

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the meeting held on the 8th September 2015, Highland Council HQ, INVERNESS

Present

DCI Vince McLaughlin, PPU, H&I Division, Police Scotland
 Ms Sandra Campbell, Head of Children’s Services, HC
 Ms Stephanie Bruce, Director of Keeping Children Safe
 Mr Tom Boyd, Locality Reporter Manager, Highlands & Islands
 Ms Fiona Malcolm, Legal Manager, Highland Council
 Mr Gordon McPhee, HR Manager, Highlife Highland
 Ms Suzann Barr, Children’s Panel
 Ms Cath King, Health Improvement Policy Manager, HC
 Ms Pene Rowe, CP Development Officer, HC
 Ms Kath Clarke, Lead CPA, HC
 Ms Sally Amor, Children’s Commissioner, NHS
 Ms Norma Ruettiman, CALA lead for CP
 Ms Isabel Green, Clerk to the Committee (Minutes)
 Mr Bill Alexander, Director of Care and Learning, HC

Apologies

Cllr Isabelle Campbell
 Mr Ian Murray, CEO, Highlife Highland
 Mr Hugo Van Woerden, Director of Public Health, NHS
 Mr Pat Hannan, Welfare Officer, Forces Welfare
 Ms Linda MacLennan-Shareef, Resource Manager, CP& TCAC, HC
 Ms Debbie Milton, Area Manager – Mid, HC
 Ms Donna Munro, CP Training Officer, HC
 Mr Steve Barron, Chief Executive, HC
 Ms Elaine Mead, Chief Executive, NHS
 Ms Jackie McCauley, Families Officer, SPS
 Mr David Goldie, Head of Housing, HC
 Ms Heather Williams, Third Sector Interface
 Ms Maggie Brownlie, Third Sector Interface
 Ms Helen Jackson, Care Inspectorate
 Dr Deborah Shanks, Consultant Paediatrician, NHS

	Item	Summary	Action
1.	Welcome and Introductions	Vince McLaughlin introduced himself as the new chair of the committee and there were introductions round the table.	
	In Camera	Progress updates ICRs and SCRs There was some discussion regarding setting up a stand-alone group specifically to look at ICRs and SCRs as there was not enough time at CPC to discuss these cases	

		properly. <i>This was agreed as the mechanism for ICRs where the author's recommendation was not to progress to SCR.</i>	
3.	Minutes of the meeting of 9th June 2015	The Minutes were agreed to be a correct account.	
4.	Matters Arising:	<p>2.2 (a) Actions relating to the ICR 1 (13) Sandra Campbell updated that she had met with Vince McLaughlin and Tom Boyd. An additional action had been added:</p> <ul style="list-style-type: none"> • 15) <i>In relation to non-engaging families, assurance is sought that the new Family Team structure has brought improvements in the management and decision-making in these cases, to include information-sharing between Named Persons, escalation process (consistency of thresholds), use of chronologies and hand-over from Health Visitor to school-based Named Person.</i> <p>2.2 (c) ICR 1 (14) and ICR 2 (14) <i>It was agreed that, In future, the CPC will initiate use of a regular newsletter to inform all agency staff about learning points from ICRs/SCRs.</i></p> <p>4 (2.4) SCR Training Kath Clarke and Linda MacLennan to attend final training session on 5th October and will pull <i>paper together with necessary recommendations for December CPC.</i></p> <p>4 (4.3.8) Sexual Violence in School Settings Cath King updated the committee that the document is now complete. This guidance is intended to support staff dealing with post investigation issues where alleged child perpetrator and child victim are attending same school. Comments had been incorporated and the document had been given a new title: <i>Responding to Sexual Violence – Post Investigation Support Guidance for School staff</i>. It has now gone to Head Teachers executive group.</p>	<p>PR</p> <p>KC/LMC</p>

	Matters Arising ctd	<p>4 (4.7b) FGM letter to the NHS</p> <p>Sally Amor updated that work is in progress and had gone to the Maternity Strategy coordinating group. <i>Sally to bring an update to next meeting.</i></p>	SA
5.		<p>Escalation Process to access Records from another Authority</p> <p>Sandra Campbell had drafted a document and shared with Fiona Malcolm, but not ready for this CPC. A formal procedure needs to be in place as information can be delayed due to difficulties accessing records from other areas. Sandra Campbell suggested a phone call and follow up letter from Children's Service Manager and if records are still not forthcoming then it should go to Head of Children's Service who can bring it to Director/Chair of CPC. Tom Boyd felt that quoting 'child welfare' would likely be more effective than quoting 'Data Protection Act'.</p> <p><i>It was agreed that the process should be included in the Highland Practice Model.</i></p>	SC
6.		<p>Self-evaluation, Benchmarking and QA processes</p> <p>Sandra Campbell updated the committee that a meeting had been arranged for 14th September with a number of people attending to look at QA processes and data.</p>	SC

