

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the Meeting held on Tuesday 4th December 2018, Committee Room 3, Highland Council HQ, Inverness, 1pm-4pm

Present :

DCI Vince McLaughlin - PPU, H&I Division, Police Scotland (Chair)
 Ms Karen Ralston – Head of Children’s Services, Care & Learning, HC
 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 Marie Munro - CP Training Officer, HCPC
 Ms Fiona Malcolm - Legal Manager
 Ms Fiona Shearer – Education Quality Improvement Manager, HC South Area
 DI Diane Smith – Chair of CSE Sub-Committee, Police Scotland
 Ms Debbie Milton – Area manager (Mid)
 Ms Laura Cruickshank - Clerical Assistant 2 (Minutes)
 Ms Sandra Beaton – Administrative Assistant (Minutes)
 Ms Jenny Cuthbert – Family Contact Officer, HMP Inverness (in place of Mark Holloway)

	Item	Summary	Action
1.	Welcome & Apologies	Chair welcomed everyone to the meeting. There were introductions around the table. Apologies were received from: Ms Bernadette Cairns – Head of Additional Support Needs, Highland Council. Mr Mark Holloway – Head of Operations, HMP Inverness. Ms Sally Amor – Child Health Commissioner, NHS. Ms Tracie Mcdermott – Army Welfare Service. Mr James Martin – Head of Development, High Life Highland.	
2.	Operation Portrait Input	DI Diane Smith gave a presentation on Operation Portrait (slides available on request).	
3.	Director Public Health Report Input	Stephanie Govenden presented on behalf of Sally Amor as she was not in attendance. Slides to be disseminated following the meeting.	SG

4.	SCR/ICR – ‘In Camera’	<p>SCR (2) 16 & SCR (3) 15 are both effectively completed and are awaiting publication.</p> <p>Following the recent ICR, CPC agreed to hold a learning review using the SCIE model. Donna Munro/Gillian Pincock to lead this review with trained SCIE reviewers</p>	DM/GP
5.	Matters Arising – Action Tracking Table	<p><u>Minutes of the previous meeting: 4th October 2018</u> Minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Action Tracking Table</u> Actions discussed and table updated (see attached)</p>	
6.	Standing item – Data Set Review	<p>Data set included with the papers as a single report.</p> <p>Colin Jack had reported this was a cumbersome report to produce and we need to refine process of data collection. Karen assumes that there will be a change next year with the 3 pilots between March-summer, and there will be a basic dataset for everyone to use. Colin [Jack] is discussing with others about who should be collating. Donna/Gillian to pick this up with Colin and Katrina Beaton.</p> <p>Donna stated that the schedule for data collection is to be in line with QA Sub-Committee meetings. The audit cycle was then discussed. Vince asked around the room for any specific points jumping out/for audit consideration.</p> <p>The following issues were picked up:</p> <ul style="list-style-type: none"> • out of hours presentations (medicals) which have risen in the last 10 months - this is a radical increase from last year • are interventions good enough to reduce risk – looking at substance misuse, domestic abuse, non-engaging families etc. • de-registrations/re-registrations – are we continuing to monitor families following de-registration • fluctuating trends in IRDs <p>Karen questioned why there were no temporary registrations which Debbie stated that these had never been documented; Karen stated that it should be known to the committee how many CYP are within our area at any given time. Karen Ralston to pick this up.</p>	<p>GP/DM</p> <p>GP/KR</p> <p>KR</p>

7.	ICR/SCR Action Plan - Table	<p><u>ICR/SCR Action Plan Table:</u></p> <p>The chair stated that it is imperative that committee have the assurance that actions are being progressed and ultimately completed. Donna presented updated aggregated plan of all SCR/ICR findings from last 3 years. Actions should be identified against agency leads/sub-committees rather than individual names in order to ensure accountability for the actions.</p> <p>Debbie raised a query about safe & together to which the Chair responded that there is a proposal that we are looking to source funding for.</p> <p>The table was summarised and Donna is to circulate to key members by end of the week for comment/updates. The chair stated that our focus is to go back to the scrutiny process, look at what we are doing and ask if we are achieving. He thanked Donna for her work in pulling this together.</p> <p><u>Procedure:</u></p> <p>Fife CPC have provided their procedure for sharing learning from case reviews etc. clearly stating a nominated lead for each agency for dissemination of summaries and 7 minute briefings. Donna has adapted this for Highland.</p> <p>Feedback from case reviews is very important and there is an opportunity with the two cases about to be published to test this out. It was previously agreed that 3 months is to be allocated for feedback.</p>	DM
8.	Sub Committee Updates – exception reporting only	<p>The Chair thanked the Sub-Committee chairs for their received updates.</p> <p>CSE Sub-Committee had a lengthy return and the main progression was the awareness outcome. Donna informed that they are trying to pull together different threads of CSE to produce 3 short videos for general training, 1 for night time economy and agencies, 1 (more in-depth training video to be used in different sections). All videos to be produced by drama and media students with an increase in content as the level of study increases. There is experience of this working within the NHS. A CSE workshop is to be held with students early 2019 to begin discussions around vulnerability and what it means to them - local scenarios and scripts aim to give the videos a</p>	

