



Renfrewshire
Area Support Team

Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 20 February 2024	14:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN
Head of Corporate Governance

Membership

Craig Campbell; Jacqueline Doherty; Brian Gallagher; Edi Hanley; Jennifer Hay; Alex MacDonald; Ciara McLean; Ruth MacLeod; Ewan McNaught; Jim Melrose; Cairistiona Manson; Mo Quinn; Marion Robinson; Kayleigh Stockley

Representing Renfrewshire Council: Councillor Lisa-Marie Hughes.

Derek Bamma (Chair).

Items of business

Apologies

Apologies from members.

Declarations of Interest and Transparency Statements

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 Renfrewshire Area Support Team** **3 - 6**
Minute of meeting of the Renfrewshire Area Support Team (AST) held on 12 December 2023.
- 2 Matters Arising**
Consider any matters arising.
- 3 Minute of Learning & Development Sub-group** **7 - 10**
Minute of meeting of the Learning & Development Sub-group held on 5 February 2024.
- 4 Minute of Rota and Management of Hearings Sub-group** **11 - 14**
Minute of meeting of the Rota and Management of Hearings Sub-group held on 8 February 2024.
- 5 Regional Tribunal Delivery Manager's Report**
Verbal update by Regional Tribunal Delivery Manager.
- 6 SCRA Locality Reporter Manager's Report**
Verbal update by Locality Reporter Manager.
- 7 Panel Member Recognition Event 2024**
Verbal update.
- 8 Date of Next Meeting**
Note that the next meeting of the Area Support Team will be held in Renfrewshire House at 2.00 pm on 9 April 2024.



Renfrewshire
Area Support Team

Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 12 December 2023	14:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Derek Brama; Craig Campbell; Jacqueline Doherty; Edi Hanley; Alex MacDonald; Euan McNaught and Councillor Lisa-Marie Hughes.

Chair

D Brama, Area Convener, presided.

Also Present

Lesley King, Locality Reporter Manager, Mo Quinn, Tribunal Delivery Manager and Brian Gallagher, Partnership Coordinator (both Children's Hearings Scotland).

in Attendance

K O'Neill, Democratic Services Officer (Renfrewshire Council).

Apologies

C McLean, J Melrose and M Robinson.

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

Order of Business

The Area Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 5 on the agenda before item 3 of the agenda.

Obituary

The Area Convener referred to the recent death of Eileen Anderson and acknowledged the exceptional support and work she provided as a Panel representative.

1 Minute

There was submitted the Minute of the meeting of the Renfrewshire Area Support Team (AST) held on 24 October 2023.

It was noted that item 13 of the Minute would require to be amended to reflect that Natalie Don, MSP, Minister for Children, Young People and Keeping the Promise, had requested that a mock hearing be held, which she would attend.

DECIDED: That the Minute, as amended, be approved.

2 Matters Arising

Councillor Hughes advised members that she continued to pursue the issue of reliable taxi provision for Panel Members, however no reliable, suitable service was yet available.

DECIDED: That the update be noted.

3 Regional Tribunal Delivery Manager's Report

The Regional Tribunal Delivery Manager provided a verbal update relative to the North Strathclyde Tribunal Support Model (TSM) Locality Team which would be implemented from April 2024 and advised that those areas already operating Locality Teams were operating well. The Manager further advised that the themes which had been incorporated included: Strong Relationships, Inspired Leadership, Learning Together, Driving Partnerships and Improving Performances had that these had been implemented.

The Regional Tribunal Delivery Manager was then heard in answer to questions on the report.

DECIDED: That the report be noted.

4 Learning & Development Sub-Group

There was submitted the Minute of the meeting of the Learning & Development Sub-group held on 23 November 2023.

DECIDED: That the Minute be approved.

5 Rota and Management of Hearings Sub-group

There was submitted the Minute of the meeting of the Rota and Management of Hearings Sub-group held on 28 November 2023.

DECIDED: That the Minute be approved.

