

VAW Partnership Meeting
15th February 2021 – 1pm to 3pm
Remote Access (Microsoft Teams)

- Present:**
- Jacquelyn Jennett, THC, Chair
 - James Maybee, THC, Vice Chair
 - Kate Blowers, CASWA
 - Alan Prosser, VS
 - Lyndsay Sutherland, UHI
 - Richard Ross, Police Scotland
 - Niall MacLennan, Fire Scotland
 - Naomi Hyslop, Highlife Highland
- Catherine Russell, VAW
 - Sharon Holloway, NHSH,
 - Elaine Fetherston, IWA
 - Lorraine Revit, LWA
 - Gwen Harrison, RASASH
 - Cathy Steer, NHSH
 - Adele Newlands

- Apologies:**
- Maggie Hume, VAW
 - Eilidh Moir, VAW

		Action
1	<p>WELCOME AND APOLOGIES</p> <p>Apologies as above.</p>	
2	<p>NOTES OF PREVIOUS MEETING AND ACTIONS REVIEW</p> <p>The minutes of the previous meeting were reviewed and agreed.</p> <p>The following update was given on the outstanding actions: CR confirmed that for both consultations, Items 4 and 5, comments were received but have not yet been compiled due to workload commitments. The response deadline passed in December. CR to contact relevant bodies to enquire if we are still able to submit our responses. CR to compile the comments received and send to JJ.</p>	<p>CR CR, JJ</p>
3	<p>DRAFT HIGHLAND VAWP PRIORITY ACTION PLAN FOR 2021-2024</p> <p>The plan has been updated by all the Partners with the Sub Groups having highlighted their most important priorities with the name of the group in the final column. JJ highlighted that the data collection working group priority for C-19 is particularly important.</p> <p>There was discussion around whether the priorities had been split into actions appropriately with some groups having more actions highlighted and some priorities being more important to some groups than others. It was noted that the Service Provision Group appeared to have a disproportionate number of actions.</p> <p>It was agreed to change Aim 1 Action 6a to read all partners not HLH.</p> <p>CS suggested that the remobilising/recovery from Covid 19 should be reflected within the actions. After discussion it was agreed that a front page to contain the more strategic roles/actions, which would include Covid, would be added to the Plan. CR, JM and JJ to</p>	<p>CR</p> <p>CR, JM, JJ</p>

	<p>develop the front page. This will then be emailed to the group. The Groups are to advise CR of the name and number of any actions they feel would be more appropriate in new strategic section.</p> <p>The Groups at their next meetings are to look at the focus of their work when looking at the order and combination of their priorities, breaking these down to smaller tasks where appropriate. Further details should be provided in the evidence of progress column on the plan including why chosen.</p> <p>CR advised that the current Terms of Reference include last year's priorities these will be updated following the finalisation of this Action Plan.</p>	<p>CR All</p> <p>All</p> <p>CR</p>
<p>4</p>	<p>FINANCIAL STATEMENTS</p> <p>CR took the meeting through the expenditure against budget to date statement. Detailed is expenditure to 31st December 2020. The agreed underspend is showing as greater than expected but the fourth quarter expenditure is still to be included.</p> <p>MARAC monies – the evaluation and database monies have not been spent during this financial year, they are to be ringfenced and carried forward.</p> <p>It has been agreed with the Accountant that the full underspend can be carried forward.</p> <p>CR took the group through the standard budget statement which is a stand still budget showing the income which is committed to us against recurring expenditure.</p> <p>It has been agreed that an independent chair be paid for from the carry forward, this will be approximately £8k per year. It will not be possible to appoint an independent chair without using this money. The Accountant has confirmed we could use a 2/3 year fixed period for this post and ringfence the money for each year's carry forward. During this period evidence can be built to support a bid for funding from other sources.</p> <p>It was agreed that a consultancy post would be most appropriate, and this will be investigated, and a job description prepared. JJ is to speak to the Child Protection Committee for advice. NM advised that the Highland Community Justice Partnership had built in a form of appraisal to assess how the individual is performing.</p> <p>It was agreed that the recruitment of a Chair would be included on the Action Plan's front page to ensure money is set aside for carry forward. CR, JM and JJ to work up job description which will be emailed round the group for comment.</p>	<p>JJ</p> <p>CR CR, JM, JJ CR</p>
<p>5</p>	<p>DRAFT HPP COG REPORT</p> <p>CR confirmed she had received changes from LS which she updated the group on and will amend in the report. The report has changed to a new format and CR requested feedback from everyone to ensure that the content is what the group want to report to COG. Any comments to be sent to CR. It was agreed that the report should also reflect on Covid recovery. JM, CR and JJ will incorporate the front page of the Action Plan into this report.</p> <p>It was agreed that stats for the partners showing changes seen due to Covid should be included. CR will send out a template to ensure consistency of information. It was confirmed that the deadline for the report to be submitted is the 24th February, the other submission dates have been circulated. For the May report COG will be advised of the VAWP Priorities</p>	<p>CR</p> <p>All</p> <p>JM, CR, JJ</p> <p>All CR</p>

