



Notice of Meeting and Agenda Renfrewshire Area Support Team

Date	Time	Venue
Tuesday, 16 August 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; Anne Tucker.

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 meeting held on 21 June 2022. | 1 - 4 |
| 2 | Matters Arising | |
| 3 | National General Update
Verbal report by Area Support & Improvement Partner | |
| 4 | Hearings Management Sub-group
Minute of meeting held on 2 August 2022 | 5 - 8 |
| 5 | Recruitment & Retention Sub-group
Minute of meeting held on 2 August 2022. | 9 - 10 |
| 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 25 October 2022. | |



Minute of Meeting Renfrewshire Area Support Team

Date	Time	Venue
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.

IN ATTENDANCE

R Devine and P Shiach, Senior Committee Services Officer, Finance and Resources.

APOLOGIES

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

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.

HEARINGS MANAGEMENT SUB-GROUP

AGENDA

Minutes of Meeting 2nd August 2022 Virtual @ 10am

1. Apologies

Angela Mitchell

2. Sabbatical

Currently seven panel members on sabbatical, two males and five females.

3. Resignations

One female panel member has resigned.

4. Hearing Stats - 6th June - 1st Aug 2022

- Deferred Cases - **June** - Five virtual; One no social work report and a relevant person failed to attend; two grounds still at court; one case cancelled by SCRA - No reason given; one relevant person stated they had not received the reports. Five face to face; one parenting assessment not completed; one no social work report; one awaiting an independent parenting assessment; one no relevant person in attendance; one family failed to arrive. **July** - Four virtual; two relevant persons failed to attend; one no social work report; one updated social work report not received in time. Six face to face; one report not sent to relevant persons or panel members; one due to a family emergency; one no relevant person in attendance; one to allow child or advocate to attend and for a more robust care plan; one grounds still at court; one relevant person did not receive report with sufficient time to consult legal representative.

- Cancelled Sessions - **June** - Four virtual two virtual, two no cases allocated; one reporter on annual leave; one no reason given for 28th (Lesley to check reason/comms sent). Four face to face; one reporter at court on a complex case; two no cases allocated; one reporter on annual leave. **July** - Nine virtual; one family couldn't attend; seven no cases allocated; one to be advised from 5th July, Edi only found out it was cancelled when

he contacted the panel member to check if had any deferred cases. Lesley to confirm the reason and if comms sent. Five face to face; four no cases allocated and one case which had been scheduled to take place on 18th July was cancelled as the case had gone ahead as an emergency transfer on 15th July due to a breakdown in the young person's placement.

- Secure Hearings - One
- Extra Hearings/Sessions - 10th June PM one virtual case added Established Ground and ICSO required; one extra face to face on 10th June AM. 29th June added a third case to a two case session 14th July added a third case to a two case session, agreed with panel members on both occasions.
- Swaps/Cover for short notice; **June** - Seven virtual and eleven face to face. **July** - eleven virtual and five face to face
- Continuity - Three requests made, there will no longer be a requirement to record this at a local level.

5. Pastoral Care

There are two panel members receiving pastoral care.

6. Panel Member Strength

As of the 31st July the panel totals eighty four members of which sixty five are female and nineteen are male. Taking into account those currently on sabbatical or off rota the active panel membership is seventy seven members of which sixty are female and seventeen are male.

7.AOCB

Marion advised that we utilised the services of a male panel member from another area who has assisted us on three occasions to date.

Angela had recorded the cross area sharing details where Renfrewshire have assisted in other areas, there are quite a few requests come through, North Lanarkshire in particular seem to have quite a few sessions at times and Marion is not sending out requests to the Renfrewshire Community every time a request is made, given our own Rota challenges, but we will continue to help out where possible and reasonable to our own rota needs. Renfrewshire has provided a female to North Lanarkshire for two dates; a male for Inverclyde; a female for Aberdeenshire; a male for Aberdeenshire for two dates.

Lesley advised that the number of cancelled sessions in July was being assessed to gain a more accurate picture for any future scheduling as a higher number was recorded for this period. Cancellations were impacted by several factors such as family members or other workers such as social work, education and health for input to reports.

Angela Stevenson confirmed the post made by Derek on the AST Teams Channel, that due to health and wellbeing reasons she had chosen to step back from the previously advised Lead Panel Representative role and this would now be fulfilled by Jacqueline Doherty. Angela will remain in her role as Digital and Teams Champion and back up Rota Manager for Marion.

8. Date of Next Meeting

11th October 2022

Recruitment and retention group (PPAs)

Agenda Tuesday 2nd August 2022

1. Previous minutes 2. Personnel changes 3. complaint 4. CSAS update 5. PPA rota management 6. Observations 7. Reappointments 8. Support for Panel Members 9. AOB 10. Next meeting

1. Minutes of meeting

Recruitment and retention group (PPAs)

Tuesday 2nd August 2022 Wallneuk Church

Present: J Melrose, D Brama, A M Currie, R Macleod, P Wilson, J Hay, C Manson, Anne Tucker

Apologies: C Campbell

1. Previous minutes Item 10 – aide memoire still to be completed Action J Melrose
Item 12 – Review of RAG system to be completed Action J Melrose / D Brama

2. Personnel changes Anne Tucker welcomed as a new PPA. Anne Marie Currie indicated that she would be resigning on completion of the current months observations and any interviewing scheduled before Xmas. Attendance at PPA Forum and RRRG was organised. Action P Wilson

3. Complaints Complaint received from Social work. This was investigated by J Melrose and R MacLeod. Findings of the complaint have been sent to social work. A number of issues have arisen from this complaint – buddying system, panel member understanding of child development and contact. Suggested that buddies be changed after three months to widen experience. Suggested that social work be asked to present to panel members on child development and contact.

4. CSAS update No issues reported

5. PPA rota management This will continue to be managed by J Melrose.

6. Observations No issues reported

7. Reappointments Reappointments have been concluded. The two remaining panel members who had not completed training requirements have not been recommended for reappointment.

8. Support for Panel Members Discussion regarding suggestion from previous meeting on how to support panel members. It was recognised that LPRs make contact with chairs after each hearing and that informally issues impacting on panel members are dealt with. It was agreed that a systematic approach to maintaining contact with panel members would be of value.

A strategy for this would be developed over the next few months with an implementation date of January 2023.

A likely approach would be that PPAs would make contact with a group of PMs on a regular basis – every three months. Contact would be by telephone in the first instance. PPAs would keep their own record of these contacts. The conversation would be focussed on how well the panel member with their role and could include: Personal issues eg. health, changes in availability Practical issues eg. IT Training eg. access to training at local or national level. This would require coordination with panel rep (training)

Issues that arise would be noted by the PPA and where appropriate passed to the relevant panel rep - training, IT, rota

It was noted that different approaches would be required for panel members at different stages: New PMS PMs approaching MOH training PMs approaching reappointment.

9. AOB D Bamma outlined possible male panel member requirements for recruitment in the next round this year.

10. Next meeting 11th October 2022 Wallneuk Church 7.00pm