

**HIGHLAND CHILD PROTECTION COMMITTEE**

**Minutes of the Meeting held on Tuesday 19<sup>th</sup> November 2019, Committee Room 1, The Highland Council HQ, Glenurquhart Road, Inverness**

**Present:**

- Ms Gillian Pincock - Lead Nurse Child Protection (Health), Highland Council
- Ms Donna-Marie Munro - CP Lead Officer, Highland Child Protection Committee
- DCI Richard Baird - PPU, H&I Division, Police Scotland
- DI Diane Smith – Detective Inspector, Police Scotland
- DI Caroline Mackay – Detective Inspector, Police Scotland
- Ms Fiona Malcolm - Legal Manager, Highland Council
- Mr James Martin – Head of Development, High Life Highland
- Ms Norma Reuttimann – Training and Development Manager, Care and Learning Alliance (Keeping Children Safe)
- Ms Sally Amor - Child Health Commissioner/Public Health Specialist, NHS Highland - *Teleconference*
- Dr Stephanie Govenden - Lead Doctor Child Protection, NHS Highland
- Ms Kirsty MacDiarmid – Quality Assurance Manager, SCRA
- Ms Karen Erskine – Locality Reporter Manager, Highland and Islands Locality, SCRA
- Miss Amanda Gilham – Administrative Assistant (Minutes), Highland Council
- Ms Mary Cameron – Clerical Assistant (Minutes shadowing), Highland Council

**Apologies:**

- Ms Tracie McDermott – Welfare Support Officer, Army Welfare Service
- Mr Ian Kyle – Children’s Planning Manager, Highland Council
- Ms Nikki Grant – Interim Head of Education, Highland Council
- Ms Karen Ralston – Area Care & Learning Manager, Highland Council
- Ms Suzann Barr – Lead Panel Rep, Children Hearings, Scotland

	<b>Item</b>	<b>Summary</b>
<b>1.</b>	<b>Welcome &amp; Apologies</b>	Karen Ralston advised that she would be unable to chair the meeting due to unforeseen organisational demands. She apologised and asked how committee members wished to proceed as there was no Chair/Vice Chair or representation from Social Work. It was agreed that the meeting would take place chaired by QA Sub-Committee

		<p>Chair, Gillian Pincock but any business requiring multi-agency input would be postponed. It was also agreed that Donna would review the Terms of Reference with Legal Services and amend this in terms of specific roles and disciplines.</p> <p>Chair welcomed everyone to the meeting and there were introductions around the table. Donna introduced Mary Cameron as the new Clerical for CPC and advised that she would circulate her email address to members.</p> <p>Apologies were received as above.</p>
2.	<b>Presentation – Karen Erskine/Kirsty MacDiarmid – SCRA Data</b>	<p>Karen &amp; Kirsty delivered a presentation on “SCRA in Highland – a profile of our work”:</p> <ul style="list-style-type: none"> <li>• SCRA Quality Management have been involved in work around the national minimum dataset</li> <li>• Learning Development sessions have taken place which will aim to promote the official statistics across committees.</li> <li>• The website has a lot of data for people to access for information and it is very interactive for people to be able to do comparisons with other areas. The stats are always published in July and they work on financial quarters, from the beginning of April to the end of March. Under the new dataset, this will be completed in academic quarters and with different profiles of referrals the team will need to think more about binary categories. Statistics are available to all on the SCRA website.</li> <li>• CPC agreed there needs to be further consideration of the SCRA data and this would be easier once integrated into the CPC data set based on the minimum data set.</li> <li>• It was agreed that QA Subgroup would take this work forward. Kirsty advised that she would be happy to deliver a presentation to this group and go through things in more detail if required.</li> <li>• It was agreed that Kirsty would provide the age/gender breakdowns for these statistics. Members can find more information on the website at <a href="http://www.scra.gov.uk/resources">www.scra.gov.uk/resources</a>.</li> </ul>
3.	<b>SCR/ICR/ Learning Reviews - ‘In Camera’ and ICR/SCR Action Plan</b>	Update provided to CPC members
4.	<b>Standing Items</b>	a. <b>Minute of previous meeting</b> – It was noted that the only change to last minute was that Karen Ralston was in attendance.

