both SCRA and AST will find out further information.

Request was made that SCRA please consider volunteers time as important. This followed an incident whereby a reporter asked LPR to make arrangements for an 8WD hearing, which the senior reporter then changed without further consultation and giving no consideration to the fact this lead to increased workload for LPR and confusion for 6 PMs. Following several emails and calls LPR was able to clarify situation for all.

Several PMs of late have raised concerns over the amount of time it takes to complete reports for multiple children, due to issues with the IT system – WiFi connectivity issues, having to refresh to avoid information not being saved, no simple cut and paste, etc. When allocating sessions there doesn't seem to be any consideration given to allocating an amber alert to such cases. It cannot be assumed that a case with multiple children can be completed within the same time as a case with 1 child, even if decisions and reasons are the same. Additional time for completing the RoP needs to be considered.

Pastoral Care

5 PMs have received pastoral care.

Follow-up to last meeting

At previous meeting the layout of hearing rooms were discussed, following an issue with a reporter being unable to clearly see PMs. This was to be given further consideration by SCRA whilst looking at remodeling of hearing room 2.

It is hoped Hearing Room 2 will be remodeled before end of year and at that time hearing room 1 will also be reconfigured.

There was also a discussion around new tables for hearing room 2 as AST had been asked to provide some feedback. SCRA are unable to provide any tables other than those suggested by their design team. Therefore it would be impossible to find a solution which is ideal. Agreement at meeting that if not too late SCRA will ask for new tables, in the meantime AST will provide alternative tables for PMs to be made available on request.

Question asked about when a reporter will call a PHP as there seems to be some confusion around grounds hearings and children under 6. Nicola to find out and feedback.

Since the meeting Lesley had been able to provide clarification:

SCRA practice direction talks about arranging a PHP for young children 'unless it is clear that the child is likely to attend anyway' and goes on to say reporter should check this out with SW in advance as part of the preparation for the hearing. Therefore the correct practice would be to clarify this with SW ahead of time where possible.

AOB

Situation at start of week where senior reporter added an emergency case to a hearing slot 24 hours before the case and then advised LPRs that this has happened. This caused several issues:

Should an emergency case need to be added to a hearing slot then the protocol is for SCRA to contact LPRs to make a request. It is then for LPRs to contact PMs

Within 7 days of the hearing, once papers have been submitted – additional cases can only be added following prior agreement with PMS - which will be obtained by LPRs.

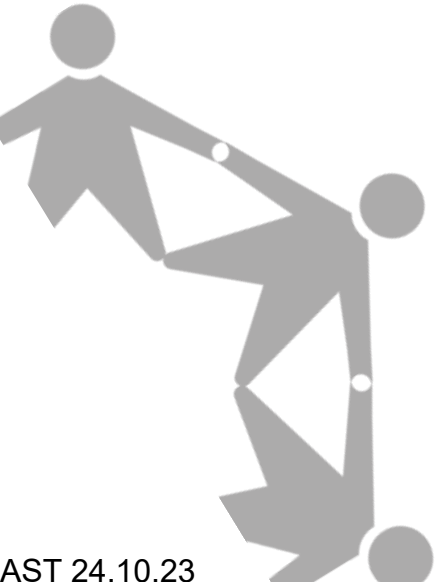
Concerns around the senior reporter directly contacting PMs to convene a hearing, this could be perceived as a procedural irregularity or PMs being placed under pressure to sit on the additional hearing.

Senior reporter will be reminded of local agreements and procedures.

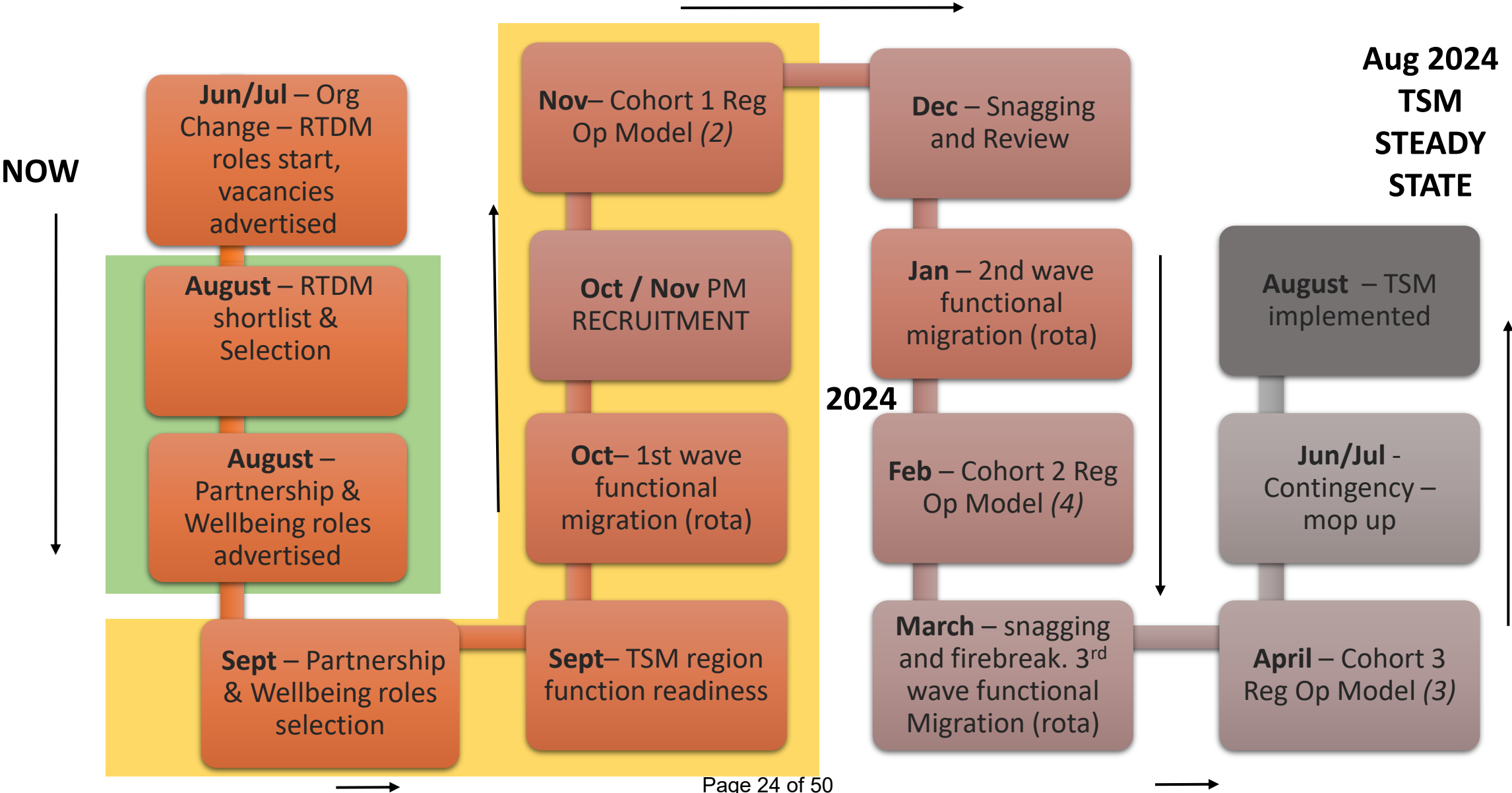
Tribunal Support Model Shaping The Future

