



**HIGHLAND CHILD PROTECTION COMMITTEE MEETING - Committee Rooms 1 & 2,  
Highland Council HQ, Glenurquhart Road, Inverness**

**DATE:  
3rd November, 2022  
1000 to 1300**

**PRESENT:**

Highland CPC – Mhairi Grant (Chair), Fiona Mackintosh (L&D Officer), Mike Mawby (S&T), Mary Cameron (Minute)  
Highland Council Social Care – Fiona Duncan (CSWO), Mairi Morrison (Strategic Lead CP), Katrina Beaton (Principal Officer Social Care), Pol McClelland (Strategic Lead YJ)  
Highland Council Education – James MacCreath (Highland Cares Team Manager)  
Highland Council Performance and Improvement – Ian Kyle (Head of Integrated Children's Services)  
The Promise Programme Manager – Carrie McLaughlan  
Police Scotland – DCI Calum Smith, DI Craig Thomson  
High Life Highland – James Martin  
Third Sector – Beverley Hart (Chair of KCS Sub-Group/Aberlour), Tracie McDermott (Welfare Officer, Army Welfare Service)  
SCRA – Karen Erskine (Authority Reporter)

**APOLOGIES:**

Highland Council Health – Jane Park (Head of Health), Nancy Healy (Lead Nurse, CP)  
Highland Council Legal Service - Jane Davey (Principal Solicitor Corporate Governance)  
Children's Hearings Scotland – George Hogg (Area Convener)  
Scottish Prison Service – Gordon McAulay  
NHS Highland – Dr Stephanie Govenden (Lead Doctor CP)

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTIONS or DECISIONS	RESPONSIBLE
1	<b>Welcome and Apologies</b>	The Chair welcomed all to our first 'in person' meeting since March 2020. Apologies were noted and best wishes extended to Donna Munro and her friend.		<b>Mhairi Grant</b>
2	<b>Minute of previous Meeting and Matters Arising (minute attached)</b>	No matters arising. <b>Minute agreed.</b>		
3.	<b>ICR/SCR/Learning Review Updates (in camera)</b>	In Camera		<b>Mhairi Grant</b>
4.	<b>Inspection Discussion – Ian Kyle/Donna Munro</b>	The inspection report has not been published. It did have a publication date of 25 <sup>th</sup> October. There is significant value in producing our Position Statement and is clear on where we were, and we must use this to make improvements. Be positive about it; it is meant to be an honest view of where we are, not about the overall grading. We are now in a much stronger position for undertaking it and would like to put together a PS every 18 months for our own benefit. Improvement Plan will be developed. James highlighted the need for CPC to be prepared for when report is published in terms of the media. Chief Officers and CPC to respond jointly.	<b>Development Day to be held to discuss Inspection Findings.</b>	<b>Ian Kyle</b>
5.	<b>Implementing The Promise – update – Carrie McLaughlan</b> <b>- Aligning priorities.</b> <b>- Each and Every Child/Language update.</b> <b>- Trauma Informed Approaches.</b>	<u>Communication &amp; Engagement</u> Engagement sessions have been delivered to H & SC staff with feedback as follows: They want to know what is happening around The Promise. Staff don't feel they know enough about it and would like ongoing sessions. Very positive response to being updated. SWAY will be used to issue newsletters. They reached 160 staff over 9 sessions.  Dialogue is underway with adult services who are keen to bring The Promise into their work. The same with Education and HLH on bringing it into the community. With regard to the CPC – how do we use The Promise across the CPC, fit in with it and evidence that we are doing so? Plan 21 -24 of The Promise.  <u>Language &amp; Trauma Informed</u> A paper on language is being prepared; there needs to be understanding at a leadership level to de-stigmatize language.		<b>Carrie McLaughlan</b>

