

**Leadership Group**

**16<sup>th</sup> December 2015**

**2pm – 4pm**

**Convenors Hospitality Room, HCHQ**

<b>Attended</b>	Bill Alexander (Chair)	Director of Care & Learning
	Ian Kyle	Children's Planning Manager
	Bernadette Cairns	Head of Additional Support for Learning
	Callum Mackintosh	Area Care & Learning Manager - South
	Fiona Palin	Head of Social Care
	Gillian Newman	Policy Officer, HCF
	Pam MacLean	Senior Service Information Officer
	Valerie Gale	CALA
	Dawn Grant	Area Manager, North
	Sheena MacLeod	Head of Health (Children's Services)
	Mark Richardson	Principal Adult and Youth Manager, HLH
	Norma Young	Area Care & Learning Manager - West
	Edward Foster	Finance Manager, C&L
	Sandra Campbell	Head of Children's Services
	Jim Steven	Head of Education
	George Maldonado	Performance Analyst
	Cath King	Health Improvement Policy Manager
	Deborah Shanks	Service Lead for Paediatrics
<b>Apologies</b>	Sally Amor	Child Health Commissioner/Public Health Specialist
	Rikki Selkirk	Staffside – GMB Inverness
	Margaret MacRae	Staff Representative, NHS
	Ann Darlington	Action for Children
	Karen Erskine	Locality Reporter Manager, SCRA
	Kat Bateson	Youth Convener
	Joanna Macdonald	Chair of Transitions Group
	Graham Nichols	Area Care & Learning Manager – North & Mid
	Hugo Van Woerden	Director of Public Health
<b>Did not attend</b>	Douglas Wilby	Head of Performance
	Biz Campbell	Children's Champion
	Isobel Murray	Commissioning Officer
	Vince McLaughlin	Police Scotland
<b>In attendance</b>	Maggie Tytler (minutes)	Administrative Assistant, Care & Learning, Mid

1.	<b>Previous Minutes – 21<sup>st</sup> October 2015</b> As read.	
2.	<b>Quality Assurance Framework (1.1)</b> Paper distributed to the group (appendix 1). Some IGs still to be added. Linda Connelly, Care Inspectorate, will take an interest in quality assurance statements. District Partnerships – Bill to look into ways in which feedback can be incorporated.	<b>Bill</b>
3.	<b>Partnership Reporting</b> The chart illustrates the current proposed arrangements from April 2016 (appendix 2). Unclear the level of governance for decision making. Ian produced a template for reporting which was shared with the group.	
4.	<b>Local Outcome Improvement Plan (Community Empowerment Act)</b> An extract from the act was distributed (appendix 3). Implications for the service were discussed.	
5.	<b>District Plans</b> Ian tabled proposed planning format. The first stage is to test this in the North area team. This will be developed individually for Caithness and Sutherland districts. Learning from this will be shared with other areas.  There are ongoing discussions around District Partnership areas.	
6.	<b>Improvement Group Leads Update – including annual report update</b> <u>Early Years IG</u> – Bill – still to complete 1.1. Meeting was cancelled last week because of a budget meeting. Moving to new structure. Child Care and Family Resource Officers posts to be advertised in the new year. Sheena has completed report on Early Years Change Fund. <u>LAC IG</u> – Sandra – completed all driver diagrams. In discussion with voluntary provision re out of area. Tender for TCAC at Beechwood to go out in February. Champion Board took place. Young people led the group. Bill to discuss with Gemma involving others from this group. <u>Child Protection IG</u> – Sandra - following through on action plans. Need to meet around quality assurance. <u>Practice Model IG</u> – draft of statutory guidance was published last week. Concept of named person service has morphed into single point of contact expecting health boards and local authority to arrange. No funding to set up a new system. Sandra to meet with Vince. Bill has spoken with northern constabulary and fire and rescue re sharing of concerns. Information sharing policy to be reviewed with discussions from various organisations.	<b>IG Leads</b>



	<p>and aggressions forms being submitted.</p> <p><u>ASN IG</u> – Bernadette - number of children with a disability has increased.</p> <p><u>Early Years IG</u> – Sheena to forward Universal Health Visiting Pathway. Maggie has since circulated via email on 17<sup>th</sup> December.</p> <p><u>School IG</u> – Jim – priority is revision of broad and general education and developing young work force. LAC attainment gap needs to be improved.</p> <p>Sandra, Jim and Bernadette to discuss.</p> <p>Standardised testing already in place.</p> <p>Equality diversity and children’s rights will be on the agenda.</p> <p><u>Youth IG</u> – Mark – group met to discuss issues and look at where they were. Ian facilitated. To work on driver diagram before next Leadership Group. It was felt there should be adult representative at the group.</p> <p><u>Supporting Improvement Co-ordination Group</u> – Cath handed out a paper with the groups, terms of reference and membership.</p> <p>Looking to have an event possibly on 16<sup>th</sup> March.</p>	<b>Sandra/Jim/ Bernadette</b>
<b>7.</b>	<p><b>Early Years Committee Update</b></p> <p>Sandra Harrington led presentation at a work shop. Cath led on communication and team work.</p> <p>Scottish government around Early Years provision – Valerie was asked to sit on the board.</p>	<b>Cath/Ian</b>
<b>8.</b>	<p><b>National Updates</b></p> <p>None.</p>	
<b>9.</b>	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• There is preventative work around vulnerable groups in Eden Court on 3<sup>rd</sup> and 4<sup>th</sup> February. If anyone would like to attend contact Bill.</li> <li>• Deborah advised that the Child Protection Lead for health has been appointed and starts 16<sup>th</sup> February.</li> </ul>	
<b>10.</b>	<p><b>Next Meeting</b></p> <p>24<sup>th</sup> February 2016, 2pm – 4pm, CR1, HCHQ</p>	