AST Update

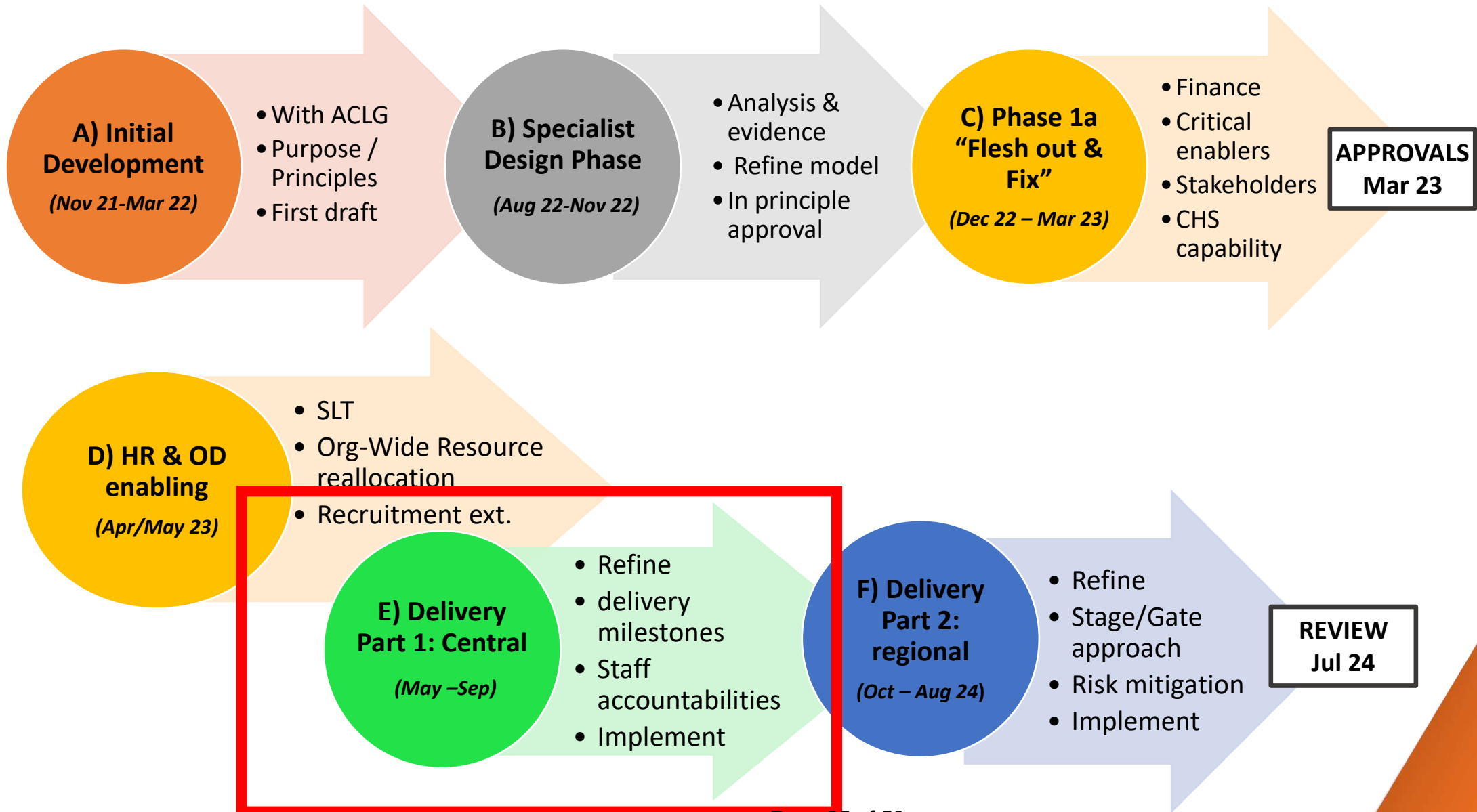
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