



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 21 June 2022	14:00	Remotely by MS Teams,

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; Alison Thompson.

Representing Renfrewshire Council: Councillor Lisa Marie Hughes.

Chair

D Brama, Area Convener.

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.

Items of business

- | | | |
|----------|---|----------------|
| 1 | Minute of Previous Meeting
Minute of previous meeting held on 24 May 2022. | 1 - 4 |
| 2 | Matters Arising | |
| 3 | Hearings Management Sub-group
Minute of meeting held on 7 June 2022. | 5 - 6 |
| 4 | Learning & Development Sub-group
Minute of meeting held on 13 June 2022. | 7 - 10 |
| 5 | Recruitment & Retention Sub-group
Minute of meeting held on 7 June 2022. | 11 - 14 |
| 6 | Locality Reporter Manager Update
Verbal report by Locality Reporter Manager. | |
| 7 | Date of Next Meeting
Members are asked to note that the next meeting of the Area Support Team is scheduled for Tuesday 16 August 2022 at 2.00 pm. | |



Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 24 May 2022	14:00	Remotely by MS Teams,

PRESENT

Eileen Anderson; Derek Brama; Annemarie Currie; Edi Hanley; Ruth MacLeod; Councillor Lisa-Marie Hughes; Alexander MacDonald and Pamela Wilson and Angela Stevenson.

CHAIR

D Brama, Area Convener, presided.

ALSO PRESENT

L King, Locality Reporter.

IN ATTENDANCE

R Devine, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Officer and D Pole End User Technician (all Finance and Resources).

APOLOGIES

Cairistiona Manson; Jennifer Doherty; Craig Campbell, Ewan McNaught; and Jim Melrose.

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Area Convener indicated that there was one additional item of business which had not been included in the notice calling the meeting. The Area Convener, being of the opinion that the item which was dealt with at item 6(b) of the agenda was competent and relevant, authorised its consideration.

1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the previous meeting of Renfrewshire Area Support Team (AST) held on 15 March 2022.

DECIDED: That the Minute be approved.

2 MATTERS ARISING

DECIDED: It was noted that a meeting was scheduled to be held on 30 May 2022 to discuss the PPA Channel further, that the facility for AST members to view previous monitoring reports online at hearings was now available and that there were no other matters arising from the previous meeting.

3 AREA PLAN UPDATE

The Area Support & Improvement Partner (ASIP) provided a verbal update on progress in relation to the Area Plan.

Updates were provided in respect of The Promise, Digital arrangements, the preparation of the members handbook, the communication and engagement plans, expectations in relation to involvement of young people, quality assurance arrangements and the desirability of increasing partnership development to involve more local organisations

The ASIP was then heard further in answer to questions on the Plan updates.

DECIDED: That the information be noted and that the Area Convener provide an update to the AST in relation to Champions Board representation

4 LOCALITY REPORTER MANAGER UPDATE

The Locality Reporter Manager provided a verbal update report on local SCRA operational arrangements, making reference to the return to Glen Lane, with effect from March 2022, of office-based staff, the on-going building works and the resumption of 'face to face' hearings. Mention was also made to changes in processes and documentation, the new service model for Hearings and staffing arrangements.

The opportunity was taken by members of the AST to raise a number of operational issues which panel members had experienced, such as wi-fi problems, policy regarding devices in hearing rooms, backgrounds for remote hearings etc, with a view to attaining resolutions. In this connection, arrangements would be made to convene an 'off-line' chat between A Stevenson, L King and E Hanley to discuss the 'day to day' operation of hearings.

DECIDED: That the report be noted.

5 **PRACTICE & RECRUITMENT SUB-COMMITTEE**

There was submitted the Minute of the meeting of the Practice & Recruitment Sub-committee held on 4 May 2022

The ability for AST members undertaking monitoring sessions to access previous observations was highlighted. Updates were provided in respect of recruitment, complaints and support arrangements for new trainees who attended at panel hearings to observe.

DECIDED: That the Minute be approved.

