



**PERTH AND KINROSS  
CHILD PROTECTION COMMITTEE**

**Meeting held on 25 January 2011 at 2pm  
In MR12/13, Pullar House, Perth**

**Minute**

**Present:**

BA Bill Atkinson, Chair, Head of Children & Families' Services, Perth & Kinross Council  
DB David Barnes, Independent Schools Representative  
NC Neil Campbell, Housing Liaison Officer, Housing & Community Care, Perth & Kinross Council  
BC Ben Colvin, Consultant Paediatrician, Community Child Health, NHS Tayside  
AD Anne Dalziel, Service Manager, Education Services, Perth & Kinross Council  
JD June Doull, Senior Nurse, Child Protection, NHS Tayside  
JF Julie Flynn, Head of Primary Care/Acting Child Health Lead, Perth & Kinross, NHS Tayside  
CG DCI Colin Gall, Tayside Police  
CGr Cath Graham, Voluntary Sector Representative  
DG DS Dave Graham, Public Protection Unit, Tayside Police  
AI Alison Irvine, Service Manager, Children & Families' Services, Perth & Kinross Council  
CM Caroline Mackie, Service Manager, Children & Families' Services, Perth & Kinross Council  
GM Gordon McKay, Training and Development Officer, Child Protection Committee  
NR Norma Ritchie, Authority Reporter, Scottish Children's Reporter Administration  
SR Sarah Rodger, Senior Solicitor, Legal Services, Perth & Kinross Council  
MS Margaret Steel, Admin Officer, Children & Families' Services, Perth & Kinross Council (minute)  
LS Linda Swan, Head Teacher, Breadalbane Academy

**Apologies:**

JB Jenny Blinkhorne, Chairperson, Children's Panel, Perth and Kinross  
RD Ross Drummond, Child Protection Inter-Agency Co-ordinator, Child Protection Committee  
JG John Gilruth, Head of Community Care, Perth & Kinross Council  
TI Tricia Illsley, Integration Manager, Cultural & Community Services, Perth & Kinross Council (late)  
JM John Malpass, Depute, Crown Office & Procurator Fiscal Service, Tayside Procurator Fiscal  
DT Dave Thompson, Property & Systems Manager, Perth & Kinross Leisure



	What	Who	When
	<p>RD and GMcK will commence on reviewing Perth and Kinross' Inter-Agency guidance (to be implemented by the summer) for approval/submission to the Children &amp; Young People's Strategic Partnership. Part of the review will include liaising with colleagues across agencies.</p> <p>SR advised that NHS has updated their guidance. It was agreed that this should be remitted to the Practice Sub Group for their consideration.</p> <p>BA advised that the National Guidance will be included on the agenda of the forthcoming Better Outcomes seminars.</p> <p><b>Action:</b> 1. Review of P&amp;K Inter Agency Guidance 2. NHS Guidance 3. Better Outcomes Seminars – agenda item</p>	RD/GMcK Practice Sub Group C Mackie	
<b>5</b>	<b>CPC Standards &amp; Quality Report 2009/10</b>		
	The comprehensive Standards & Quality Report was reaching its conclusion. This report contains information on the key quality indicators that Perth and Kinross will be inspected on. The report will be submitted to the Full Council in February. All agencies were responsible for submitting the report to their appropriate boards/meetings etc.		
<b>6</b>	<b>CPC Away Day – April 2011</b>		
	Members noted that areas identified for improvement are contained within the latest Action Plan which included: induction pack for new members and review of the governance of the sub groups etc.		
<b>7</b>	<b>Visual Recording Interviews (VRI)</b>		
	<p>GMcK and DG provided a progress report. Minor acoustics, security and camera issues were being progressed within Almondbank House. Guidance on VRI is imminent; once this is available, training (including materials) will be coordinated. No accreditation for colleagues who have attended training will be provided.</p> <p>Members noted that Adult Protection Committee/Tayside Police are interested in utilising Almondbank House as a VRI centre for adults. This was discussed by members and approved.</p>		
<b>8</b>	<b>Child Protection Multi Agency Audit</b>		
8.1	<p><u>Case File Audit:</u> The focus of this audit will be on cases where there are resistant, violent and aggressive families involved. The audit process will take place within the Tayside Police, Perth Headquarters, week commencing 21 February 2011. Issue of consent was discussed; colleagues will check the legal position.</p> <p><b>Action:</b> 1. the Council's Information &amp; Compliance Manager to be consulted 2. consideration of the Caldicott Review of Patient Identifiable information, 1997</p>	SR  JF	asap  asap