	2021/24 Action Plan with an offer to circulate it to them once finalised.	
6	<p>EQUALLY SAFE FUNDING</p> <p>JJ, CR and Donna Munro are to develop a bid to apply for the monies to run the Safe and Together Model, funding will be for the trainers and delivery. This has been discussed previously but there had been no agreement on funding.</p> <p>There was discussion around the requirement for a Third Sector Lead and the understanding that this was a requirement. It was thought that a Local Authority can make a bid. LR advised that at a Forum Meeting with Inspiring Scotland, who are the new funders for delivering Equally Safe, that this was one of the questions asked but the answer had not been clarified. It is known that other Local Authorities are submitting bids.</p> <p>JJ confirmed that a date has been set to look at the proposals and funding application.</p>	JJ, CR, Donna Munro
7	<p>Sub-Group Updates</p> <p>The following key points were highlighted by the Groups.</p> <p><u>Training Sub Group</u> – The main discussion at their previous meeting was the action plan where they went through the priorities. Jennifer Baughan has joined the Sub Group as their Police representative.</p> <p><u>Service Provision Sub Group</u> – Elaine has stood down as Chair and the process of looking for a new chair is underway. CR has potential contacts which are currently being explored. The Sub Group has looked at the priorities for the plan and this will be the main discussion for their next meeting.</p> <p><u>Prevention and Education Sub Group</u> – The key update is that the Women’s Aid workers and RASASH aren’t able to attend schools to carry out prevention work, this means that there could be year groups which miss out on the prevention and intervention work. The Sub Group have discussed the priorities and came to the decision that the nine highlighted ones were their key ones because some have already started, some are quite easy to achieve and some were linked to another priority which had already been identified. The remaining priorities are still important but are further down the current agenda. Liz Mackintosh has joined the Sub Group as their Education representative. A representative is still required from the Police, NH to contact RR to discuss this. The next meeting will focus on looking at the priorities and developing a plan of how they will be achieved.</p> <p><u>MARAC Steering Group</u> – They have been able to continue operating with all groups sitting. There has been a significant challenge over the last few weeks in relation to information requests that have been received. RR detailed a current request and the changes which have come into place following GDPR. Work is being undertaken around the processes for these requests. The Group have worked with the NHS and Police Scotland Data Protection Teams who have developed a joint response. This request has highlighted that the Information Sharing Protocol which is being worked on and currently sitting with the NHS is the Groups main priority as it does not conform to GDPR and must be updated.</p>	NH

	<p>The remainder of the action plan follows on from last year with a lot of the actions having a one year time scale.</p> <p><u>Addressing Perpetrator Sub Group –</u> The key action in the new Plan is the Non-Court Mandated Programme which is a significant challenge. For the Court Mandated Programme the Caledonian has been impacted by Covid and one of the issues being looked at is individuals who are coming to the end of their orders without having completed the programme. It is a lengthy programme and they have been unable to run groups and there is an issue around capacity. It is a significant risk that people won't be on orders long enough to complete the programme. Currently numbers and data around this are being looked at.</p> <p>The Sub Group are still looking for a chair to take over from JM with no obvious successor.</p>	
8	<p>AOCB CR – It was previously agreed that two extra meetings would take place, the first was the development day in January, CR is looking for a month when the second meeting can be scheduled. The beginning of July was agreed for the second meeting. CR will circulate a date.</p>	CR
9	<p>DATES OF NEXT MEETINGS:</p> <p>Wednesday 19th May 2021 – Please can all SG reports and agenda items be submitted by noon 11 May 2021. Tuesday 10th August 2021 Monday 1st November 2021</p> <p>All 1pm to 3pm and all currently by MS Teams.</p>	