6a **HEARINGS MANAGEMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Hearing Management Sub-group held on 10 May 2022

The Minute provided updated information in relation to sabbaticals; resignations; hearing statistics for the period for the period 1 March to 9 May 2022 including deferred and cancelled sessions, secure hearings, additional hearings; swaps and continuity hearings; pastoral care; and panel member strength which indicated that there were currently 74 panel members. A breakdown of this number by gender and type of hearings they could undertake was also provided.

DECIDED: That the Minute be approved.

6b **LEARNING & DEVELOPMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Learning & Development Sub-group held on 16 May 2022.

The Minute provided information relative to pre-service and in-service updates, training completion update and monitoring arrangements, Area Plan – Learning & Development actions and the Panel Member Recognition Event.

The Area Convener advised that face to face training sessions were being re-introduced and that observation sessions were being arranged for the trainee Panel Members. He further advised that Alex MacDonald had been identified by CHS as the point of contact for Management of Hearings training. It was anticipated that a training calendar would be distributed to all Panel Members in June/July.

The Area Convener further indicated that Ciara McLean would take over as pre-service training instructor for the 2023 panel member intake

DECIDED: That the Minute be approved.

7 **HEARINGS CAPACITY**

The Area Convener provided a verbal update in relation to Hearings capacity highlighting the challenges currently being faced with the hearings rota in terms of male panel members with chairing experience.

He indicated that he had been in contact with East Renfrewshire in this regard.

The Area Convener further advised that there was a possibility of legislation passing in the Scottish Government in October with regard to the potential removal of the gender balance requirement for Hearings.

DECIDED: That the report be noted.

8 **REAPPOINTMENT UPDATE**

A Currie and R MacLeod provided an update on the Panel Members whom they had contacted regarding re-appointment. R MacLeod indicated that all bar one of her interviews had been completed and submitted for re-appointment. A Currie advised that three of the six she had interviewed indicated that they were seeking re-appointment. She indicated that one panel member had raised concerns over her with mobility issues which prevented her from attending face to face hearings due to lack of suitable transport.

DECIDED: That the report be noted

9 **DEVOLVED FUNDING**

The Clerk advised that £268.26 of the £2,400 devolved funding budget had been spent, leaving a balance of £2,131.74. The Area Convener indicated that funding would be required in respect of the Panel Member Recognition event and gifts.

DECIDED: That the proposed spend from the Devolved Funding budget, as outlined above, be approved.

10 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 21 June 2022 at 2.00pm.

HEARINGS MANAGEMENT SUB-GROUP

AGENDA

Minutes of Meeting 7th June 2022 Virtual @ 10am

1. Apologies

Angela Mitchell; Eileen Anderson; Marion Robinson

2. Sabbatical

Currently nine panel members on sabbatical, four males and five females.

3. Resignations

Four females have resigned with one remaining on the Rota until the end of September, there is discussion between the panel member and Area Convener taking place which may allow the panel member to remain active if work scheduling and other areas can be resolved.

4. Hearing Stats - 10th May - 5th June 2022

- Deferred Cases - Four virtual; one relevant person and safeguarder not in attendance; one family bereavement and unable to attend; one relevant person claimed not to have received paperwork; one grounds still at court, this was deferred on three occasions due to twenty two day statute of ICISO's. Seven face to face; one relevant person not in attendance; one both parents not in attendance; one parenting assessment not available; two relevant persons claimed not to have received paperwork; one family bereavement; one no updated social work report and the allocated worker not in attendance due to a family emergency, worker in attendance was not familiar with the case, Renfrew social work department.
- Cancelled Sessions - two virtual, one no cases allocated; one reporter on annual leave. One face to face; reporter on annual leave
- Secure Hearings -None

- Extra Hearings/Sessions - one case added to 16th May AM face to face; grounds established at court and ICSO due to expire.
- Swaps/Cover for short notice; Nine virtual and twelve face to face.
- Continuity - none required

5. Pastoral Care

There is one panel member receiving pastoral care.