6 Keeping The Promise in Renfrewshire

There was submitted the Minute of the meeting of the Keeping the Promise in Renfrewshire Children's Hearings held on 29 November 2023.

DECIDED: That the contents of the minute be noted.

7 Panel Member Retention

The Area Convener updated members on the status of those members due for re-appointment and advised that 14 Children's Panel members had been contacted in this connection.

DECIDED: That the update be noted.

8 New Trainees - update

The Area Convener advised that following interview there had been nine successful applicants who had been recommended for appointment from Renfrewshire with an additional six applicants also recommended for appointment by East Renfrewshire being appointed to Renfrewshire.

An information evening had been held on Tuesday 5 December 2023, which all 15 new appointees attended, topics covered included employee absence to attend panel meetings, how the system worked and panel member expectations.

Panel members were encouraged to check their emails and be realistic with regard to meetings and training events they could attend.

DECIDED: That the update be noted.

9 **Panel Member Recognition Event 2024**

The Area Convener advised that the 2024 Recognition Event was scheduled to be held in the Glynhill Hotel on Friday 26 April 2024.

DECIDED: That the update be noted.

10 **Renfrewshire AST Clerking**

There was a discussion relative to future arrangements for AST Clerking and members were advised that the current arrangements would continue.

DECIDED: That the update be noted.

11 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Area Support Team would be held at 2.00 pm on 20 February 2024 in Renfrewshire House.



Renfrewshire
Area Support Team

**Learning &
Development Group
Meeting
5 February 2024**

Minutes

In attendance : Derek Brama, Jacqueline Torrens, Alex MacDonald, Gillian Wallace, Jacqueline Doherty

Apologies: Ciara McLean and Ewan McNaught

1. Pre-Service update

- Trainees update

Completed day 1 and 2 and day 3 is this week.

Mentors will contact buddies to check for any additional support requirements.

1 trainee has had to withdraw due to other time commitments.

1 existing PM who has had significant leave of absence is currently redoing pre-service training.

- Local Training Evenings

These are going well with good attendance and communication if unable to attend.

Monday 29th - role of reporter, which included the familiar discussion around manageability of hearings and need for these to be completed within an hour.

26th February for next training – this will be role of social work.

The last training night will be role of advocacy and potentially meeting their buddies (if they are on rota before the recognition event in April).

- Observations

Most have completed observations. There followed a short discussion around the benefits of these observations, with feedback from trainees also being positive.

2. In-Service Update

- Mandatory training update

All necessary PMs have completed IG training, with no-one having to be taken off rota.

PMs will still be encouraged to complete all necessary training and Alex continues to monitor this.

- Training calendar update

8th February – Voice of the infant. Members of the SW pre- and post-birth team will attend as well as representatives from Wee Minds Matter.

11th March LGBTQIA+ - presentation by Pat Bulski – session will cover terminology and transgender issues. Slides to be provided in advance and decision to be made by end February whether this will be face to face or on Teams.

- MOH/Enhanced practice update

5 PMs still to complete EP – extra encouragement may be required.

26 due to complete MoH training. There was a discussion around those who are likely to feel confident that they are ready for this and those who may need additional encouragement. A few identified who may find the pressure of having to complete this training too much. Extra support will be required.

Jacqueline D to email Meggan asking how invites will be landed.

Discussion as to how we can make a chair position more attractive/ less daunting for some PMs. This included having sufficient chairs on rota to allow at least two chairs per hearing – each chairing an individual case. Offering an informal evening addressing unusual situations which have cropped up and how they have been dealt with.

- Panel member/social worker twilight event

Early June – once date has been set, Jacqueline D can liaise with Mark Coyle to get ideas for next session.

Noted that the overall feedback from previous event had been very positive and attendees felt it was worthwhile.

- Mention of a refresher training online and suitability for PM who has been off rota for significant period. Jacqueline D to email Meggan re refresher training.

3. Panel recognition event – 26th April

This will be our last 'local' planned evening of the current raining calendar.