VAW Partnership Meeting
19 May 2021 – 1pm to 3pm
Remote Access (Microsoft Teams)

- Present:**
- James Maybee, THC, Chair for the Meeting
 - Kate Blowers, CASWA
 - Lyndsay Sutherland, UHI
 - Deborah McCartney, Police Scotland
 - Louise Benson, VAWP
 - Gill Graham, Fire Scotland
 - Sheena McSparran, SPS
 - Catherine Russell, VAW
 - Sharon Holloway, NHSH,
 - Elaine Fetherston, IWA
 - Lorraine Revit, LWA
 - Gwen Harrison, RASASH
 - Cathy Steer, NHSH
 - Maureen Peden, RWA
 - Alan Prosser

- Apologies:**
- Jacquelyn Jennett, THC, Chair
 - Eilidh Moir, VAW
 - Donnie MacDonald – Police Scotland
 - Lynne Falconer – Police Scotland
 - Adele Newlands – RWA
 - Niall MacLennan – Fire Scotland

		Action
1	WELCOME AND APOLOGIES	
2	<p>NOTES OF PREVIOUS MEETING AND ACTIONS REVIEW</p> <p>The minutes of the previous meeting were reviewed and agreed.</p> <p>2. It was reported that our proposed responses to the previous 2 government consultations were not submitted as they were past the deadline dates. It had therefore been agreed to retain all the information as it could be used in future consultation responses.</p> <p>3. The Data Collection Working Group had still to meet to progress outstanding actions and the C-19 collection of data. CR to organise a date in the diary to progress.</p> <p>4. The recruitment of the HVAWP Independent Chair is progressing with interviews being held on 7th June.</p> <p>It was agreed that a separate action tracker is put in place so actions arising in the minutes, deadlines etc could be monitored more easily.</p>	<p>CR</p> <p>CR</p>

3	<p>HIGHLAND VAWP PRIORITY ACTION PLAN FOR 2021-2024</p> <p>All the Subgroups had submitted their ordered priorities previously agreed. All “green” priorities are those that are felt achievable for this year (21/22). The Green priorities would be reported on to HPP COG along with any other relevant information. “Amber” are the priorities that will be undertaken in years 2 and 3 of the plan. “Red” are on hold and a reason will be provided but non on hold at the moment. White are to be allocated into a priority status. A new front page provides further information on the HVAWP Aims, how these will be delivered and an explanation of the plan. At the end there is now a completed actions page. There is also a new column added at the end of each table which indicates were a lead person from the subgroup has been nominated to progress actions in between meetings.</p> <p>Everyone was thanked for all their input and work and the plan and priorities were agreed. It will be submitted to the August HPP COG meeting.</p> <p>It was further agreed that this Action Plan and updates will be submitted and discussed at each meeting. Also to consider a way to cut down on any unnecessary duplication of admin work to ensure reports required for meetings are available.</p> <p>Agreed to provide an annual update/report on the HVAWP Priority Action Plan to HPP COG.</p>	CR
4	<p>HIGHLAND VAWP TERMS OF REFERENCE</p> <p>This had been updated as requested. It now includes more details of each member and an introduction which provided information on HVAWP, aims, Strategic Plan, Structure, membership and reporting lines. This was approved. It was also agreed that this will also be submitted to the August HPP COG meeting.</p> <p>Consider updating or re-designing the HVAWP website to put our information on in an accessible format. This is one of this year’s priorities so will be progressed to help improve accessibility to information.</p>	
5	<p>FINANCIAL STATEMENTS</p> <p>End of Year Financial Statement 2020/21</p> <p>There is a £94K carry forward of funding. Part of this is already ring-fenced to pay for the Independent Chair for the next 2 years as well as some other expenditure which was agreed but not incurred yet. There is also a small additional contribution from NESH which was provided to help mitigate against C-19.</p> <p>It was agreed a meeting prior to the 6th July be convened of all Chairs/Deputy Chairs, CR and any other member who would like to attend to look at further proposals in the form of an Investment Plan for the underspend to be presented and agreed at the extra meeting on the 6th July.</p> <p>Proposed Budget 2021/22</p> <p>Was approved.</p>	CR
6	<p>SUBGROUP REPORTS</p>	