6. Panel Member Strength

By the end of June, we will have seventy panel members of which seventeen are male and fifty three are female. Currently there are sixty four active panel members; fifteen male and forty nine female. Of the six panel members who are inactive, one male is on sabbatical and one male has not completed the required training. One female has not completed training and three females are on sabbatical.

From second of July, if all eighteen trainees continue and complete their training this would change the panel strength to eighty eight panel members split by twenty male and sixty eight female; with seventy nine being active split as seventeen male and sixty two females.

7.AOCB

Standby sessions over the Jubilee weekend were not required.

There is a Cross Party Chat Channel on Teams, where Lead Panel Representatives and Rota Managers can request short notice cover for other areas' this is a "last resort" option and should only be used when the relevant area have exhausted all options to fulfill the rota from their own resources, currently through this method, Renfrewshire have supplied one female to Aberdeenshire for a virtual panel and one male to Inverclyde.

8. Date of Next Meeting

2nd August 2022



Learning & Development Group Meeting

13 June 2022

MINUTES

1. Pre-Service update

- Trainee update

Mixed bag of trainees, with a number being slow to respond to emails.

Trainees find the 4 weeks very challenging – better over 7 weeks. Feedback from trainees is that they preferred the face-to-face sessions.

Discussion about the time of year for training not being appropriate as it is a busy time – better in January.

Restrictions around observations isn't helpful as this is a valuable part of pre-service.

4 trainees have dropped out.

Local training tonight is role of social work.

- Observation arrangements

Some observations have had to be cancelled, one of which was at the start of the hearing, however there was justification for this and trainee very understanding.

Feedback from observations has been positive.

- Inclusion on rota options and buddy requirements

One new PM had been informed by LA that they can't sit on a hearing before paperwork is completed – there has been a time lag on getting this completed, which has an impact on those scheduled to sit on a hearing early July. Derek has asked for clarification.

Some difficulties have arisen over new PMs starting on rota July rather than August. One unable to do so as the timeline given had been August and it was only recently that CHS changed this to July for those who had completed training.

Struggling to get enough buddies.

Marion and Edi need to discuss this and identify potential buddies and if any may be able to buddy 2 new PMs.

Suggestion that after the holiday period there is a catch-up evening including role of advocate and overview of AST.

There are also virtual training slides available which can be made accessible to new trainees.

Discussion around informing new panel members about due process and what they need to do if they require to come off rota for a period. Although it is a voluntary role it is important that the correct permissions are given, and processes followed.

2. In-Service

- North Strathclyde ROP Training update

Alex, Ciara and Jacqueline to meet and discuss mid-July.

Laura Conachan is doing an evening course with West Dumbartonshire on Wednesday 29th June. Jacqueline to attend.

- 2022/23 local training calendar confirmation

As discussed at previous meeting the following slots have been agreed. Derek will send out provisional calendar.

- Thursday 1st September, Wallneuk North Church (WNC) 7pm - ROP as covered above.
- Monday 10th October, WNC 7pm – sibling rights
Engage with Nicola Harkness and Who Cares Scotland
Children’s Act Project group, Hazel Oliver – CHS feedback.
- Monday 14th November. WNC or within Kibble 7pm – Kibble trauma informed practice
- Friday 9th December, Christmas Night
- Thursday 9th February, WNC 7pm – online sexual exploitation
- Monday 13th March, WNC 7pm – diversity
- Thursday 20th April, WNC 7pm – paediatric/neo-natal health theme

- Creation of Learning and Development space on CSAS

There won’t be the facility in CSAS to do this. There is now a new head of communication for CHS and nothing back yet.

3. Training completion update and monitoring arrangement

No further update since last meeting.

One panel member was not recommended for reappointment due to lack of commitment to training.

Still trying to contact another PM re their lack of engagement.

One panel member wishes to continue with panel duties but does not wish to engage fully with training. Alex to offer help.

4. PPA Learning Pathway

Looking at having an alternative pathway which would allow PPAs to train at any point during the year.

Renfrewshire have one new trainee PPA and progress through this new training pathway to be monitored.

PPA complete similar 4-day training as PMs with bespoke units inserted throughout.

