



**PERTH AND KINROSS  
CHILD PROTECTION COMMITTEE**

**Meeting held on 19 April 2011  
in  
McDiarmid Park, Perth  
at 9.15am**

**Minute**

**Present:**

Bill Atkinson, Chair, Head of Children & Families' Services, Perth & Kinross Council  
Ben Colvin, Consultant Paediatrician, Community Child Health, NHS Tayside  
Anne Dalziel, Service Manager, Education Services, Perth & Kinross Council  
June Doull, Senior Nurse, Child Protection, NHS Tayside  
Ross Drummond, Child Protection Inter-Agency Co-ordinator, Child Protection Committee  
Julie Flynn, Head of Primary Care/Child Health Lead, Perth & Kinross, NHS Tayside  
DCI Colin Gall, Tayside Police  
Diane Fraser, Service Manager, Community Care, Perth & Kinross Council (afternoon only)  
John Gilruth, Head of Community Care, Perth & Kinross Council (morning only)  
Cath Graham, Voluntary Sector Representative  
DS Dave Graham, Public Protection Unit, Tayside Police  
Tricia Illsley, Integration Manager, Cultural & Community Services, Perth & Kinross Council  
Alison Irvine, Service Manager, Children & Families' Services, Perth & Kinross Council  
Caroline Mackie, Service Manager, Children & Families' Services, Perth & Kinross Council  
Margaret Steel, Admin Officer, Children & Families' Services, Perth & Kinross Council (Minute)

**Apologies:**

David Barnes, Independent Schools Representative  
Jenny Blinkhorne, Chairperson, Children's Panel, Perth and Kinross  
Neil Campbell, Housing Liaison Officer, Housing & Community Care, Perth & Kinross Council  
John Malpass, Depute, Crown Office & Procurator Fiscal Service, Tayside Procurator Fiscal  
Paul Mulvanny, Authority Reporter, Scottish Children's Reporter Administration  
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:**

Diane Caldwell, NHS Tayside  
Joanna Gilchrist, Team Leader, Performance & Scrutiny, Education & Children's Services  
Fiona Lornie, NHS Tayside (morning only)  
Fiona Mackay, Partnership & Improvement Manager, Perth & Kinross Council (morning only)  
DI Jim Smith, Tayside Police

	<b>What</b>	<b>Who</b>	<b>When</b>
<b>1</b>	<b>Welcome, Introduction and Apologies</b>		
	<p>The Chair welcomed members to the annual development day. He also welcomed Fiona Lornie, Jim Smith, Fiona Mackay and Joanna Gilchrist who were in attendance for the self evaluation item.</p>		
<b>2</b>	<b>CPC Away Day 2010 – Update on Action Plan</b>		
	<p>Members noted the Action Plan update and the items that remained outstanding, which included:</p> <ul style="list-style-type: none"> <li>• Develop further public information and communication</li> <li>• Review CPC and Sub Group governance, constitution, structure and membership</li> <li>• Develop role, remit and responsibilities of CPC and its sub groups</li> <li>• Develop an Induction/Information Pack</li> <li>• Review engagement and feedback arrangements between CPC and the Sub Groups and their respective services/agencies</li> <li>• Develop and Information Leaflet of the CPC</li> <li>• Review business process of the CPC and Sub Groups</li> <li>• Develop bullet point feedback at the conclusion of CPC and Sub Groups' meetings</li> </ul> <p>Members discussed the outstanding items in detail and recognised that work is continuing in these areas to complete these tasks at the earliest opportunity.</p>		
<b>3</b>	<b>CPC Committee and Sub Groups' Structure</b>		
	<p>Extensive discussion took place on the membership of the Committee which included: analysis of the membership; the representation from agencies; the role of deputies and Vice Chair; and the responsibility of members cascading information to their service/agency.</p> <p>Members reflected on the current experiences of these meetings, the nature of the business and explored/identified areas of improvement.</p> <p>It was proposed that:</p> <ul style="list-style-type: none"> <li>• papers will be submitted to the CPC and Sub Groups two weeks prior to meetings</li> <li>• it will be assumed that members will have perused these papers and only exceptions will be discussed at meetings</li> <li>• there is capacity to be flexible</li> <li>• single agencies discuss representation on the CPC and Sub Groups</li> <li>• business arrangements of the CPC and Sub Groups be reviewed</li> </ul> <p>CG advised that the diversity of the membership of the Voluntary Organisation's Forum should be recognised.</p> <p>During this debate, JG indicated that cross cutting arrangements between Adult Protection and Child Protection should be explored. Networking and joint partnership arrangements between R Drummond and M Notman would prove advantageous. He further suggested that an opportunity for both committees to jointly meet occasionally would be beneficial also.</p>		