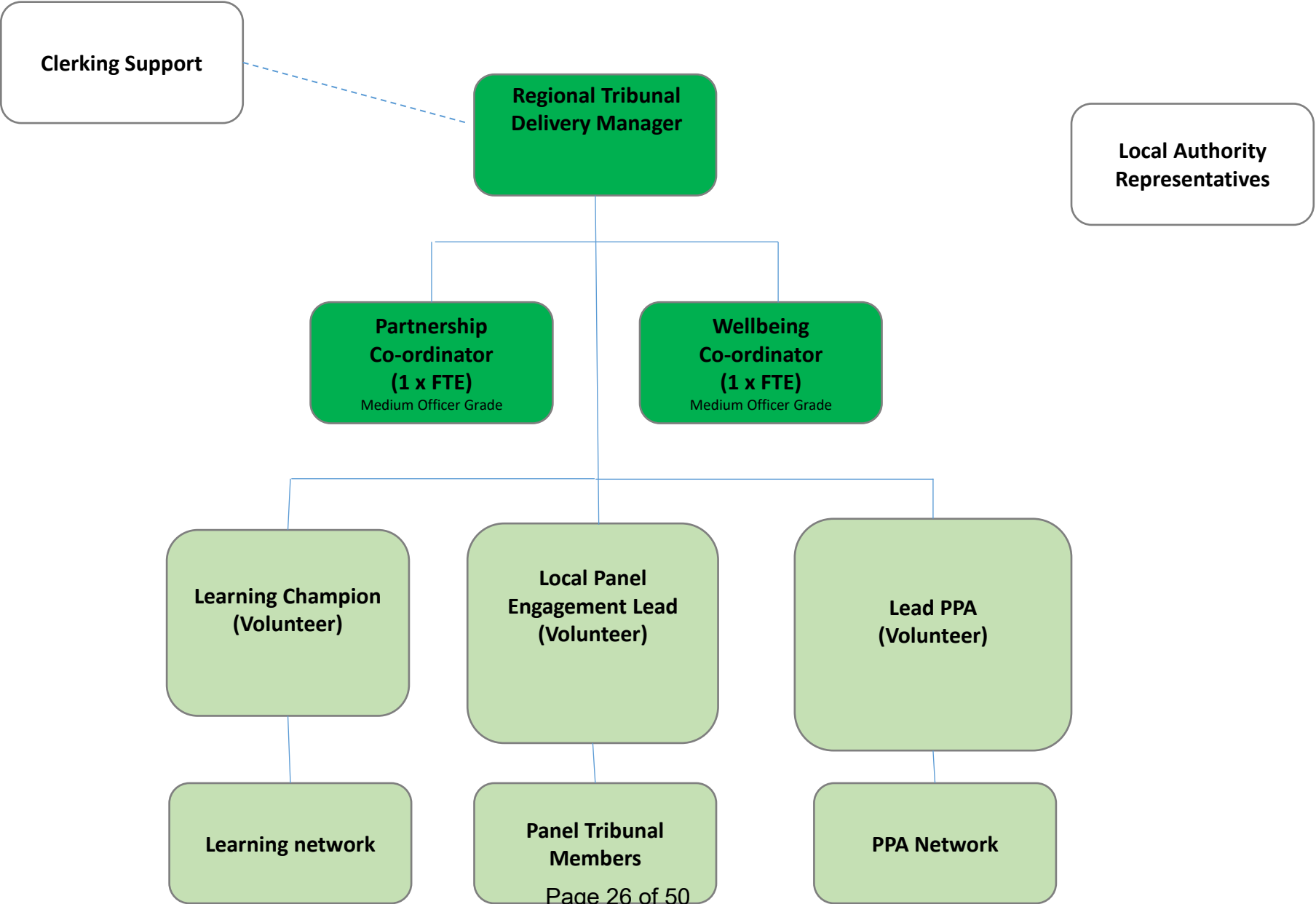
Sequencing of TSM Implementation