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		<p>Collaboration underway with Each &amp; Every Child, with excellent feedback. E &amp; EC hold regular training sessions but would like to work specifically with the HCPC but do want to know what our specific needs are</p> <p>E &amp; EC offer 4 rounds of training but are offering to provide a bespoke package for Highland.</p> <p>Calum noted that those senior staff attending the sub-group are not those who need it most. For instance, frontline police officers who are dealing with the public all the time, do need this training so how do we ensure it is passed down.</p> <p>Changing words is part of the cultural shift and the CPC and its use of language is where it should start – we are very guilty of jargon and ‘in-house’ talk.</p> <p>Promoting being a Trauma informed workforce across Highland using the National Training Programme.</p> <p>To create a Trauma informed network (Champion network). Yesterday was the first meeting of the operational group to ensure the Champion networks work as practically as possible for our needs</p> <p><b>What do we mean by Trauma Informed? Operational definitions needed; Trauma through a whole life span and its impact; 3<sup>rd</sup> sector involvement and how they work within it.</b></p> <p>There is an opportunity to bring this in line with our Position statement so going forward it is immediately part of our improvements.</p> <p>Leadership training is available through NES Scotland and the co-ordinators are offering a Highland tailored session.</p>	<p><b>Carrie will disseminate results from the sub-committee (Tracie will join bringing her expertise on destructive language from a Safe &amp; Together point of view) and put out a plan Carrie will also share the JAM board.</b></p> <p><b>CPC need to: think about how we align to being Trauma informed and embed it in our day to day language</b></p>	<p><b>Carrie McLaughlan and Tracie McDermott</b></p> <p><b>All</b></p>
6.	<b>Safe and Together Update – Mike Mawby</b>	<p><b><u>Papers Attached</u></b></p> <p>Confirmation received from DES for 2<sup>nd</sup> year funding, we can also use the underspend from year 1.</p> <p>Halfway through the current training sessions. Take-up has been excellent with a small over subscription accommodated.</p>		<b>Mike Mawby</b>

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTIONS or DECISIONS	RESPONSIBLE
		<p>Managers and their practitioners are doing their respective courses at the same time.</p> <p>Calum - he will be interested to see how it develops in an operational setting.</p> <p>James – HLH on the periphery and breakout rooms have been good and show how the 3<sup>rd</sup> sector can support the main agencies.</p> <p>Jim – break-out rooms were very good at bringing in multi-agency views.</p> <p>Mike would like to look at Highland having its own trainers (it would be more cost effective) this would mean we only pay per person trained and not the fixed fee, which is expensive. Would also like the committee views on who else should be asked to attend the training and at what level. It shouldn't end with this two years of funding. We can be smarter with our money and perhaps forge links with other training providers to ensure that licences are kept up to date.</p> <p>Tracie noted that while we have transitional change around this, moving it out is hard when policy and strategic leadership does not recognise it. It is essential to have those at the top on board. Chair confirmed that the COG were firmly on board with S &amp; T and can't see this changing in the future – we should all be aware though of the undoubted squeeze to come on finances.</p> <p>James – Will there be an opportunity for a safe space, without the S &amp; T trainer, to discuss the training before expanding beyond 2023? It affects all agencies.</p>	<p>Ian and Mike to discuss off table.</p> <p>Mike, Catherine Russell (VAWP) and Myra Ross (NHS) to meet and develop a joint approach to embedding this into our culture. Mike and Beverley to have a meeting to discuss 3<sup>rd</sup> sector input.</p>	<p>Ian Kyle and Mike Mawby</p> <p>Mike, Catherine Russell and Myra Ross</p> <p>Mike and Beverley</p>
7.	<p><b>Standing Items Sub-Committee Updates – exception reporting only</b></p>	<p><b>a - Quality Assurance (QA)</b> Not met pre this meeting but activity is progressing</p> <p><b>b - Learning and Development (L &amp; D) – <u>paper attached</u></b> Yvonne Ross now in post but Nancy Healy has now taken up her new post permanently leaving a vacancy in level 3 training. Taking this opportunity to look at the whole delivery programme. Fiona thanked Nancy for all her hard work with the training programme. We are moving away from TURAS and returning to CPC website for training applications and monitoring.</p>		<p>Ian Kyle</p> <p>Fiona MacKintosh</p>

