



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.