To be held at Glynhill. This will be last event as a single LA and therefore to be marked.

Suggestion that there will be an information brochure. Anna Devet suggested as a potential speaker.

Mid-range menu.

4. Shared training opportunities with SW

Discussion around how these opportunities are shared and how we can ensure members go along if they sign up.

5. Resources for Young People info – distribution

Jacqueline T had attended the interagency Child Protection Session this, at which the Wellbeing Coordinator for Education provided a very useful link - Resources for Young People.

This was shared with the LDG prior to the meeting, and all agreed that it would be useful to circulate amongst our volunteers. As this is a Sway presentation there are many who

may be unable to access this. Jacqueline T to enquire about a PDF version which we could share with community.

6. Training needs analysis

Draft one had been circulated prior to meeting and this was discussed. Gillian to share new draft prior to circulation to wider panel community.

7. AOCB

Meeting was informed that Mo is currently exploring the standardising of numbers of hearings across the North Strathclyde hub – currently only Renfrewshire have 3 substantive cases per session.

This is something that the AST have been concerned about as cases become increasingly complicated and/or there may be multiple children.

Following an error whilst information was being transferred onto CSAS PMs who have completed the Advocacy training now have this on their activities page on CSAS.

Unfortunately it appears in such a way that it suggests PMs need to attend this training on 31st March – Jacqueline to send email to all explaining that this appears on CSAS if you have completed the course and therefore no further action required.

Gentle reminder to be given to those who haven't completed this.

There was a short discussion about recent continuity case which PMs had alerted LPRs to, with necessary swaps being made. It was noted that at previous hearing the continuity PMs name did not appear on the RoP (an error caused due to this PM only covering the continuity case and not the full session). This unfortunately meant a legal document was incorrect – something which PMs are no longer able to check on completion of RoP as they do not have access to the final document during the session. Suggestion that the RoP should be printed out and given the PMs to read on the day – particularly as the chair's electronic signature is added to this document.

8. Date of next meeting - To Be Advised

ROTA and MANAGEMENT OF HEARINGS SUB-GROUP**MINUTES****THURSDAY 8th FEBRUARY 2024, 10.00am**

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

Apologies: None

Panel Strength

Panel Member strength is as follows:

71 PMs in total – 53 F and 18 M 65 active – 49 F and 16 M

26 PMs are now eligible to complete the MoH training.

Sabbaticals

6 in total - 2 m and 4f

One of these due to retrain and one requires bespoke training package before returning to rota.

New PMs will go onto rota in May – buddies to be identified and allocated prior to recognition event on 26th April.

Discussion around obtaining feedback from PMs re the buddy system.

Cross area assistance

2 – South Lanarkshire

Resignations

1 resignation – F 1 transfer – M 1 trainee PM

Swaps

28 in total

December 9 f2f and 4v January – 11 f2f and 1v February – 3f2f

SCRA update

Hearing room 2 will receive a repaint and new carpet between 23rd and 26th February – hearings have been cancelled and sessions removed from CSAS on 23rd and 26th. New furniture won't be arriving until March.

Qu. Will technology capacity be looked at as part of this?

A. Someone has been out to look at general specifications but this will be trialled in a couple of areas before it is rolled out nationally.

Qu. Will heating be addressed as part of refurbishment?

A. No the purpose of this is to refresh the panel room which hasn't be touched for a number of years – essentially it is mainly cosmetic at this time.

There followed a short discussion about the regulation of temperature in hearing rooms which is proving problematic. It is often far too hot in the afternoons resulting in heating being turned down but then not being turned up again, therefore it is far too cold in the morning. Suggestion that perhaps as part of evening checks the radiator could be checked to try to help with this situation.

Hearing Statistics – 4th December to 9th February

• Deferrals –

7 RP/child not in attendance, 6 reports late/missing, 1 safeguarder appointed, 1 safeguarder not in attendance, 1 additional report requested, 3 grounds at court, 1 LR not in attendance, 2 no SW/allocated SW, 1 papers not received.

