



**PERTH AND KINROSS
CHILD PROTECTION COMMITTEE**

Meeting held on Tuesday 13 September 2011

In MR415, 2 High Street, Perth

at 10am

Minute

Present:

Bill Atkinson, Chair, Head of Children & Families' Services, Perth & Kinross Council (BA)
James Allan, Learning & Development Manager, Cultural & Community Services, Perth & Kinross Council (JA)
Jenny Blinkhorne, Chairperson, Children's Panel, Perth and Kinross (JB)
Diane Caldwell, Service Manager – Nursing, Perth & Kinross CHP, NHS Tayside (DC)
Anne Dalziel, Service Manager, Education Services, Perth & Kinross Council (AD)
Ross Drummond, Child Protection Inter-Agency Co-ordinator, Child Protection Committee (RD)
Diane Fraser, Service Manager, Housing & Community Care, Perth & Kinross Council (DF)
Caroline Mackie, Service Manager, Children & Families' Services, Perth & Kinross Council (CM)
Maureen Manns, Authority Reporter, Scottish Children's Reporter Administration (MM)
DI Jim Smith, Tayside Police (JS)
Margaret Steel, Admin Officer, Children & Families' Services, Perth & Kinross Council (Minute) (MS)

Apologies:

David Barnes, Independent Schools Representative
Neil Campbell, Housing Liaison Officer, Housing & Community Care, Perth & Kinross Council
Ben Colvin, Consultant Paediatrician, Community Child Health, NHS Tayside
Julie Flynn, Head of Primary Care/Acting Child Health Lead, Perth & Kinross, NHS Tayside
DCI Colin Gall, Tayside Police
Arlene Honeyman, Voluntary Sector Representative
Tricia Illsley, Integration Manager, Cultural & Community Services, Perth & Kinross Council
Alison Irvine, Service Manager, Children & Families' Services, Perth & Kinross Council
John Malpass, Depute, Crown Office & Procurator Fiscal Service, Tayside Procurator Fiscal
Sarah Rodger, Senior Solicitor, Legal Services, Perth & Kinross Council
Linda Swan, Head Teacher, Breadalbane Academy
Dave Thompson, Property & Systems Manager, Perth & Kinross Leisure

In Attendance:

n/a

	What	Who	When
1	Welcome, Introduction and Apologies		
	<p>The Chair welcomed members to the meeting and apologies were noted.</p> <p>A warm welcome was extended to Maureen Manns who joined the committee on a permanent basis, representing Scottish Children's Reporter Administration (SCRA).</p>		
2	Minutes of Previous Meeting 7 June 2011		
2.1	The minute was approved with no amendment.		
3	Matters Arising		
3.1	<u>Item 3.5 - SCRA Representation on CPC</u> : it was noted that in light of structural changes within SCRA, Paul Mulvanny was replaced by Maureen Manns on the Committee. MM, who is the Locality Reporter for Tayside and Fife, is based in the Glenrothes Office.		
4	Action Points from the last meeting		
4.1	<p><u>VRI (Child Protection - Visual Recording of Interview of children) and Arrangements within Almondbank House</u>: the analysis of interviews conducted has yet to be completed in light of outstanding feedback. Tayside Police has also offered analytical services of their student.</p> <p>It was also noted that the Crown and Procurator Service has not viewed any interviews via DVD as there has been no situation where this need has arisen in court.</p> <p>RD advised that the Visual Recording of Interviews (VRI) arrangements have been finalised, including the equipment, and the facility is now fully operational. There is a national procurement programme which will equip CPCs with new equipment which is also portable; however, ongoing maintenance responsibility will rest with CPCs.</p> <p>A list of all colleagues who have been JIIT trained (Joint Interview Investigative Training) has been drawn up. Primarily social work and police colleagues have been trained. A response has been made to the Scottish Government's proposals for retraining and enhanced training. There is a possibility accreditation for those embarking on this training programme. It was noted that Scottish Government may no longer be in a position to fund future training programme.</p> <p>DF expressed an interest in utilising Almondbank House for Adult Protection interviews and will the potential advantages with Mary Notman (Adult Protection Coordinator) and Community Care Management Team.</p> <p>MM advised that new types of Flash Cards (brightly coloured) have been developed to provide extra assistance in participation for children and young people attending Children's Hearings.</p>		

	What	Who	When
4.2	<p><u>Munro Report</u>: this report has been remitted to the Practice Sub Group who will consider this at their meeting scheduled for later on in the month.</p> <p>Members noted that Ann Black, independent expert (retired social worker), has drawn up a useful summary of this report. The report has also been placed on the agenda of national meetings.</p> <p>The Chair indicated that there may be an opportunity of Ms Black undertaking some work in this area for Perth and Kinross.</p> <p>It was noted that Scottish Government has not made in response to this report as it focuses on England and Wales.</p>		
Action	<p>Munro Report to be placed as an agenda item at the next meeting, particularly potential procurement of Ann Black as consultant to carry out some work in this area. This item to be placed on the next agenda.</p>	RD/MS	Next CPC Mtg
4.3	<p><u>Coordinators' Meeting</u>: This group comprised of the following Coordinators from the following areas: Child Protection Committee Inter-Agency, Adult Support & Protection, Alcohol and Drug Partnership, Violence Against Women Partnership, and Community Safety Partnership etc. RD reported that the first meeting had proved fruitful and considered areas for joint collaboration. A second meeting has been arranged. It is aimed to meet two/three times per year focussing on joint working arrangements.</p> <p>RD and Mary Notman (Adult Support & Protection) had visited Fife where there was a collocated MAPPA Policy Group in operation. It was an opportunity to learn and share experiences.</p> <p>Members recognised that the Coordinators Group has the potential of making best use of resources and working in partnership/synergy.</p>		
4.4	<p><u>Voluntary Forum/Partner Providers</u>: CM reported that this had been successful with clear energy coming from the voluntary sector. Training needs had been specifically identified. Janet McVeigh, the new Training Officer for Child Protection, is now in post and will take account of their needs. It is anticipated that the full and half day training programme will be refreshed before rolling it out.</p>		
5	CPC Sub Groups Update Reports		
5.1	<p>The new administration business process for the committee and its sub groups was in transition. Action Points will be issued shortly after the meetings have taken place.</p>		
5.2	<p>There were no specific updates for noting from the Quality Improvement Sub Group, Practice Sub Group, Voluntary Sector Sub Group and GIRFEC Implementation Group.</p>		
5.3	<p><u>Training Sub Group</u>: the group has taken cognisance of training requirements for Violence Against Women. It was agreed that training programme discussions should include needs of this group and the Domestic Abuse Forum.</p> <p>Committee members noted that the Chair will become vacant shortly upon CM's departure from this sub group.</p>		

