



## **Minute of Meeting Renfrewshire Area Support Team**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday, 21 June 2022	14:00	Remotely by MS Teams,

### **PRESENT**

Craig Campbell; Annemarie Currie; Jacqueline Doherty; Edi Hanley; Alexander MacDonald; Cairistiona Manson; Jim Melrose; and Marion Robinson.

### **CHAIR**

J Melrose, Depute Area Convener, presided.

### **ALSO PRESENT**

L King, Locality Reporter.

### **APOLOGIES**

Councillor Hughes, E Anderson, D Bramma, J Hay, R MacLeod, E McNaught; and A Stevenson.

### **IN ATTENDANCE**

R Devine and P Shiach, Senior Committee Services Officers, (Finance and Resources).

### **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 24 May 2022.

**DECIDED:** That the Minute be approved.

## 2 **MATTERS ARISING**

### Item 4 – Locality Reporter Manager Update

In relation to arrangements to 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, the Locality Reporter Manager advised that this had not yet taken place but would be dealt with at the next rota catch-up meeting.

### Item 7 – Hearings Capacity

E Hanley indicated that Hearing slots have not reduced and there was an issue with other AST areas requesting assistance from Renfrewshire Panel members. Four requests had been submitted since the last meeting of the AST. The areas involved were Aberdeenshire (2), North Lanarkshire and Inverclyde.

**DECIDED:** That the information be noted.

## 3 **HEARINGS MANAGEMENT SUB-GROUP**

There was submitted the Minute of the meeting of the Hearings Management Sub-group held on 7 June 2022.

The Minute provided updates on sabbaticals; resignations; Hearing statistics for the period 10 May to 5 June 2022 including deferred cases, cancelled sessions, extra hearings/sessions, swaps and continuity; pastoral care; and panel member strength. Currently membership stood at 70, with 53 females and 17 males. The trainee Panel members from the current campaign were expected to complete their training in July which would increase the membership to 88.

**DECIDED:** That the Minute be approved.

## 4 **LEARNING & DEVELOPMENT SUB-GROUP**

There was submitted the Minute of the Learning & Development Sub-group held on 13 June 2022.

The Minute provided updates on pre-service training, where four of the trainees had resigned, observation arrangements, inclusion on the rota and buddy requirements; in-service training including the 2022/23 local; training calendar and the creation of a Learning & Development space on CSAS; training completion update and monitoring arrangements; and the PPA learning pathway.

M Robinson suggested that an item be placed in the Panel Member newsletter requesting that trainees put their rota availability on CSAS and that a guide on this accompany the article. She further suggested that guidance on observation report also be placed in the newsletter. This was agreed.

**DECIDED:**

(a) That it be agreed that an item be placed in the Panel Member newsletter requesting that trainees put their rota availability on CSAS and that a guide on this accompany the article;

(b) That it be agreed that guidance on observation report be placed in the newsletter; and

(c) That the Minute be approved.

**5 LOCALITY REPORTER MANAGER UPDATE**

The Locality Reporter Manager provided a verbal update report on local SCRA operational arrangements, making reference in particular to staffing arrangements where there were still some long term absences and one Reporter was absent on maternity leave.

The Locality Reporter Manager provided an update on work being undertaken in terms of the Promise. She further indicated that plans were being formulated to move to face-to-face hearings and to reduce the number of virtual hearings from August.

**DECIDED:** That the report be noted.

**6 RECRUITMENT & RETENTION SUB-GROUP**

There was submitted the Minute of the meeting of the Recruitment and Retention Sub-group held on 7 June 2022

The Minute provided updates on personnel changes as Alison Thompson would not seek re-appointment and Anne Tucker had been interviewed and appointed as a new PPA.

The Minute also provided information in relation to CSAS updates; PPA rota management; observations; reappointments; RRRG and the PPA forum; and support for Inverclyde AST.

**DECIDED:** That the Minute be approved.

**7 DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Area Support Team was scheduled for Tuesday 16 August 2022 at 2.00pm.