	What	Who	When
	<p><b>Action:</b> All CPC members to discuss representation on the Committee and its Sub Groups within their own agency.</p> <p><b>Action:</b> R Drummond, B Atkinson, J Gilruth, M Notman to meet to discuss professional development/cross cutting themes and sharing of resources.</p> <p><b>Action:</b> RD was commissioned to draw together proposal for the structure of the Committee and its Sub Groups and relevant proformas for operating the business and strategic components of meetings etc for committee's approval at their next meeting.</p>	All BA RD	ongoing asap 07.06.11
<b>4</b>	<b>Inter-Agency Guidance</b>		
	<p>Members were aware that work on reviewing the Perth and Kinross' guidance had occurred in light of the implications of the new <a href="#">National Child Protection Guidance</a>. Committee agreed that members were responsible for ensuring that the new local guidance was disseminated within their own service/agency. It was recognised that the diversity of the Voluntary Organisation's forum required support in this area. Support materials will be prepared including signposting of the differences between the old and new local guidance.</p> <p>It was noted the agenda of the Better Outcomes Seminars including new local and national guidance. These seminars were held later this year. It was agreed that it would be beneficial to plan these earlier.</p> <p>AD advised that head teachers roll out updates to staff in schools in the first week of August. A page has been created on GLOW. It was suggested that all information be uploaded onto GLOW with a "what's new" page.</p> <p>LS suggested that CP Officers are targeted as they provide training to staff in schools.</p> <p><b>Action:</b> The Inter-Agency Guidance to be placed on the next agenda of the CPC for their approval.</p> <p><b>Action:</b> RD will prepare support materials for services/agencies to assist them in cascading the local guidance through a variety of medium, e.g. line management, head teacher meetings, GIRFEC briefings, individual service/agency intranet systems etc.</p> <p><b>Action:</b> RD tasked to ensure all materials and information will be uploaded onto the website and GLOW.</p> <p><b>Action:</b> RD to take note of the roll out updates to staff in the first week of August and also target CP Officers who provide training for staff also.</p> <p><b>Action:</b> AD will alert head teachers of the new local and national guidance at the meeting scheduled for 18 May.</p> <p><b>Action:</b> A briefing session for the Voluntary Sector to be arranged; the agenda will include the launching the local guidance, GIRFEC, Young Carer's Strategy. It was agreed, following AD's request, to include Partner Providers. Timescale for this event to take place before the end of June.</p> <p><b>Action:</b> Better Outcomes Seminars to be planned well in advance and to commence in October.</p>	MS RD RD RD AD BA MS	07.06.11 Asap asap asap 18.05.11 End June 2011

	<b>What</b>	<b>Who</b>	<b>When</b>
<b>5</b>	<b>Self Evaluation Workshops</b>		
	<p>Thereafter, the remainder of the day was dedicated to undergoing self evaluation exercise. Members were informed of the self evaluation groups, the purpose and the Quality Indicators that each group would focus on.</p> <p>The self evaluation feedback from all services, agencies, the Children &amp; Young People's Strategic Partnership and the CPC Committee would be collated together in preparation of the drafting of the main self evaluation document for the forthcoming Child Protection Inspection.</p>		
<b>6</b>	<b>Date of Next Meeting</b>		
	<p>The next meeting will be held on Tuesday 7 June 2011 at 2pm in Meeting Room 12/13, Pullar House Perth.</p>		