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		<p><b>c – Children/Young People Affected by Drugs and Alcohol (CYPADA)</b>  The group met yesterday.  How best to pull together the variety of ADP funded posts across the partnership and develop them into a full family support team. There are a number of vacant posts all of which require specialist training (clinical governance),</p> <p><b>d - Exploitation - <u>paper attached</u></b>  The RISE post now filled, to start January 2023.  Proposal to secure police funding for extra staff – Barnardo’s Acton for Children and police officers. <b>New Chair needed</b> for the sub-committee as Craig is stepping down.</p> <p><b>e - Keeping Children Safe (KCS)– verbal update</b>  Barnardo’s have put in a funding application for a 3 year community hub (to include assertive outreach and street work) to provide up to 60 young people per year with support. It will operate out of the Action for Children hub. It will be available weekends and evenings.  Planned for April 2023 to April 2026.  It has been developed following consultation with young people, mainly previous exploitation survivors).</p> <p><b>f - CPC/Youth Justice – Harmful Sexual Behaviour Audit - <u>paper attached</u></b>  This has been an opportunity to look at present practices and to return findings to the NSPCC (18/11) who will establish what we need and provide an action plan which they will support for 1 year.</p> <p>Secure Care - There is a review of the new policy with learning around the 16 to 18-year old age range issue and secure units. Current internment is very challenging for young people and options need to be considered. This is a huge challenge, how and where to accommodate young people with least amount of trauma. Decisions can be, and are, overturned by the CSWO. SCRA pointed out that if we reach that point we have a child in crisis and that currently there is nothing available in Highland to help with this. Carrie – new Care &amp; Justice Bill this year, awaiting responses and</p>	<p>Craig, Calum and Mhairi to discuss pre COG to ty and get sign off.</p>	<p>Ian Kyle for Jane Park</p> <p>Craig Thomson, Calum Smith and Mhairi Grant</p> <p>Beverley Hart</p> <p>Pol McClelland, Carrie McLaughlan and Donna Munro</p>

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		thoughts on secure care. Highland is working on a Promise design school, looking at key security around it. Tolerance and threshold of risk are at the centre of this. YAT are taking more action on keeping young people out of Polmont. Worker support must be there to present options to SCRA.		
8.	<b>AOCB</b>	<p>Chair thanked all for attending.</p> <p>Future meeting dates will be sent out in the near future.</p> <p>Development day to be confirmed.</p> <p>Meeting closed at 1245</p>		<b>Mhairi Grant and Donna Munro</b>



**MEETING TITLE:  
HIGHLAND CHILD PROTECTION COMMITTEE MEETING via MICROSOFT TEAMS**

**DATE:  
23<sup>rd</sup> February, 2023  
1030 TO 1300**

**PRESENT:**

Highland CPC – Mhairi Grant (Chair), Donna Munro (Lead Officer), Fiona Mackintosh (L&D Officer), Mike Mawby (S&T), Mary Cameron (Minute)  
Highland Council Social Care – Fiona Duncan (CSWO), Margaret McIntyre (Head of Service), Mairi Morrison (Strategic Lead CP)  
Highland Council Health – Jane Park (Head of Health), Nancy Healy (Lead Nurse – CP)  
Highland Council Education – Tina Stones (Safeguarding Lead)  
Highland Council Performance and Improvement – Ian Kyle (Head of Integrated Children’s Services), Mark Morrison (Business Intelligence Officer)  
The Promise Programme Manager – Carrie McLaughlan  
Police Scotland – DCI Calum Smith, DI Craig Thomson  
NHS Highland – Kate Patience-Quate (Board Nurse), Tracy Gervaise, Isla Barton, Dr Stephanie Govenden (Lead Doctor CP)  
Third Sector – Beverley Hart (Chair of KCS Sub-Group/Aberlour), Tracie McDermott (Welfare Officer, Army Welfare Service), Sandra Brown (Chief Executive, Inspiring Young Voices)  
SCRA – Karen Erskine (Authority Reporter)  
Children’s Hearings Scotland – George Hogg (Area Convener)

**APOLOGIES:**

High Life Highland – James Martin (Director, Corporate Services)