5 hearings - 2 reasons given.

Noted that in this period there were 2 deferrals due to no-one attending on the day.

Allocated SW not available	
RP failed to attend	
Grounds still at court	
Grounds still at court	
No SW report	
No parenting capacity report	
No SW report	SW not in attendance
RP didn't receive papers	
RP incarcerated and unable to attend	LR unable to attend
Safeguarder appointed	
No invited parties attended	
Grounds still at court	
No SW report	RP failed to attend
No safeguarder report	Safeguarder not in attendance
No RP, LR or SW in attendance	
Additional information required from SW	

RP added significant additional report on day of hearing	
RP not in attendance	
RP not in attendance	Child not in attendance
RP not in attendance	

- **Additional Hearings**

18th January 2nd WD CPO – panel members attended early to cover this additional case – making 4 cases in total that session.

26th January 8th WD hearing – all three PMs agreed to cover extra case in their session.

5th February 2nd WD CPO – PM agreed to add extra case to their hearing session.

- **Cancelled hearings**

12 in total – 9 no cases and 3 reporter annual leave

- **Standby**

December 23rd and 30th – not required.

January 3rd to 5th changed to standby and moved from f2f to virtual. Only one of these required.

- **Continuity**

4 requests

Pastoral Care

3 PMs have received pastoral care.

AOB

Social work trainee as observers

Question asked as to whether SCRA facilitates this for SW. SCRA don't facilitate this if it clashes with trainee PMs or PPAs attending a hearing, however as long as number of attendees can be managed then this is facilitated.

Qu. If SW trainees aren't allowed to observe the hearing what happens when a worker attends with a trainee who is involved in the case?

A. It is understood that this will continue.

It was noted that SW would like to have trainees attend.

Scheduling of hearings

Further concerns have been raised by PMs re scheduling of hearings. Renfrewshire is the only area in the North Strathclyde Hub where PMs are expected to sit on up to three substantive cases per session – all other areas have 2. Mo Quinn is exploring this, and the plan is to have this standardised across North Strathclyde. This is something the AST would support and will continue collecting data and feedback in relation to this. Current feedback from PMs continues to be that with increasing complexity of cases, multiple children and delays to start of hearings it is increasingly difficult to cover three cases in one session.

Qu. When a hearing is cancelled are PPAs automatically informed via CSAS.

A. Currently someone from the office will email PMs and cc LPRs and Jim.

There does seem to be an issue as PPA observers aren't necessarily appearing on CSAS.

Continuity

There was a discussion around continuity cases as PMs have raised concern that in recent months several have been missed when cases are scheduled.

Once we move over to TSM there will be a template which SCRA must complete when a measure of continuity is made. This will be filled in and submitted to the CHS rota team at the time the decision is made. As per current arrangement PMs covering a continuity case will not be expected to cover the entire session (unless by prior agreement) and therefore concurrent hearing sessions on CSAS will need to be set up.

Currently relies on reporter picking up on continuity requirement and this is usually the responsibility of the reporter in attendance on day measure is made. Unfortunately, this may be missed, particularly if the reporter at next hearing is different. There doesn't appear to be any systems in place to avoid this being missed, however it was suggested that Marion could be emailed to notify of pending cases at time request is made. This would not replace the reporter's need to pick up on continuity request but would provide an additional safety net.

Cancelled hearings

Request made that when a hearing is cancelled it is removed from CSAS – as per other areas – as these impacts on figures, e.g. PMs are recorded as having sat on hearing which in actual fact were cancelled.

Discussion around the new system whereby once a hearing is cancelled one week from the hearing it will change to a standby. The issues around this were discussed and in particular the impact on panel members and how they will be informed if they were required and whether there be some flexibility for PMs who find this difficult.

Future meetings

No plans can be made for a future meeting at this time as we are still awaiting clarification with regards to how the implementation of the new TSM will impact on a number of meetings. Information will be communicated once it is known.