

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of meeting held on the 17 September 2013, CR3, Highland Council HQ, INVERNESS

Present:

Mr Bill Alexander, Director of Health and Social Care (Chair)
 DSI Kenny Anderson, Scottish Police
 Mr Steve Barron, Chief Executive, HC (Sponsor)
 Mr Tom Boyd, Locality Reporter Manager, Highlands & Islands
 Mr Hugh Fraser, Director of Education, Culture & Sport
 Ms Dawn Grant, North area Children's Manager (CAPSM Lead), HC
 Ms Pamela Ross, DCI, PPU, Police Scotland, (Chair CPDG)
 Ms Pene Rowe, CP Development Officer, HCPC
 Ms Julie Mackay, Clerk to HCPC

Apologies:

Dr Margaret Somerville, Director of Health, NHS Highland
 Ms Kath Clarke, Principal Child Protection Advisor, NHS Highland
 Dr Annie Griffiths, Lead Doctor in Child Protection, NHS Highland
 Ms Sally Amor, Child Health Commissioner, NHS Highland
 Mr Andrew Laing, Procurator Fiscal
 Miss Ainya Taylor, Youth Convenor
 Cllr Linda Munro, Children's Champion
 Ms Fiona Malcolm, Legal Manager, Highland Council
 Ms Linda MacLennan-Shareef, Resource Manager, CP & TCAC
 Mr Ian Murray, Chief Executive, Highlife Highland
 Ms Donna Munro, CP Training Officer, HC
 Ms Amelia Wilson, Principal Officer (Social Care), HC
 Ms Fiona Palin, Head of Social Care, HC
 Ms Tracey Urry, Interim Director of Housing, HC

	Item	Summary of Discussion	Action Required
1.	Welcome and Apologies		
2.	Minutes of last meeting held on 04 June 2013	The minutes were read as a true copy.	
3.	Matters Arising	3.5b – CP Guidance Update: Pene Rowe agreed to check with Linda MacLennan-Shareef the date for signing this off. Sign-off can be by e-mail. New version needs to be published on the internet as will the Highland Practice Model.	PRowe PRowe

		<p>4 – E-Safety Actions: Bill Alexander reported that Linda MacLennan-Shareef had provided him with feedback regarding this item.</p> <p>6a (1.iv) – PVG Report – subsequent actions: Pene Rowe stated that Safer Highland would like to encourage a wider use of the guidance by organisations outwith the Highland Council, such as churches, which hire out premises to community groups. Action: Pene Rowe to work with Graeme Watson to raise awareness.</p> <p>It was noted that Elaine Barrie did not provide a report in respect of retro-checking of the children’s workforce. Action: Bill Alexander to get update from Elaine Barrie.</p> <p>7b – Information Sharing Protocol: Ross Drummond for Perth and Kinross Council is working with the Information Commissioner on a child protection information sharing protocol document, based on the old Highland protocol. It was agreed that work on a new Highland protocol should be put on pending completion of the work in Perth and Kinross, as Highland could benefit from the Information Commissioner’s input.</p> <p>Steve Barron advised that there needs to be a cut-off date and Pam Ross raised the issue of the signatory to the current, over-arching, protocol (March 2013) being Northern Constabulary rather than Police Scotland. Actions: Pam Ross to discuss signatory issue with Bill Alexander. Keep on the Agenda for the next HCPC meeting.</p>	<p>PRowe/GW</p> <p>BA</p> <p>PRoss/BA PRowe</p>
4.	Standing Items	<p>Update from Safer Highland and National Groups: Pene Rowe spoke her circulated paper. Pene Rowe stated that at the Safer Highland Meeting on 18 June 2013, the views of ASPC prevailed and it was decided that they should no longer have a joint communications strategy with the CPC. Action: Bill Alexander to consider whether to challenge this decision.</p> <p>It was also noted that the Safer Highland Meeting had asked for CAPSM and VAW to be cross referenced within the CPC Improvement Plan. As there is a CAPSM Improvement Group this element should become part of For Highland’s Children 4 but VAW elements could usefully be woven in. Action: Pene Rowe to obtain information on relevant elements of the CAPSM and VAW targets before reviewing what to add to the workplan.</p>	<p>BA</p> <p>PA</p>