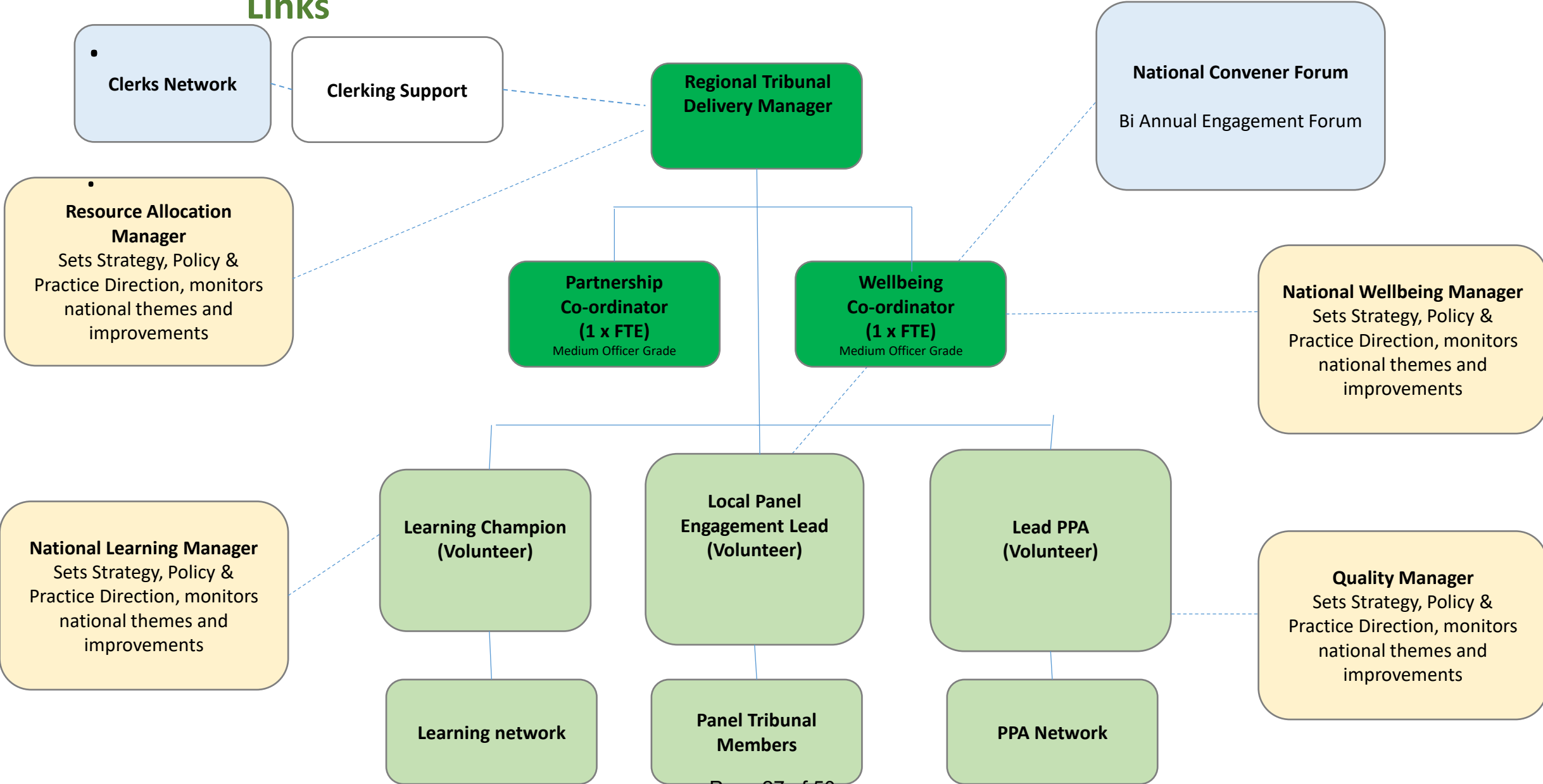
How we've got here and what next?



Region x 9



Strengthened Regional/National Links



Meeting/Governance Cycles

Weekly	Regional Manager Exec Team Stand Ups Regional Managers (x 9) Stand Ups	Check Ins – Hot topics/issues
Monthly	Regional Manager – Panel Engagement Leads Regional Manager – Exec Team(Partnership/Wellbeing) Regional Managers Collective	Operational check ins Comms briefings
Quarterly	AST Meetings – nationally consistent Agenda’s, Minute format and reporting requirements	Governance
Bi Annual	National Convener Forum: Chaired by NC; Attendance Regional Managers - <u>Regional Representatives:</u> Panel Engagement Leads; PPA Leads; Learning Champions (50 – 60 volunteers total)	Vision/direction setting Feedback and engagement

**Local Panel Engagement Lead
(Volunteer)**

(Approx. 1 per 20 Panel Tribunal Members)

- A key link between Panel Members and the Regional Tribunal Delivery Manager
- Act as first point of contact for Panel Members, make them feel connected and part of the CHS local and national community.
- Provide friendly and experienced advice and assistance, consistent with National policy & practice, to support them to deliver their Panel tribunal Member role.

Communications:

Support delivery of national/Regional communications – ability to carry the message

Capture ‘voice’ from Panel Tribunal Members to feedback to Regional Team:

Operational hearings issues – escalate to Partnership Co-Ordinator

Wellbeing Issues – escalate to Wellbeing Co-ordinator

National Convener – escalate to Regional Tribunal Delivery Manager

Rota Issues – escalate to Resource Allocation Team

Induction Support:

Assigning ‘buddies’ within cohort to new trainees

Ensuring Buddies are aware of role and expectations

Capturing issues raised by Buddies and escalating appropriately

Learning Champion
(Volunteer)

A key link to the National Learning Team (national) and the Regional Tribunal Delivery Manager (regional)

A volunteer role in each local area responsible for promoting and encouraging mandatory learning and CPD from content derived and delivered by CHSLA

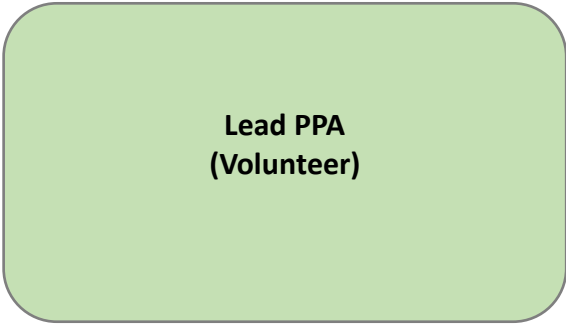
This could include:

Learning 'spotlights' - promoting a nationally pre-agreed learning theme pointing to content available through CHSLA online through an agreed comms plan.

Mandatory Learning: Promoting and engaging with Panel Members to complete Mandatory learning

CPD: Promoting and fostering a local learning culture through the above activities.

Responding: When thematic learning is identified as a need for a local area or region, acting as they key link between the area and CHS Learning Team to arrange and enable learning activity to take place.



**Lead PPA
(Volunteer)**

A key link to the CHS Quality Manager (National) and Regional Tribunal Delivery Manager (Regional)

Act as first point of contact for Panel Practice Advisers, make them feel connected and part of the CHS local and national community.