	<b>What</b>	<b>Who</b>	<b>When</b>
8.2	<p><u>Child Protection Case Conference Audit</u>: AI advised members the outcome of the recent Child Protection Case Conference audit which analysed the quality of minutes and how these reflected the discussions that took place; reflection on practice; reports submitted to the conferences; agency representative attendances etc. Members commended the work on this area. Improvement actions have been established and will be remitted to the Practice Sub Group.</p> <p><b>Action:</b> Improvement Action Plan to be remitted to the Practice Sub Group</p>	Practice Sub Group	
<b>9</b>	<b>Child Protection Focus Groups Feedback – Next Steps</b>		
	Members recalled the interim report submitted at the previous committee meeting which highlighted the success of four events held across Perth and Kinross. Improvement actions have been identified and will be remitted to the CPC Reference Group. Some of the actions included: heightening the profile of the work of the CPC Committee; communications; development of a focussed week on child protection in the next school session; utilising CE-OP training in February; and use of Parent Councils forums.		
<b>10</b>	<b>Community Engagement</b>		
	BA advised that discussions with <a href="#">Stopitnow</a> are still continuing. This organisation can provide researchers who would engage with the community on child protection issues (particularly about sexual abuse). BA will keep members apprised of any developments.		
<b>11</b>	<b>Protecting Vulnerable Groups (PVG) Scheme</b>		
	<p>BA advised that this <a href="#">scheme</a> is operational from 28 February 2011 which replaces and improves upon the current disclosure arrangements for people who work with vulnerable groups. The next three years will see new staff and volunteers gaining their membership of the scheme. By year four, all staff in all agencies should have achieved this status. Membership will be renewed on a three-four year basis. The cost for each membership is £59; therefore, the cost of the membership scheme will impact on authorities' resources.</p> <p>The Perth and Kinross Working Group comprises of: B Atkinson, Agnes Thomson (Headteacher, Balhousie Primary School), Andrew Warrington (Public Transport Unit), Andy Cook (Contracts Manager, ECS), Bill O'Driscall (Public Transport Unit), Deirdre Joy (Human Resources), Kathleen Frew (Community Care), Linda Swan (Headteacher, Breadalbane Campus), Lyn Winters (Cultural &amp; Community Services), Sarah Rodgers (Legal Manager, PKC) and Stephen Rankin (Planning &amp; Commissioning Manager, Housing &amp; Community Care).</p> <p>It was noted that awareness sessions will be coordinated commencing in March.</p>		
<b>12</b>	<b>CPC Away Day – April 2011</b>		
	Members noted that single agency self evaluations should be undertaken prior to the Away Day as these will contribute to the committee's self evaluation exercise taking place on that day.		

	What	Who	When
	<p>CG advised that Tayside Police would be willing to offer a media service, i.e. the day could be filmed.</p> <p><b>Action:</b> Away Day preparation (including consideration of filming)</p>	BA/RD/MS	
<b>13</b>	<b>Suicide and Self Harm Guidelines</b>		
	<p>Copies of the guidelines were tabled at the meeting. JF advised that Sheila Messenger (Education Services) had made a contribution to the guidelines as well as JF's predecessor, M Christie. Children had also provided the artwork. The guidelines will be published professionally and JF will manage the distribution.</p> <p>Members congratulated JF on the conclusion of this piece of work.</p> <p>The importance of ensuring that these guidelines reached various audiences was discussed (including remitting to the Children &amp; Young People's Strategic Partnership). JF advised that she will prepare an action plan and share this with the committee.</p> <p><b>Action:</b> 1. BA and JF will also meet to discuss cascading the guidelines etc. 2. Action Plan to be shared with the Committee</p>	<p>BA/JF</p> <p>JF</p>	
<b>14</b>	<b>Feedback from the Sub Groups</b>		
14.1	<u>Training Sub Group:</u> CM advised that a training needs assessment was underway. The training development programme was also being worked on. The Communication and Engagement Strategy was out for consultation.		
14.2	<u>Practice Sub Group:</u> this group has yet to meet.		
14.3	<u>Quality Improvement Sub Group:</u> the next meeting is scheduled for 11 February whereby the HMle Link Inspector will provide a presentation on the forthcoming inspection.		
14.4	<u>Voluntary Sector Sub Group:</u> CGr advised that this group last met on 20 January with a small attendance. Group members are still keen to use this as a networking information sharing forum. The wider voluntary sector will be contacted to seek their views on how to improve participation. A review of representation on the CPC Committee and its Sub Groups is planned. The Sub Group also contributed to the training needs analysis.		
14.5	<u>Child Protection Messaging Sub Group:</u> technology and cost implications continue to remain the key issues. A meeting between Northgate (supplier of Swift) and the Head of ICT (PKC) will be convened to discuss these issues.		
14.6	<u>GIRFEC Implementation Sub Group:</u> the group has not yet met. Various multi agency training and raising awareness sessions have been planned.		

	What	Who	When
<b>15</b>	<b>AOCB</b>		
15.1	<p><u>National Scottish Child Protection Committee Chairs Forum:</u> Lead Officers across Scotland met to discuss business in the morning and then they met with representatives from the Scottish Government in the afternoon. Common discussion strands included: National Child Protection Guidance; areas for inspection; children missing from education; and child trafficking etc. Greater discussion took place on parental substance misuse and poverty. Members will be kept up to date in relation to the work on the wider scoping study.</p> <p>Members were reminded to make a response regarding the scoping study on national groups required by the end of the month.</p> <p><b>Action:</b> National Groups Scoping Study response required</p>	CPC Members	31.01.11
15.2	<p><u>Children's Hearings:</u> NR advised members on the definition of a "relevant person". This will now include fathers, irrespective of the 2004 legislation, and whose names are on birth certificates, who lived with the mother at the time of the birth or who has contact with their child(ren) are now eligible to receive papers and attend hearings.</p>		
<b>16</b>	<b>Date of Next Meeting</b>		
	The next meeting will be held on 8 March 2011 in MR10/11, Pullar House, Perth.		