	What	Who	When
6	Other Business Updates		
6.1	<p><u>Scottish Government Child Protection Policy</u>: The content of this paper had been noted by members. Key points discussed:</p> <ul style="list-style-type: none"> • Proposals for new inspection model • Embracing GIRFEC principles • Early Years • Development of strong approach to self evaluation • Unannounced inspections • Children's Rights Bill – online responses will be sought from CPCs by 1 December • Implementation of Children's Hearings Bill 		
6.2	<p><u>National CPC Chairs' Forum</u>: members noted the content of this paper. Jacquie Roberts, Interim Chief Executive, SCSWIS, who attended the Forum, provided colleagues with an update of developments within her organisation and potential future plans.</p>		
6.3	<p><u>National CPC Lead Officers' Forum</u>: this paper was noted. The work of the Scottish Government's team on GIRFEC continued.</p>		
7	Improvement Plans		
Action	<p>Members noted the extensive work that had taken place, particularly in relation to combing all plans into one plan which was split into areas. RD provided a detailed report of particular areas of the plan and it was understood that updates will occur on a 3, 6, 12 monthly basis. Inspectors had given an indication that the plan was manageable.</p> <p>Improvement Plans - all actions/tasks contained within the plan that are linked to each other to be identified and cross referenced. The plan to be fully completed by R Drummond post the Inspection feedback. The plan will be issued to all strategic persons responsible for confirmation prior to publication. The Plan to be approved by C&YPSP and CPC.</p>	RD	
8	Strategic Items/Case Studies/Briefing etc		
8.1	<p><u>SCSWIS Child Protection Inspection 2011</u>: Members noted that Professional Discussion 6 was held yesterday which was led by senior managers to support/discuss their improvement planning and activities. This meeting had been positively received by inspectors. The publication date of the report is scheduled for 10 November; however, this may be brought forward to the end of October. A staff briefing sessions for all agencies will be organised the day before the publication date.</p> <p>Members discussed areas requiring to be developed further, including IRD system.</p> <p>The Chair thanked CPC Members for their invaluable contribution to the work of the Committee and their unstinted support for the preparation of the inspection.</p>		

	What	Who	When
Action	A short life working group to be established to take forward issues highlighted during the inspection process (IRD process). This group will comprise of C Mackie, R Drummond, J Smith, D Caldwell, and A Dalziel. It is expected that A Irvine will chair this meeting.	Short Life Working Group	asap
8.2	<p><u>Child Protection Committee Business</u>: RD reported that all induction packs are in place. These will be refreshed and updated regularly. Members noted the new business process and expressed their approval of this.</p> <p>Representation of the CPC Committee and its Sub Groups was discussed. It was previously noted that the Chair of the Training Sub Group will become vacant shortly and that the Vice Chair of the CPC still remained vacant.</p> <p>The Chair and CPC Members noted the extensive and valuable support that has been provided to recently departed members. Their contribution played a significant role on the child protection agenda.</p>		
Action 1	Representation on the CPC Committee and its Sub Groups will be discussed further with A Irvine as the new Head of Children & Families' Services.	BA	asap
Action 2	The new administrative process for supporting the CPC Committee and the Sub Groups was approved by members. To be implemented immediately. This process to be fully embedded. Training to be provided to administrative support colleagues.	RD/MS	Now
Action 3	The Chair to formally write to recently departed members to thank them for their diligence and service on the committee.	MS	asap
		BA/MS	asap
8.3	<u>National and Local Guidance</u> : members noted the content of this paper. It is expected that Scottish Government will be issuing a letter to CPCs seeking assurances that the guidance has been embedded.		
9	AOCB		
9.1	<u>CPC Guidance for Practitioners Working with Hostile and/or Non-Engaging Parents and Carers</u> : members noted that team leaders and practitioners had contributed to the guidance. Training is planned for one half day per year. Members noted and approved the guidance.		
Action	The guidance to be published immediately and uploaded onto the cp website.	RD	Now
9.2	<u>Self Evaluation – Annual Calendar</u> : members noted the helpful document and approved it for publication. It was noted further that a sub page within the website will be developed to contain the self evaluation document, seven position statements, the calendar and the improvement plan. The calendar will be maintained on a regular basis.		
Action	The document was approved for publication. To be published under the Information for Practitioners' section on the web.	RD	asap
9.3	<u>Child Protection Posters</u> : RD advised that BBC had made contact requesting to use the posters in an episode of Eastenders which would be based on a child protection issue. It is anticipated that this episode will be aired some time during November.		

	What	Who	When
10	Date of Next Meeting		
	The date of the next will is scheduled for 1 November 2011 at 2pm in Meeting Room 12/13 in Pullar House, Perth.		