Provide friendly and experienced advice and assistance, consistent with National policy & practice, to support them to deliver their Panel Practice role.

Provide insight and guidance to the CHS Quality Manager to inform strategy, policy and guidance.

Opportunities to find out more details about the volunteer regional roles are on their way:

The Learning Champion role at and LDC Forum in September - dates incoming

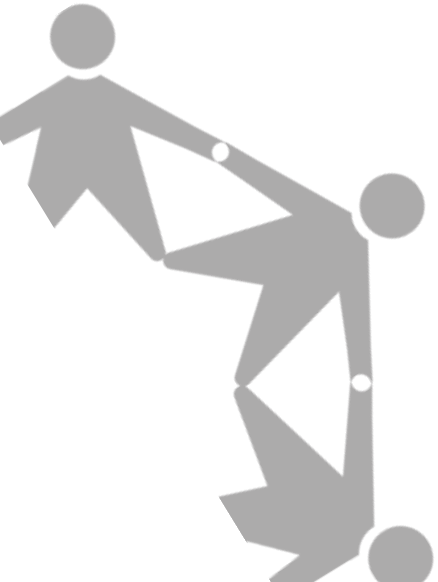
PPA Lead role at the PPA Forum in September

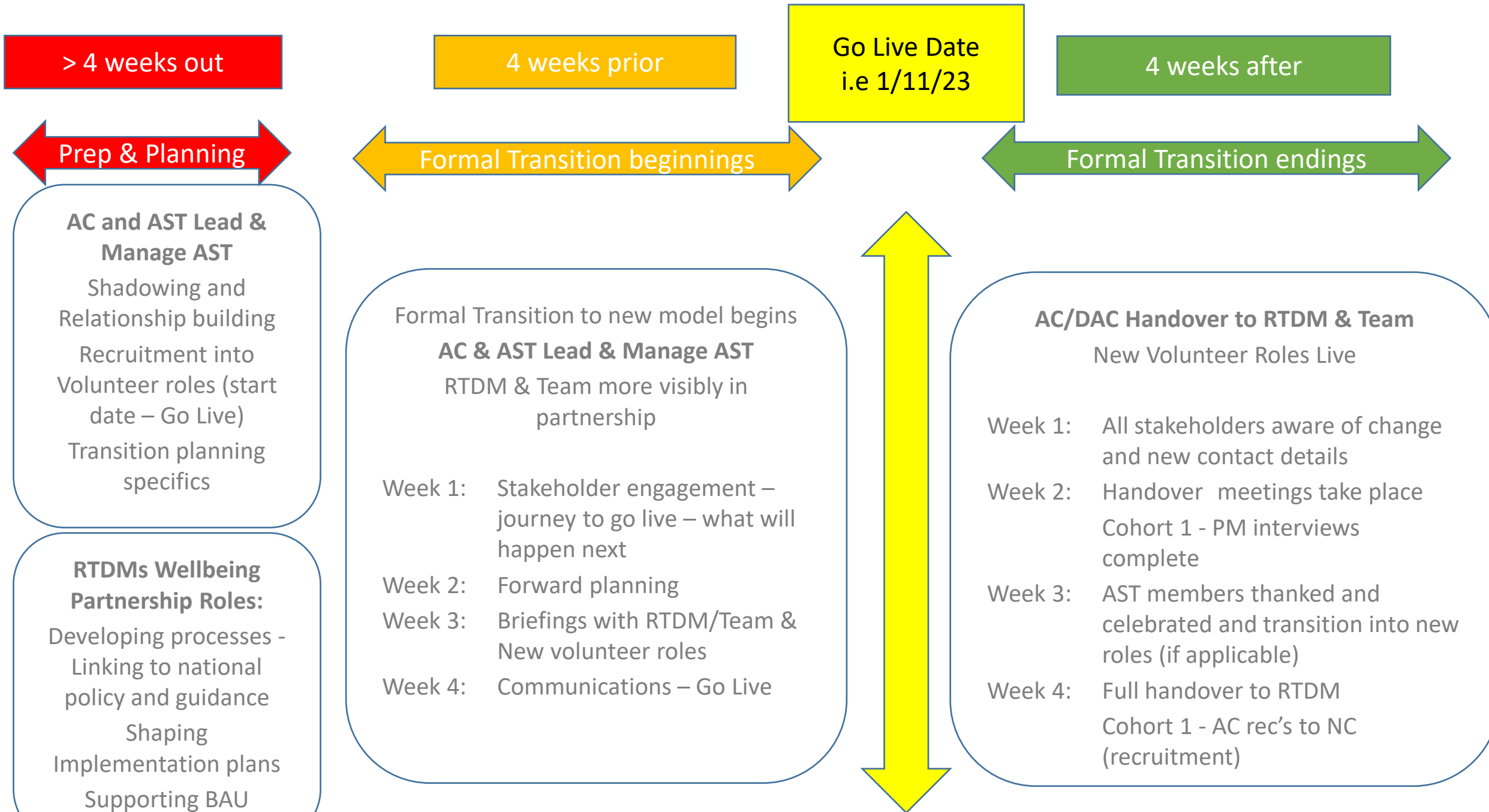
Panel Engagement Lead – LPRs & PRs will be invited to an online session to explore the opportunities of the new Panel Engagement Lead role in August/September

We hope that current AST role holders will wish to continue to support your local teams and transition to these new roles. More details will be provided at the above.