		<p>b. <b>Matters arising: Action Tracking Table</b> – CPC members are asked to ensure they update actions allocated to them and submit any associated paperwork for storage in the CPC folders. It was agreed to review the Improvement Plan and update with any additional actions by the next meeting.</p> <p>c. <b>Child Protection Dataset</b> – Donna sent this out this morning. This is the first lot of statistics in this yearly cycle and it will evolve into the minimum data set over the next 12 months. There will be a meeting in January with the CareFirst team who are currently updating their systems for data collection - once this is done, we can look at additional data with them. Donna advised that Karen had stated it may be worth completing an audit in the first quarter of next year to audit re-registration cases.</p> <p>d. <b>Sub Committee Updates – exception reporting only</b></p> <p>i. <b>Quality Assurance – Audit Plan</b> - The updated plan was circulated, and Stephanie has pulled together a SOP. Things have moved on, but the dataset is going to bring work and the group wanted to be clear on what it is responsible for? Terms of Reference have been agreed but it may need to be re-visited for clarity with the introduction of audit. It was agreed that the work needs to be written down for evidence purposes, continued improvement, conducting case reviews and need the protocols for SCR's. There is also clarity required on responsibility for collation of information in relation to Service Audits?</p> <p>ii. <b>Learning &amp; Development – Training Update</b> – Work is ongoing to review Level 3/4 training. There will be several master classes delivered in relation to Coercive Control and the Impact on Children, Parental Mental Health and Child and Adolescent Mental Health, Child Trafficking and the National Referral Mechanism in 2020/21. The Fabricated and Induced Illness masterclass was well received. The team are developing those sessions with experienced local professionals rather than buying in – updates will be provided soon. The Conference is booked for the 28<sup>th</sup> of February 2020 and there will be a meeting next week to pull together a draft programme. James Docherty will facilitate the event with inputs from Matt Carey, Luke Hart and Darren McGarvey. This will be a joint event with the Community Justice Partnership.</p> <p>iii. <b>CAPSM – HADP/CPC Co-ordinator Post Update</b> - At the last meeting, ADP were granted money from the Scottish Government to recruit a Co-ordinator. This went to tender and Action for Children were awarded the contract. Stephanie and Donna will meet with Debbie Stewart from HADP to ensure a shared agenda and common objectives in relation to this post. There has been a revamp of the CAPSM Committee with Karen Ralston as the new Chair - this will drive the agenda of issues to look at.</p> <p>iv. <b>Child Sexual Exploitation</b> – Diane advised that she has included Child Trafficking in the title of the report as it is very relevant. Training in relation to trafficking is required and the team are hoping to deliver a</p>
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		<p>Seminar in 2020. Paul Rigby will be invited to talk about trafficking and Police Scotland will continue to raise awareness in the workplace. Diane congratulated the CPC for winning the Highland Council Quality Award for Outstanding Partnership of the Year as this is good recognition of the work that the Partnership and CSE Sub-Committee do. There is also a possibility of funding for a Barnardo's CSE Advisor in Inverness based within Police HQ and this would be an advantageous resource. Diane circulated a report on the Perpetrator Disruption Toolkit for information which shows the work which focuses on the disruption and prosecution of individuals who have been identified as being perpetrators or facilitators of child exploitation.</p> <p>v. <b>Keeping Children Safe</b> – Norma advised that the e-learning stats are positive and evaluation comments show the impact and that there has been a broad range of users from teachers, students and social workers. New modules in relation to the Child's Plan and Neglect currently under development. The membership of KCS Sub-Committee has grown with 14 attending on a regular basis. Sally will be delivering a presentation on trauma/ACEs in December.</p>
5.	<b>Drug Deaths Report – Dr Stephanie Govenden</b>	<p>Stephanie advised that the CPC agreed to do a review of the drug deaths in Highland. The project has been submitted for research approval with support from an academic in the University of West of Scotland who works in the drugs field. However, Stephanie did provide an overview of patterns in Highland as opposed to the national picture. The combination of substance use and failing to seek assistance from emergency services appears to contribute to hospital admissions and deaths. Highland also appears to have higher levels of drug deaths among younger people (under 34 years) than national average. Further information will be provided at a future CPC meeting.</p>
6.	<b>Young People and Exploitation (Lead Officer Report)</b>	<p>Donna advised that on Friday the 8<sup>th</sup> of November a small working group met to discuss issues affecting small groups of young people in Highland. These children are not all looked after and come from a range of different backgrounds. There was a good discussion about initiatives and how to pull the various strands together, how we bring it to Committee to work together and get a strategy over the next 3 years to address these issues and collate the data. The group agreed to collate data in relation to offending and non-offending groups are from VPD, A&amp;E and hospital admissions. The group also agreed to meet with the Serious Crime Project from the central belt and get a working group to draw up a proposal for peer mentoring as a small test of change. CPC approved this work and progress reports will be provided. This work will be undertaken in partnership with the Highland ADP.</p>
7.	<b>Highland Events &amp; Child Protection (Lead Officer Report)</b>	<p>There was a positive response to Belladrum action plan following on from the original report. Donna advised that Belladrum are putting a number of measures in place. CPC are now represented on the Safety Advisory Group for</p>