4.	Standing Items cont'd	<p>Pene Rowe reported that she had escalated the issue of the Prison Service interpretation of the term 'Child Protection issues', when presuming in favour of allowing child victims to attend bonding visits with parents who are alleged perpetrators, to national level via the Lead Officer Group and the Scottish CPC Chairs Forum.</p> <p>Bill Alexander provided an update on the Strategic Assessment and reported that this had resulted in discussions in respect of how issues of community safety, road safety, etc., tie in with Safer Highland. Bill Alexander and Steve Barron reported that proposals had been put forward for potential restructuring and these would be discussed at the next Safer Highland Meeting (22nd October).</p> <p>Action: Bill Alexander and Steve Barron to report back to next CPC.</p>	BA/SB
5.	Improvement Plan	<p>1.1.1b CAPSM – Report from Dawn Grant: Dawn Grant spoke to her circulated paper. Dawn Grant stated that CAPSM had been set up as a short life working group to comment on GOPR. However, there seems to be some expectation that the group will do more. There has been one meeting to consider good practice, gaps, self-evaluation against GOPR and production of an improvement plan, dove-tailing into HDAP and CPC priorities.</p> <p>Action: Linda MacLennan-Shareef to be asked to reference CAPSM on the Improvement Statement for the forthcoming inspection. Dawn Grant to provide the evidence.</p> <p>1.1.2 CSA's: In Dr Griffiths' absence, Pamela Ross spoke to this item. Annie Griffiths is developing a tiered process for historic and acute CSAs, in line with recommendations from Scottish Government, with FME's for Out of Hours and weekends. There are different levels of paediatricians who can carry out these examinations. There are two in our area who are willing to be contacted, but if they are unavailable we may need to consider going out of area. To date this has not proved necessary. 24/7 cover is available for physical abuse medicals.</p> <p>Actions: Pamela Ross to work with Annie Griffiths to provide up-to-date position statement, including collated figures for the number of acute CSAs.</p> <p>Bill Alexander to speak to Margaret Somerville regarding a clear back-up arrangement for weekends and some out-of-hours cover.</p> <p>2.1.1c Update on QA: Bill Alexander spoke to a paper from Linda MacLennan-Shareef. The QA pilot is ongoing and regular review meetings have been scheduled to keep pace with CPOs and other joint case-file reading.</p>	<p>LM-S/DG</p> <p>PRoss/AG</p> <p>BA/MS</p>

		<p>2.3.1a Training Update: Members' attention was drawn to Donna Munro's circulated a paper. Bill Alexander reported that, despite its absence from the paper, Donna Munro had given him reassurances that there is a 1 day course on the Highland Practice Model.</p> <p>Actions: It was suggested that an e-learning version should also be explored.</p> <p>It was also suggested that the ASP trainer might usefully be involved in recruiting Adult Services staff to attend CAPSM training.</p>	<p>DM PRowe/DM</p>
6.	Inspection of Children's Services	<p>a) Recommendations from last round of inspections: Bill Alexander tabled a briefing paper. He stated that a survey from survey monkey was about to be sent out to all Lead Professionals.</p> <p>Action: All present to ensure that staff complete these.</p> <p>103 cases have been identified for the case-file reading element of the inspection and names would be circulated by the end of the week. There is to be a meeting with Police Scotland on 18 September 2013. Of all the indicators in the quality framework we are only focusing on nine of them. Position statements are being written, the child protection position statement is being written by Linda MacLennan-Shareef and Pene Rowe.</p>	<p>All</p>
7.	Biennial Report	<p>Pene Rowe will circulate the Biennial Report once it has been completed.</p>	<p>PRowe</p>
8.	For Information	<p>a) National Referral Mechanism: Pene Rowe spoke to the circulated paper. This came in via WithScotland. Pene Rowe stated that there had been lots of discussion at the Scottish CPC Chairs Forum about this. Pamela Ross had noted that some of the advice given went against best practice. This issue had been raised at the CPDG and it had been agreed that Pamela Ross would give feedback at national level.</p> <p>b) Childline Schools Service Pilot: This is about to be piloted in Park and South Lodge Primary Schools.</p>	<p>PRoss</p>
9.	AOB	<p>i) Child Protection Helpline - Pene Rowe stated that the Child Protection Helpline which is currently at Kinmylies Building will be moving to Ardross Street, with a Freephone number.</p> <p>ii) 'Baby M' - The action plan is ready for sign-off.</p> <p>Action: Bill Alexander to speak to Kath Clarke about the details of the case as there was no original report due to the ease with which the family could have been identified.</p>	<p>BA/KC</p>

		<p>iii) Vulnerable Persons Database - Pamela Ross stated that the vulnerable person database would go live by 30 September 2013. The document to be shared with partners will be in pdf format and the process for child concerns will need to change. Staff will need to e-mail the child's name and date of birth prior to discussion and the pdf will then be updated and circulated following the discussion.</p> <p>Action: Bill Alexander requested a written update for staff. Pamela Ross to circulate this to Bill Alexander, Hugh Fraser and Tom Boyd.</p> <p>Pamela Ross to demonstrate the new system at the Public Protection Meeting on October 3rd.</p>	
10.	Date of Next Meeting	Friday 6th December 2013, from 1400-1600 in CR2 at Council HQ, Glenurquhart Rd, Inverness.	