Phase	Region	ASTs		RDTM
01/11/23 (complete handover 1/12/23)	Ayrshire	Ayrshire	Erica Edwards	Michael Stewart
	Central	Central & West Lothian	Sarah	Hazel Oliver
		2		
01/02/24 (complete handover 01/03/24)	Glasgow	Glasgow	Sharon Angell	Jeanne Martin/Tracey Sharp (short term to support return from maternity leave)
	Highlands & Eilean Siar	Highland & Moray Eilean Siar	George Hogg Andrew Sim	Vicky Strange
	Tayside & Fife	Tayside Fife	Phil Lewis/Anne Gibb Gavin Simpson	Vacant
	Lanarkshire/Dumfries & Galloway	North Lanarkshire South Lanarkshire D&G	Edward McDowell Penny Simpson Richard Oxley	Iain Macdonald
		8		
01/04/24 (complete handover 01/05/24)	North Strathclyde	East Dun/shire West Dun/shire East Renfrewshire Renfrewshire Inverclyde Argyll & Bute	Ian Hart Judy Wilson/Kathy Derek Bamma Derek Bamma Mo Quinn Russell Humphreys	Vacant
	South East	Edinburgh South East	Pat Hastings Ian Belshaw	Tracey Sharp/Vacant
	Grampian & Northern Isles	Aberdeenshire Aberdeen City Shetland Orkney	Tracey Smith Laura Mearns George Martin Ian Blair	Vacant
		12		

We are shaping the transition programme for each cohort as we go live, an example of what this might look like:





UNCRC Incorporation and Children (Care and Justice) (Scotland) Bill

An update on progress

UNCRC

42 articles that state the rights every child under 18 should have.

Ratified by the UK Government in 1991 creating obligation to comply, but not currently enforceable in our legal system.

United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Bill

🌈 Aim – make rights within UNCRC enforceable in law

Timeline so far

🌈 Passed by Scottish Parliament 16/3/21

🌈 Taken to Supreme Court by UK Government on the basis that certain provisions exceeded the powers of Scottish Parliament

🌈 Supreme Court ruled in favor of UK Government on 6/10/22

🌈 Scottish Government remains committed to amending the Bill

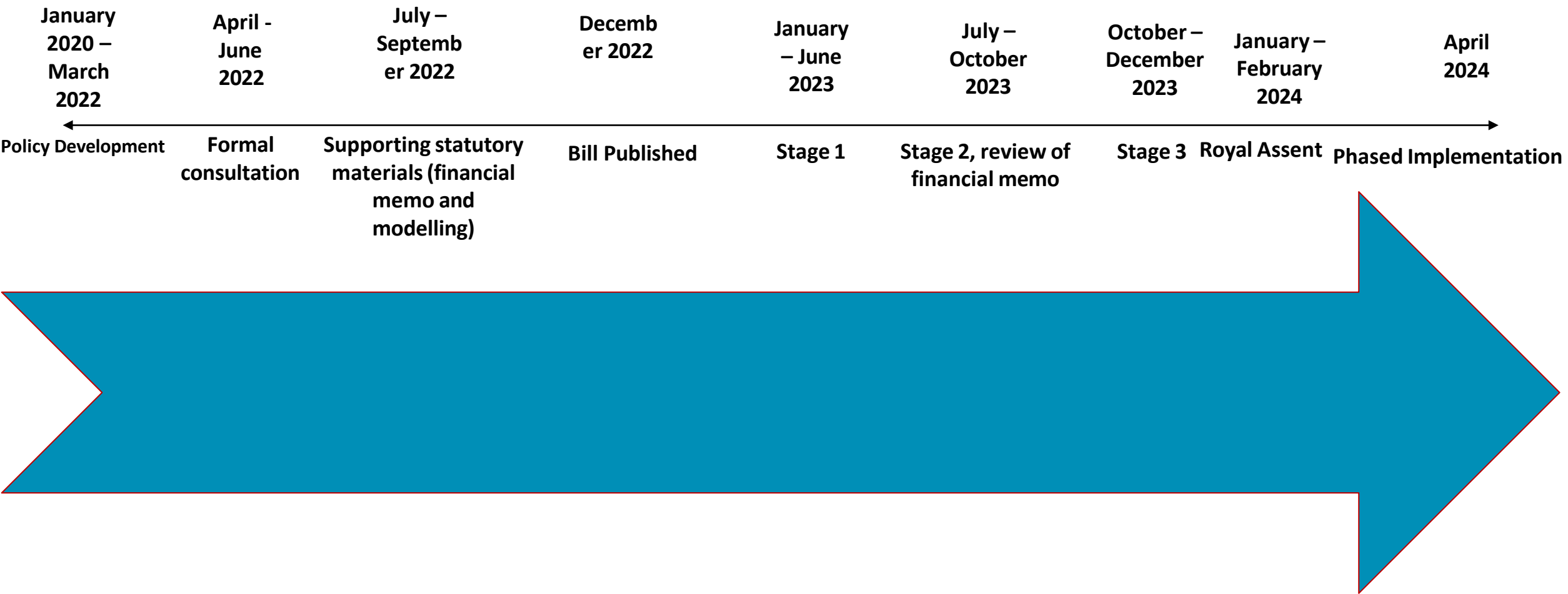
Interaction with the Children (Care and Justice) (Scotland) Bill

Incompatibility – current treatment of 16 & 17 year olds

- 1: Feedback and influencing work that the cut of referrals should not be 17.5 but be extended to 18 in line with UNCRC
- 2: Removing data forecasting assumptions based on data from 2020/21 2021/22 because these were 'covid years' and numbers were atypical
- Impact of new forecasting
- Moved from a projected 2,415 to 3,345 additional hearings - 43% increase
- Move from a projected 273 to 386 additional panel embers
- Move from a projected £450k to at least £600k additional costs
- All based on extending our existing volunteer panel member model



Children (Care and Justice) Bill: Timeline





Professional Development Award (PDA) Completion Guidance for Area Support Teams (ASTs) - August 2023

1. Introduction

The aspiration in CHS is that all Panel Members are confident and competent to make the best decisions for infants, children and young people in hearings. One of the key components to achieving this is to ensure they are given the best training to equip them for their role, and therefore all Panel Members, who have joined the National Panel since 2014, are required to complete the Scottish Qualifications Authority (SQA) accredited Professional Development Award (PDA) .