		events planning in Highland and child protection is now a key element of welfare considerations at all Highland events requiring an events license.
8.	<b>Community and Practitioner Engagement (Lead Officer Report)</b>	Donna advised that it is key that a communication strategy is developed to highlight protection within communities – James and Donna agreed to work on this. In 2020, it is proposed that the CPC rolls out a series of briefings for practitioners across Highland in relation to issues such as child trafficking, mental health and coercive control. Fiona suggested that in relation to Adult Protection, they used to attend team meetings as this was a good way of sharing the information in an informal way. It was agreed that it is important to look at what is happening with local forums, use mechanisms already in place and provide a list of topics to work on.
9.	<b>Northern Stars (Lead Officer Report)</b>	Donna advised that CPC has supported the Rock Challenge for the last 5 years but “Be Your Best” is no longer in operation so it wasn’t able to go ahead. Eden Court and the Drug and Alcohol Partnership are planning to put on a local event – Northern Stars – over 3 evenings in March 2020. As CPC have contributed over the past 5 years, Donna asked if members would be happy to provide £5000 funding in 2020 to help towards the event as a one-off contribution - many schools have already started fundraising and pulling together their performances for this event. CPC agreed. Donna went on to say that if this event works there are plans to widen out the scope of the performances and encouraging more diversity in the groups that take part. CPC contribution going forward will be discussed following the 2020 events.
10.	<b>Collecting and Collating Evidence of Practice (Lead Officer Report)</b>	Donna has started to put policies and procedures onto the SharePoint site and would appreciate any relevant evidence or information being forwarded to her by Members that might be relevant.
11.	<b>Independent Chair (Verbal Update)</b>	There has been a slight delay with this as it was meant to be advertised this week but due to Talentlink closing down in December it would mean that the closing date would be extremely short. It re-opens on the 5 <sup>th</sup> January so it will be advertised then with a view to interview in the middle of February. Donna advised that it may be good to use the “speed dating” model with candidates to involve CPC members and then have a more formal interview with the PP Chief Officer Group representatives after that.
12.	<b>AOCB</b>	<p><b>a. 2020 Meeting Dates:</b> Donna to circulate dates to members. The meetings will be held on either a Thursday/Friday as these are Mary’s working days. Proposed date of next meeting is the 5<sup>th</sup> of March.</p> <p><b>b. National Updates – Consultation responses:</b> There are often 12-14 consultations/circulating queries going on at the same time. Donna met with Richard last week to go through the questions and it was more productive than the</p>

		<p>usual method. CPC agreed to identify members with relevant interest/experience to respond to these rather than all being co-ordinated by Lead Officer. CPC members are asked to contribute as much as possible to these requests to ensure a full CPC view is included.</p> <p>The Chair advised that this would be Diane Smith's last meeting before starting her new job. The group wanted to thank her for all her hard work during her time with CPC and wished her well for the future.</p>
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