		<p>Highland context. The cost aims to be less than £1000, which will pay for some technical equipment. This work was approved by CPC. Donna to progress proposal. It was also noted that the recent Facebook discussion in relation to CSE resulted in a final hit count of approx.12000.</p> <p><u>Training:</u> Training Sub-Committee reported on current training being delivered, guidance leaflet for staff and managers is being updated. There is currently an issue with people not undertaking pre-requisite training before signing up for advanced courses. Team is currently addressing this.</p> <p>Debbie Milton queried the website and Donna stated that there had been over 16,000 hits since it started and 380 subscribers - building slowly. Tweaks are to be made to make it more user friendly, protected sections to set up for practitioners (which would be password protected). Development ongoing. Laura and Pam to be trained up on website.</p> <p><u>Conference:</u> Donna informed that the theme for 2019 will be “Who sees the child” and the plan is to pull in lots of different topics of discussion surrounding this, including talk about CSE and young people as potential victims and the effects on children of parental substance misuse. It is to be the 10th annual conference. Laura/Donna presented budget report and noted it is expensive due to the numbers attending (approx.150). However, the costing was less than others available in the Inverness area. The Chair’s perspective of this was to ground the findings of the SCR into the key theme of “focus on child”.</p> <p>The Chair asked for the committee’s responses and any objections to funding request for the conference. The theme of the conference was welcomed by the group and the chair stated that he was happy to ratify the funding as committee – funding is there for conference. Ratified by chair and conference to be officially booked.</p> <p><u>CPC Roadshows</u> The CPC Roadshows were cancelled for late 2018 and planned as rescheduled for February 2019, with 40-60 people attending at each. The chair informed he was happy to support the roadshows. Members are asked to support the roadshows by attending and assisting with facilitation of discussions.</p>	<p><i>DM</i></p> <p><i>DM</i></p>
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9.	Improvement Plan 2019-2022 (Table)	<p>The chair stated that the current improvement plan is looking good. Donna stated that the only outstanding point at present is the safe & together, which will be rolled into the new one. Draft Improvement Plan for 2019-2022 to be circulated for comment.</p> <p>Donna stated that the new draft Improvement Plan is almost complete. It should be noted this is a 3 year plan, there is temptation to put into next year, focus on aspirations long term as a committee. Draft Improvement Plan to be circulated to CPC for comment in January 2019.</p>	DM
10.	Involving Young People in work of CPC	<p>Donna & Gillian met with High Life Highland to discuss involvement of young people in CPC business. Aim is to create a Young Person's sub-committee as a standing committee of CPC to find out what are we missing and how we can get messages to young people. Intentions to hold an event (informal) with young people who have expressed an interest in 2019. Between now and then, informal discussions between YDOs and young people will take place to establish how and</p>	

		<p>what young people think about child protection.</p> <p>Chair commented that this work was innovative, but there are risks involved. Gillian agreed and noted that this was discussed, will end up getting what you don't want whereby young people will come up with things you cannot provide. Risks will have to be managed. Donna/Gillian to progress.</p>	<i>DM/GP</i>
11.	For Noting – Challenge Fund	Noted	
12.	AOCB	<p>Stephanie had tabled a paper on the reflective practice discussion training due to take place in February 2019.</p> <p>Even with budget constraints there is a request for agencies to support practitioners to attend where possible. It was agreed that where possible, representatives from each Family team would be encouraged to attend.</p> <p>AOCB: Suzann Barr thanked Donna, Nancy and Vince for attending children's panel and noted that they found this very helpful.</p> <p>Karen reported that James Maybee would be happy to attend a future CPC meeting to talk about new Caledonian system and possible links with Safe and Together.</p> <p>Agenda was closed and then Stephanie gave her presentation on behalf of Sally.</p> <p>The Chair thanked the committee for their work over the year and closed the meeting.</p>	