Addressing Perpetrators - As the written submitted report but highlighted:

- Can the VAWP endorse the proposal for the changeover of the Chair and the appointment of the new Deputy Chair – Approved.
- One of the priorities: to research a method/process to promote gender equality and response within CYP in schools overlaps with one for the Prevention Subgroup so it was agreed this would be worked on jointly.

MARAC Steering Group – As the written submitted report but highlighted:

- MARAC survey is open to all.
- Actively recruiting reps to MARAC to cover gaps
- Seeking to encourage regular attendance rather than the submission of written updates.
- MARAC Chair and Risk Assessment training being sourced.
- OASIS database is delayed to undertake further GDPR checks.
- Information Sharing Agreement being progressed.

It was agreed that a list of agency representative gaps will be provided to each organisation so that they were able to identify people to fill these gaps. Full support and training will be provided. If gaps remain then a meeting to include the Chair of MARAC, MARAC Coordinator and other key leads of those organisations will meet off-line to try to resolve further and then a suggested action can be submitted up to HPP COG if further support is needed.

CR

Prevention - As the written submitted report but highlighted:

- With C-19 restrictions starting to lift we are beginning to start progress on some of the actions within schools etc.

Service Provision - As the written submitted report but highlighted:

- Currently running for 6 months without a Chair as no one was able to volunteer. There will still be a deputy Chair and each of the priorities are split out between members of the group to progress outside of the meetings. Leads are not solely responsible for delivery, this is more an exercise of sharing out workload and capacity. This approach was approved.
- The new Administrator for the Partnership is currently being recruited to which will enable more administrative support to be offered to the subgroups in months to come.

Training - As the written submitted report but highlighted:

- As with the Service Provision Subgroup, this group is currently running for 6 months without a Chair as no one was able to volunteer. There will still be a deputy Chair and each of the priorities are split out between members of the group to progress outside of the meetings. Leads are not solely responsible for delivery; this is more an exercise of sharing out workload and capacity. This approach was approved.
- The new Training Officer for the Partnership is currently being recruited to which will enable more administrative support to be offered to the subgroups in months to come. Janet Henderson is currently working as a stand in training officer to ensure the training programme continues to run.

7	<p>DRAFT HPP COG REPORT</p> <p>This was approved.</p>	
8	<p>VAW NETWORK DRAFT POSITION STATEMENT ON RESTORATIVE JUSTICE AND THE DRAFT PROPOSED HVAWP RESPONSE ON THIS TO THE NETWORK</p> <p>This was discussed and approved.</p>	
9	<p>EQUALLY SAFE ANNUAL REPORTS AND RETURNS</p> <p>There is an option again this year not to submit data due to the ongoing Pandemic. The general feeling was that we would like to submit data and this would be discussed further at the meeting in July if it was felt we could find the capacity. CR to circulate to those organisations who contribute data the last ones we did.</p>	CR
10	<p>AOCB</p> <p>C-19 vaccination programme. CS had asked if we can feed back to her any ideas to help encourage our service users to participate in the vaccination programme. Can feedback be emailed to CS please.</p> <p>6th July meeting – Agreed to have this to discuss Investment Plan, Equally Safe Annual Report and Returns and discussions with the new Chair if in post by then.</p> <p>Island Training – We have been asked recently if people in the Islands can attend our VAWP training as it was now more accessible via on-line forum. There is no current agreement to do this but it was generally felt it would be good to try to offer some training where we can. Agreed we would offer VAWP training to the Islands if asked by people this year – to be reviewed at the end of March 2022 to see what the take up was to ensure it was not overstretching our current capacity.</p>	All
11	<p>DATES OF NEXT MEETINGS:</p> <p>July 6th – extra meeting</p> <p>Tuesday 10th August 2021 Monday 1st November 2021</p> <p>All 1pm to 3pm and all currently by MS Teams.</p>	