7.		<p>Significant Case Review Process</p> <p>Pene Rowe outlined to the committee suggested updates to the local guidance. Some changes include:</p> <ul style="list-style-type: none"> • Change the term ‘serious’ to ‘significant’ • Clarify difference between ‘initial’ and single agency ‘internal’ case review • Include specific reference to new templates • Updated circumstances in which SCR considered <p>The meeting also discussed who can ask for an SCR and <i>agreed that families must go through normal complaints process.</i></p> <p>An issue regarding password protection for documents was discussed and whether there should be one password for CPC members or whether each document should have a different password e-mailed separately. <i>It was agreed to seek advice from the ICO.</i></p> <p>Pene Rowe circulated the Initial Case Review report template for discussion. She explained that Part B must be completed by CPC chairs and Chief Officers and sent to Care Inspectorate, therefore a process should be put in place to enable completion.</p>	PR
8.	Improvement Plan	<p>Improvement Plan :</p> <p>a) Updated Improvement Plan</p> <p>There is nothing rated red on the plan. Items due by June have been completed.</p> <p>Kath Clarke reported that she had attended the National Health Professionals group where the CSE training package from Barnardos was reviewed. It had been concluded that some additional slides would be required for Health Professionals as some health implications weren’t addressed. <i>Kath Clarke to meet with Donna Munro to discuss it’s usage in Highland.</i></p>	KC/DM

<p>8. Ctd</p>	<p>b) Prevent Duty and CPCs Pene informed the committee that Scottish Government considers CPCs to have a role in implementation of PREVENT strategy but what that encompassed was unclear. Vince McLaughlin invited views around the table. Kath Clarke added that NHS had an Emergency Planning Officer looking at this issue. Bill Alexander reported that work was progressing slowly and it was his view that the CONTEST group should take the lead in deciding which groups would deliver what actions.</p> <p>There was some discussion regarding PREVENT and training issues relating to vulnerability and grooming, e-safety and possibly incorporating actions into the improvement plan.</p> <p><i>To be kept on radar</i></p> <p>c) Review of the role of CPAs Kath Clarke reported that the work by the review group was complete and the final report being redrafted. It includes, Benchmarking against national guidance and also comparable roles in Scotland. Kath also explained that there was a one month snapshot for CPA services, of extra work on top of planned work, and a staff survey. This is now going to senior management group and will report back in December after feedback.</p> <p>d) Reports</p> <ul style="list-style-type: none"> • 1f(i) Local CP Inter-agency guidance <i>Pene to take section 12.20 up with Kath Clarke. The committee ratified the guidance subject to this.</i> 	<p>KC</p> <p>PR/KC</p>
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<p>8. Ctd</p>		<ul style="list-style-type: none"> • 2(i) Evaluation of SSF and NSPCC Projects <p>Cath King updated the committee on the two child safety projects; SSF undertook a pilot study into the retention of messages that children received following the delivery of their programme. NSPCC undertook a follow up questionnaire with pupils and teachers to gain an understanding of the knowledge retained. Both the pilot study and the questionnaire indicated that they are very effective interventions.</p> <p>It was agreed that consideration be given to inclusion of a twice yearly repeat exercise in the SSF SLA. This would need to be driven forward by early years staff. Stephanie Bruce to meet with SSF with a view to taking this forward with CALA early years staff. Pene Rowe also reported that she had suggested to SSF that they look into the possibility of a BASPCAN research grant to undertake further research.</p>	<p>SB</p>
<p>9.</p>		<p>9) CPC Budget</p> <p>a) Position Statement</p> <p>Pene Rowe circulated the CPC budget statement for 2015/16. Pene explained that there is £31,000 underspend and an annual underspend of £8500. This had been due to some confusion with regard to the position of ASP and CPC budgets in previous years. The situation has been resolved and Finance are keen that the accrued underspend is utilised within the financial year.</p> <p>b) Potential Calls for underspend</p> <p>Pene Rowe invited members of the committee to discuss ways to spend the unallocated funds. Some suggestions had been:</p> <ul style="list-style-type: none"> - Refurbishment of the Dalneigh Suite, including a new medical trolley and another consultant trained in using colposcope. It was suggested that children and young people be directly involved in the redesign 	

