

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the Meeting held on Thursday 4th October 2018, Committee Room 4, Highland Council HQ, Inverness, 1pm-4pm

Present :

DCI Vince McLaughlin - PPU, H&I Division, Police Scotland (Chair)
 Ms Sandra Campbell - Interim Director of Care & Learning, HC
 Ms Sally Amor - Child Health Commissioner, NHSH
 Ms Stephanie Govenden - Lead Doctor Child Protection, NHS Highland
 Ms Gillian Pincock - Lead Nurse Child Protection (Health)
 Ms Suzann Barr - Lead Panel Rep, Children Hearings Scotland
 Ms Donna Munro - CP Training Officer, HCPC
 Ms Fiona Malcolm - Legal Manager
 Ms Gillian Gunn - Violence Against Women Training and Development Officer, NHSH
 Ms Karen Ralston - Interim Head of Children's Service, HC
 Ms Diane Smith – Chair of CSE Sub-Committee, Police Scotland
 Mr James Martin - Head of Development, High Life Highland
 Ms Amanda Gilham - Administrative Assistant (Minutes)

In Attendance

Ms Linda Jardine – Interim Director of Children Family Services, Children 1st
 Mr Alan Forgie – Team Leader, Children 1st

	Item	Summary	Action
1.	Welcome & Apologies	Chair welcomed everyone to the meeting. There were introductions around the table. Apologies were received from: Mr Hugo Van Woerden – Lead Director Children's Services, NHS Highland. Ms Dawn Main Fraser - Children's Reporter, SCRA. Ms Fiona Shearer – Education Quality Improvement Manager, HC South Area.	
2.	Children 1st Presentation	Linda and Alan gave a presentation on the ParentLine Service provided by Children 1 st as below: <ul style="list-style-type: none"> • Children 1st are Scotland's National Children's Charity which began in 1884. The work involves helping Scotland's families to put children first, with practical advice and 	

		<p>supporting them in difficult times. Also providing support to survivors of abuse, neglect and other traumatic events in childhood.</p> <ul style="list-style-type: none"> • ParentLine started 20 years ago and is a telephone and text helpline service provided to parents, carers and professionals who have a concern for children. • The volunteers who make up ParentLine are given 8 weeks training in all the key areas, such as attachment, child development, impact of trauma and protection. They are managed in 3 hourly shifts with live supervision. Intensive auditing and quality checks are completed regularly to ensure a high standard of working. • There is a long term relationship between Police Scotland and Children 1st, due to the difficulties Police Scotland faced with some responses received by families which were not criminalities but more families in distress. A proposal to start a pilot within the Caithness area has been launched, which should help provide support, especially in rural areas. Monitoring systems are in place to record the work that is being done and the outcomes achieved on this plan. This work is all about raising the profile. <p>It was agreed that Vince would report back after the evaluation period so that the Committee are aware on any updates on the pilot scheme. It was also agreed that the Supporting Parents Improvement Group (SPIG) should be made aware of the pilot: Sandra Campbell advised that the chair is Sandra Harrington.</p>	<i>VMcL</i>
3.	SCR/ICR – “In Camera”	Updates on SCR (3)15 and (2)16 were provided.	
4.	Matters Arising	<p>Vince advised that going forward all actions will now be recorded in an action table format for ease of tracking actions, responsibilities and timescales.</p> <p><u>Minutes of the Meeting of 26th June 2018</u> Minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Safe & Together Proposal</u> The Safe & Together Proposal has been put together by the Quality Assurance Group and mainly focuses on delivery of training and implementing the model. It was agreed that CPC do not have the funding to cover the full amount and the Lead Officer role that was agreed should take priority. It was agreed that Vince would take this back to the Chief Officers Group.</p> <p><u>CPC Roadshows</u> CPC Roadshows are linked into the CPC Core Functions. Vince has nominated himself to attend</p>	<i>VMcL</i>