The aim of this document is to provide ASTs with all the necessary information about the PDA and the expectation of Panel Members to complete the award as part of their commitment to their role, and also includes guidance on what should be done if any Panel Member has not progressed on their PDA journey, as expected within the recommended timelines.

2. Background

From the outset a Panel Member is made aware that the PDA, delivered by the CHS Learning Academy, will equip them with the knowledge and skills to ensure they can perform their role to the highest level.

A newly appointed Panel Member is made aware, through a number of channels, of the commitment required to be a panel member, including the requirement to complete the PDA within 2 years, or in exceptional circumstances at least within their 3 year appointment term. The details of this commitment is included:

- During Information Sessions;
- During Preservice training;
- At Welcome Events;
- In the Welcome Pack;
- Included in the National Standards (Standard 2); and
- Included in the CHS Learning Academy Prospectus

Panel Members are reassured that their colleagues, both nationally and locally, will be there to offer excellent guidance, advice and support throughout their volunteering journey to help them fulfil that commitment, from the Learning Academy, the National Team and ASTs.

3. The Professional Development Award

The Scottish Qualifications Authority (<http://www.sqa.org.uk/scqf>) accredited Professional Development Award (PDA) at Scottish Credit and Qualifications Framework Level 7, incorporates 4 essential components:

1. Preservice Training completion followed by joining the rota as a qualified and active side panel member, fulfilling the local rota requirements.
2. Enhanced Practice (EP) training course (1 day) plus post course assessment - approximately 6 months after joining the rota.
3. Management of Hearings (MoH) training course (2 days) plus post course assessment - approximately 6 months after Enhanced Practice completion.
4. Observation of chairing a hearing by a Panel Practice Adviser.

The PDA has been developed over a number of years to ensure that Panel Members are fully equipped to manage all elements of a Children's Hearing and the award is continually updated to ensure it includes all necessary elements of current legislation and practice. The skills and knowledge gained in the PDA are not only hugely important to carry out the Panel Member role but also provide Panel Members with excellent transferable skills they can use in their own workplace or other areas of their life.

4. Current Position

We now have data that shows there are a significant number of Panel Members who have not progressed on their PDA journey as hoped, which is creating rota capacity issues due to a lack of Panel Members in the system who are qualified to perform the chairing role. We have a significant number from our active Panel Members who should be booked in to the next stage of their PDA training journey but are not, and we would like to support these people to progress.

We recognise that the impact of the Covid pandemic was significant, and as we were coping with the restrictions and challenges, we acknowledged that the personal circumstances of Panel Members and the environment that they had been operating in had altered significantly. For many, successful completion of the PDA qualification was taking longer due to reduced hearing numbers, the need to build confidence as a virtual Panel Member and moving Management of Hearings training online.

However, as we now move forward with the restrictions and challenges of the pandemic mostly behind us, once again we want to focus on the needs of Panel Members today and support them to complete their PDA, to not only become confident and competent chairs but also to develop them further as confident and competent Panel Members.

For the Panel Members who lack confidence and experience to progress in to the chairing role due to cancelled hearings or lack of availability, resulting in them sitting on fewer hearings, our ask of ASTs is to encourage attendance on the Management of Hearings course to assist them to develop their confidence and skill set and learn from others. They can then be supported through a local buddy system and by chairing less complex hearings at the start.

5. CHS Chairing Policy

The updated CHS Chairing Policy (April 2023) states that:

All new Panel Members should satisfactorily complete the Preservice, Enhanced Practice and the Management of Hearings training within two years of appointment.

If however, for any reason a Panel Member is not able to complete their PDA within 2 years, then through discussion with their Area Support Team and agreement with the National Convener, additional time can be given, but it is a requirement that all Panel Members complete their PDA within a maximum of 3 years, prior to their reappointment date.

6. Panel Member Reappointment Guidance

The relevant excerpts from the CHS Reappointment Guidance in relation to completing the PDA include:

Complete mandatory training

To ensure that Panel Members continue to make the best decisions with and for infants, children and young people and their families, Panel Members:

- *must be aware of important legal and practice changes within the children's hearings system.*
- *are required to undertake Information Governance Training every two years.*
- *will be required to attend and satisfactorily complete all necessary training (including changes in law, new procedures, or anything else of importance which is essential for Panel Members to know about, as determined by the National Convener).*
- *will have completed mandatory training which includes Management of Hearings.*
- *make a commitment to complete subsequent mandatory training over the next three years of their appointment period.*
- *be pro-active in exploring other Learning Academy modules to augment and widen their knowledge.*

Minimum Requirements of Re-appointment:

- *Ensure Panel Members have completed, or are scheduled to complete, Enhanced Practice and Management of Hearings training to allow them to chair hearings.*