<p>9. Ctd</p>		<ul style="list-style-type: none"> - Refurbishment of Archie centre - Medical facility at Raigmore - JIIT course – funding for actors as they are a key element - Consultancy to improve data collection and QA - Court Training - There was also discussion of reducing the annual contributions from agencies by £1000 <p><i>Any other suggestions to be sent in next 2 weeks and Sandra Campbell and Vince McLaughlin to prioritise.</i></p>	<p>VM/SC</p>
<p>10</p>	<p>Standing Items</p>	<p>10)a) Update from Safer Highland and CPP</p> <ul style="list-style-type: none"> • Vince McLaughlin spoke to the committee. The Safer Highland group had signed up to the No bystander initiative. There is an upcoming bystander initiative media event which is open to agencies to come and sign up to it. Police Scotland and Highland Council have already signed up. <i>Vince McLaughlin to forward information to Pene to circulate</i> • Bill Alexander updated the committee on the Community Planning Partnership meeting, the main discussion being localism and new locality planning arrangements. Bill Alexander also went on to explain that the refugee crisis was being discussed and a plan for bringing refugees to Highlands. A number of these would be vulnerable and there were likely to be unaccompanied children. Sandra Campbell added that this is a difficult group for agencies as it puts pressure on foster placements and Sally Amor added that it is a pressure for NHS as children are often traumatised. This led to some discussion regarding the funding for additional capacity and potential difficulties attracting specialist staff. <p>b) Update from National Groups</p>	<p>VM/PR</p>

<p>10 Ctd</p>	<p>Standing Items ctd</p>	<p>i) National CP LOG and SCPCCF Pene Rowe had already discussed the CPC role in PREVENT, which was raised at National CP LOG. Pene also reported that North Ayrshire CPC had presented a protocol for working with pregnant mothers in Cornton Vale women’s prison. It was anticipated that the Scottish Prison Service might wish to replicate this across Scotland. <i>Draft to be circulated once it is received by Pene Rowe. Sandra Campbell to take to Childrens Services Managers Group for comment.</i></p> <p>ii) Police Scotland – Risk & Concern Progress Vince McLaughlin spoke to the Police Scotland IT update, i6. This project will replace the current 100+ different systems managing information. VM felt that there wouldn’t be any significant impact on business. However, there may be an impact on child concern form. <i>Vince McLaughlin to update committee with any issues.</i></p> <p>iii) Training Update – Learning and Development Strategy Training update was circulated; there was a good attendance at the training meeting on 27th August where the updated courses were presented to CPC members. There was a query regarding the conference and whether it was still taking place this year, <i>Pene confirmed it was to take place on 27th November.</i></p> <p>c) Update from Health CP coordinating group Sally updated that meeting took place last week and looking at data from training.</p> <p>d) Minutes of ASPC Vince McLaughlin reported that he had agreed with Pam Courcha, Independent Chair of the Adult Support & Protection Committee that minutes would, in future, be exchanged and circulated to the committee to identify any cross cutting issues.</p>	<p>PR/SC</p> <p>VM</p>
<p>11</p>	<p>Consultations</p>	<p>a) The Children’s Hearings (Scotland) Act 2011 (Safeguarders Panel) Regulations</p>	

		<p>2012 Suzann updated that there is a meeting next week. <i>Any input or feedback to Tom Boyd or Suzann Barr</i></p> <p>b) Scottish Government FGM National Action Plan Gillian Gunn is collating the feedback, <i>Pene to get responses to her by 14th September.</i></p> <p>c) Complaints concerning functions of Named Person and Child's Plan Sandra Campbell updated the committee following the Scottish Government launch of a public consultation on the above. There was discussion that it could cause some confusion. <i>Comments to be collated by Sandra Campbell.</i></p>	<p>TB/SB</p> <p>PR/ALL</p> <p>SC</p>
12	Info for Noting	Briefing with links circulated with agenda.	
13	AOB	<p>Missing Families Alert Kath updated the committee on Alan Heath's work. Alan is the new Missing Persons lead for N Division, Police Scotland. <i>Kath Clarke to liaise with colleagues to produce a joined up response on behalf of Safer Highland. NHSH to lead.</i></p>	KC
14	DONM	<i>The date of the next meeting is 8th December 2015, 1400 – 1600, Committee Room 3, Highland Council HQ</i>	