		<p>all 4 dates: 8th,9th,20th,22nd of November. There is also a session booked for the 7th of November for the Childrens Panel. Donna will contact everyone who has volunteered shortly and if anyone else wishes to come along, please contact her directly.</p> <p><u>Annual Report</u> Vince and Donna will arrange to meet in order to document and evidence work undertaken.</p> <p><u>IRD process</u> A paper was circulated on the IRD Process and Vince requested that any comments or feedback on this paper be emailed directly to Gillian by the 26th of October.</p>	<p>DM/ALL</p> <p>VMcl/DM</p> <p>ALL</p>
5.	Standing item – Data Set Review	<p>It was agreed that going forward this would be produced as a single report which would pick up on any trends. A report was also provided by Karen Ralston and a discussion took place regarding the trends shown in the report.</p> <p>Karen advised that they had also reviewed training that is available and ensuring that this is given to Managers as well as front line practitioners. It was agreed that Karen would come back to the CPC with the training log that is being created for all mandatory CP training/practitioner assessment tools.</p> <p>It was agreed that the CPC would look at developing a CPC Case File Audit Process based on the learning from reviews and as trends are picked up. Sandra also suggested that it would be helpful to have the national data set alongside the CPC data.</p> <p>Donna advised that she had a very successful meeting with Colin Jack who is going to setup a system which is multi-agency, through Share point, that any member of the CPC could access and interrogate the data. Laura will send out the spreadsheet, but this will rely on everyone filling in the data and loading it onto the site. In the meantime, data would continue to be submitted manually and supplied to Laura quarterly to be collated on a single spreadsheet. The QA Group should then look at data to provide a summary report for CPC.</p> <p>It was also agreed that there would be some QA work around multi-agency audits.</p>	<p>KR</p> <p>KR</p> <p>LS/QA Group</p> <p>QA Group</p>
6.	Sub Committee Updates – exception reporting only	<p>Vince confirmed that the paperwork had been circulated and asked for any comments.</p> <p>The QA team advised that there is training on the 22nd of October for Viewpoint and they will be looking to collect the views of children and young people with a view to report to committee in</p>	<p>QA Group</p>

		<p>December.</p> <p>Donna advised that there has been some money made available through the Alcohol and Drug Partnership and some discussions took place to look at the idea of having a dedicated post for 3 years which would have links between adult and children services to see where the support needs are. The draft proposal has been circulated but more discussions need to happen from the Highland Council side to look into this further in terms of who would be managing the post (etc). It was agreed that the CPC support this in principle at the moment, pending further discussions, and will look for an update on the proposals to the December committee.</p> <p>Vince advised that there was an Operation Strategic Meeting held between Highland Council and Police Scotland around CSE. The action plan was discussed and there will be a real focus around developing a strategy to include missing children, abuse and recovery services. This will be reported back to committee in due course and it was agreed that a presentation would be brought to the next meeting regarding the operation portrait.</p>	<p><i>DM</i></p> <p><i>VMcl/DS</i></p>
7.	Care Inspectorate Feedback Letter and HCPC response	A feedback letter was received from the Care Inspectorate regarding SCR Child R on 24 th August 2018. It was agreed that Vince would write a letter of response which will be shared with the committee.	<i>VMcl</i>
8.	Chair/Vice Chair succession planning	Vince confirmed that Sandra is currently the Vice Chair and budget holder but is soon moving on to be Interim Director. The committee previously discussed a 3 year rota of the Chair and this leads up to about December. It was agreed that Vince would approach the COG and continue on as things are for continuity through the inspection year. If there are any nominations for Vice Chair, these are to be emailed to Vince directly.	<i>VMcl/ALL</i>
9.	Improvement Plan	<p>Donna circulated the Development Day de-brief with the group and discussions took place around the requirements for the Improvement Plan as follows:</p> <ul style="list-style-type: none"> • Sharon's report suggested that there were 5 themes that the group should focus on, including the areas around multi-agency working and information exchange – which the group agreed with and should be incorporated as priorities into the plan. • Ensure the QA plan/framework links in with the improvement plan. • Focus on assessment and decision making, supervision, training and how the messages are put out to staff. • How visible is the child's protection plan and ensure that it focuses on the child and the involvement of young people. • CPC are trying to create a cultural learning through the use of roadshows, learning resources and the website (etc). 	

		<ul style="list-style-type: none"> • Structures and Governance. • Assurance for the committee in terms of resources. • Data-sets and how well the data is analysed. • Bringing up the attendance at CP meetings with agencies. • Pro-active information sharing and ultimate outcomes. Wider Highland Practice Model and re-assurance from the information commissioner on information sharing. Making better use of the newsletter, website and updates/communication to staff and capturing that it has been done. • Looking at public awareness and community engagement. Perhaps trying to include Community Partnerships and Scrutiny Committees. 	<i>VMci/DM</i>
10.	SCR/ICR Action Table	It was agreed that this would be an ongoing piece of work to ensure all actions are undertaken. The QA group will go through the table at each meeting to ensure that the outcomes are met within required timescales.	<i>ALL</i>
11.	For Noting:	<p>Vince advised that the following are documents for noting:</p> <ol style="list-style-type: none"> SCR Wales (with action to QA group to review ref learning). Highland Public Protection Chief Officer Group Terms of Reference – update is that this has been agreed across the list of the full partnerships. The current chair is George Macdonald and he is very keen for the first group to happen before the end of the year. NSPCC Communications. 	
12.	AOCB	<p>The December meeting is to be 3 hours long to accommodate a 20 minute slot for Sally to go over the DHP Report and the CSE presentation.</p> <p>Vince advised that if anyone has not yet responded to Donna in regards to the Consultation for Neglect, please do so by the 19th of October.</p> <p>Donna and Vince have been invited to attend the Fife CPC in November to share some practice. It was agreed that they will report back in December.</p>	<p><i>DM</i></p> <p><i>ALL</i></p> <p><i>DM</i></p>