5. AOCB

Question raised about MoH training which was discussed at last LDC forum meeting and possible these will be face-to-face sessions.

AST needs to do some pastoral care around this as some PMs due to sit on Enhanced Practice don't feel they have the experience or confidence. Gentle encouragement required.

Guidance is PMs should be doing MoH training after sitting on 8 hearings, but agreement that other factors need to be considered.

Alex to identify who is eligible/feels ready for this.

6. Date of next meeting - To Be Advised

Recruitment and retention group (PPAs)

Agenda Tuesday 7th June 2022

Main item is item 11

Papers for this emailed previously.

- 1. Previous minutes**
- 2. Personnel changes**
- 3. complaint**
- 4. CSAS update**
- 5. PPA rota management**
- 6. Observations**
- 7. Reappointments**
- 8. RRRG and PPA forum - notes shared**
- 9. support for Inverclyde**
- 10. aide memoire – note shared**
- 11. observation - review of comments**
- 12. AOB**
- 13. Next meeting**

Minutes of meeting

Recruitment and retention group (PPAs)

Tuesday 7th June 2022 Wallneuk Church

Present: J Melrose, D Brama, A M Currie, A Thompson, R Macleod,
P Wilson, J Hay

Apologies: C Campbell, C Manson, E Anderson

1. Previous minutes

Action points completed

2. Personnel changes

A Thompson not seeking reappointment.

A Tucker interviewed and appoint as a new PPA.

3. Complaint

New complaint allocated to R Macleod.

4. CSAS update

Various updates noted.

Email to PMs when report is posted by PPA

Access to observation history by PPAs

Edit / review function in observation report

Ongoing saving when observation report being completed.

Noted that PPAs do not have access to PMs telephone numbers in CSAS.

5. PPA rota management

With E Anderson on sabbatical, J Melrose will produce PPA rota.

No observation to be done in July.

Restart in August with priority given to those PMs not observed this year.

6. Observations

No issues arising from observations.

Noted that face to face hearings can become blended.

Deferred hearings - D Brama has discussed with SCRA.

7. Reappointments

Several reappoints have still to be done prior to the June deadline.

A number of issues raised:

Contact with some PMs has been difficult.

Issue with a few PMs who have not completed training - **Action D Brama**

Ongoing contact with PMs throughout year.

It was suggested that PMs are recognised by the AST in a positive manner although less so for CHS nationally.

Suggested that locally we make regular contact with PMs.

We are aware that E Hanley contacts chairs after each session and also that issues concerning PMs arise in a variety of ways.

A systematic approach to contacting PMs was suggested involving PPAs making contact on a regular basis – 6 months or a year. A welfare contact. Any issues would be recorded in the PM file on CSAS and actioned as appropriate. Suggested that E Hanley coordinate this. **Action - AST**

8. RRRG and PPA forum - notes shared

Discussion regarding the increased use of care experienced young people in interviewing.

9. Support for Inverclyde

A M Currie shared a session with a PPA from Inverclyde.

10. aide memoire – note shared

A few changes made and will be aide memoire will be updated and shared with PPAs

Action – J Melrose

11. observation - review of comments

A number of observation reports had been circulated for consideration.

It was agreed that the reports were of a very high standard.

Some of the reports had made suggestions for improvement by the PM and these were written in a very positive manner and were accepted by the PM.

Some of the comment boxes expanded on the tick boxes and provided evidence for the tick.

Variation in the amount of writing was noted.

Point raised that PPAs should be aware of current legislation in order to assess that PMs are dealing with current legislation correctly. PPA training need.

It was suggested that this group would agree on issues to be explored at observations.

Eg. Siblings. PMs would be expected to be aware of changes regarding siblings through National / local training. PPAs would be aware of PM engagement with training either local or national. Where there had been no engagement this would be a discussion topic after the observation report and be noted in the training box.

PPAs would also be able to assess the impact of the training.

Training info would come from A MacDonald or through CSAS.

12. AOB

D Bamma indicated that our RAG system should be reviewed

Action - D Bamma / J Melrose

13. Next meeting

Tuesday 2nd Sept Wallneuk Church