Criteria for not reappointing a Panel Member

- *The National Convener must re-appoint a Panel Member who wishes to be re-appointed to the National Children's Panel unless it can be demonstrated that the person is unfit to be a Panel Member by reason of inability; conduct; or failure, without reasonable excuse, to undertake training specified by the National Convener.*
- *This is the same criteria for removal of a Panel Member during their three year appointment term. The National Convener will consider reasons not to re-appoint a Panel Member in the same way as he considers reasons to remove a Panel Member. A decision not to re-appoint a Panel Member will not be taken lightly. The AST must provide the National Convener with as much information as possible about a recommendation to not re-appoint. The following is an example of when a person may be deemed unfit to continue to be a Panel Member:*

Training requirements imposed by the National Convener

- *the Panel Member has failed to undertake the training required (i.e. deemed mandatory) by the National Convener without reasonable excuse. Failure to engage with learning and development opportunities or local learning and development sessions is not sufficient, on its own, to justify a decision to not re-appoint. However, this may be linked to the inability of the individual to meet the requirements of the Panel Member role if concerns are demonstrated through practice observation.*

7. Exceptional Circumstances Preventing PDA Completion within 2 years

Children's Hearings Scotland recognises that for some Panel Members there may be legitimate reasonable reasons that may have prevented them from being able to complete their PDA within the 2 year timescale, as noted in the CHS Charing Policy April 2023. These circumstances may include situations such as:

- Family Bereavement
- Serious illness or disability
- Major changes to work or family life, including caring responsibilities
- Individual circumstances, needs, and protected characteristics in line with the Equality Act 2010.

If this applies to any Panel Member, they are asked to speak to their Area Convener in the first instance, who will then make a judgment, in consultation with relevant members of their AST, as to whether a request for an extension to 3 years should be submitted to the National Convener.

8. PDA Extension Request

If a request for an extension is deemed appropriate then a CHS PDA Extension Request form (see appendix 1) should be submitted to the National Convener. The form must give details of the request and the reasons for it. It also asks for a suggested realistic timescale of when the panel member should be able to complete their PDA award. Ideally this should be no more than one year so it falls within their appointment term.

If the circumstances preclude the completion of the PDA within a year then there is every chance that the Panel Member may also be unable to fulfil their Panel Member rota duties and it may be suggested that a leave of absence is the most suitable approach until such time as they feel able to commit to sitting in hearings and undertaking the PDA training.

If the request is approved, the Panel Member must complete the PDA within the timescale agreed. The AST has the responsibility to monitor the Panel Member's progress and highlight to the National Convener if it has not been achieved, and appropriate action will be agreed.

As noted, our aspiration is to support all Panel Members to complete their PDA award to become confident and competent Panel Members, and we thank you for your support in making that happen.

If there are any questions on anything included in this guidance then please contact Linda Quinn, Learning academy manager; LQuinn@west-lothian.ac.uk

Appendix 1



Professional Development Award (PDA) Extension Request Form

Children's Hearings Scotland recognises that for some Panel Members there may be legitimate reasonable reasons that may have prevented them from being able to complete their PDA within the 2 year timescale. These circumstances may include situations such as:

- Family Bereavement
- Serious illness or disability
- Major changes to work or family life, including caring responsibilities
- Individual circumstances, needs, and protected characteristics in line with the Equality Act 2010.

If a request for an extension is deemed appropriate then please complete this form with the Panel Member and submit it to the National Convenor.

Panel Member Name:

AST Area:

Extension Time Requested:

Details of Exceptional Circumstances:

Panel Member Signature:	Date:

Area Convenor Signature:	Date:

Request Approved: (please tick)			Request not Approved: (please tick)		
Comment			Comment		
Learning Academy Signature:			Date:		

Devolved Funding Expenditure for Renfrewshire 2023/24

Opening Budget						£2,400	
Order Date	Proposal	Company	Notes	Potential Expenditure (£)	Committed Amount (£)	OUTCOME	Date Claimed from CHS
5.6.23	Recognition Event	Amazon	Paper and Envelopes for recognition certificates	£25.98	£25.98	Accept	3.7.23
3.6.23	Recognition Event	Amazon	Name Badges for recognition event	£11.99	£11.99	Accept	3.7.23
5.6.23	Recognition Event	Glynhill Hotel	Catering costs for recognition event for panel members.	£1,860.00	£1,860.00	Accept	3.7.23
17.6.23	Recognition Event	Pen Heaven	Pen to be presented for 5 years service	£18.00	£18.00	Accept	3.7.23
17.6.23	Recognition Event	Pen Heaven	Pens x 2 to be presented for 10 years service	£36.00	£36.00	Accept	3.7.23
5.6.23	Recognition Event	M&S and Sainsbury's	Speakers Gifts and wrapping paper etc	£103.00	£103.00	Accept	3.7.23
9.6.23	Recognition Event	Quaichshop.com	Quaich for JB 40 years service	£101.00	£101.00	Accept	3.7.23
12.9.23	Training	Amazon	Gift Vouchers for speakers x 2	£30.00	£30.00	Accept	21.9.23
Current Forecast Spend				£2,185.97			
Committed Spend					£2,185.97		
BALANCE REMAINING					£214.03		



To: Renfrewshire Area Support Team

On: 24 October 2023

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 April 2024.

2. Recommendations

- 2.1 That the AST considers and, if appropriate approves the dates for meetings of the AST until April 2024.

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.
- 3.2 It is proposed that this practice continue until the implementation of the Tribunal Support Model in 2024. The new model will move to nine regional Area Support Teams, aligned to SCRA localities and will meet quarterly. In this regard, the following dates are proposed for meetings of the current AST until April 2024: -
- Tuesday 20 February 2024
Tuesday 9 April 2024

Author Karen O'Neill – Democratic Services Officer
Tel: 0141 487 1101
Email: karen.oneill@renfrewshire.gov.uk