**PAPERS FOR INFORMATION ONLY:**

Highland Council Housing – David Goldie (Head of Housing)

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/DECISIONS	RESPONSIBLE
1	<b>Welcome &amp; Apologies</b>	<p>Chair welcomed all to the meeting which is predominantly focused on the Quality Assurance (QA) group update including Inspection Improvement Plan.</p> <p>'On behalf the CPC Mhairi extended sincere condolences and deepest sympathy to the family of Jane Davey (James and Anna) who sadly died last month as the result of a road traffic accident whilst riding her bicycle. Jane was a loyal friend of the CPC and will be very missed'.</p> <p>Joining the CPC are Isla Barton and Tracey Gervaise from NHS Highland and Sandra Brown from Inspiring Young Voices. Welcome too to Kate Patience-Quate, on behalf of Louise Bussell.</p>		<b>Mhairi Grant</b>
2	<b>Minute of Previous Meeting &amp; Matters Arising</b>	<p>Attendance at CPC meetings has recently been discussed at Health, Social Care and Wellbeing Committee. It should be noted that it is the agency which is represented rather than individuals and attendance should be noted as such.</p>	<b>Minutes checked, actions confirmed, and minutes approved.</b>	<b>Mary Cameron</b>
3.	<b>Quality Assurance - QA (paper attached)</b>	<p>CPC discussion on how to best use our data from the minimum dataset more effectively to inform service development and improvement. Mark Morrison has been pulling our data together and produced an exemplar of what our future reports could look like.</p> <p>Mark shared a proposed report layout for committee to comment noting it will evolve easily to accommodate the new requirements set out in minimum dataset 2. In addition to our local data, the report looks at all the metrics and benchmarks at a national level, giving a view of where Highland sits nationally. There is a dashboard split between family teams, beneficial to service delivery which will highlight local data and evolving trends.</p> <p>Positive feedback from committee members, excellent presentation of data which will help improve our narrative and planning. Report to come to CPC every 6 months and once validation of data has taken place. It also feeds in to the work currently being led by Tracey Gervaise in the Joint Needs Assessment and the development of a Participation</p>	<b>CPC agreed format for data reporting</b>	<b>Ian Kyle</b>





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		across other groups and committees, improving consistency across services. It is simple, traceable and provides a thread across agencies .		
4.	<b>ICR/SCR Learning Review Updates</b>	In Camera		
5.	<b>National Child Protection Guidance (update)</b>	<p>Draft is near completion and will be ready for consultation shortly. National deadline for implementation is September 2023. This may be extended but Highland will work towards this. . HCPC intend to have one set of procedures for GIRFEC and Child Protection. Roadshows are planned to consult on the new procedures and ensure they are fit for purpose. Thanks to Donna from the Chair and committee for all her hard work. L&amp;D in progress on the new guidance with an e-module developed.</p> <p>A cross-agency scoping exercise will identify additional trainers to ensure roll out of GIRFEC training – this cannot fall on one person/CPC team. Updated training will also include UNCRC and The Promise.</p>		<p><b>Donna Munro</b></p> <p><b>Ian Kyle</b></p>
6.	<b>Scottish Child Interview Model (SCIM) (Project Plan attached)</b>	Plans to roll out SCIM are on track. The new model aims to reduce the re-traumatisation of children and young people in court processes. It is hoped that the new model will enable submission of SCIM interviews as evidence in chief. It will involve a smaller cadre of social workers and police officers with specialist interviewing skills. In Highland we want to build a specialist team, but this is challenging at this stage with no additional staff or funding. The change will be transitional: Police have identified officers to undertake the training. SW are currently recruiting (deadline for applications is 06/03/2023). Decisions to be made regarding Co-ordinator roles and ongoing support for cadre. Partners are involved in the Strategic Oversight Board and Implementation Group. Change is welcomed by CPC, Karen Erskine noted the importance to SCRA in terms of the quality assurance of interviews for submission and the timing of this. A communication plan for staff will be implemented.	<b>Standing item in future meetings.</b>	<b>Donna Munro, Margaret McIntyre</b>
7.	<b>CPC Conference</b>	<p>22<sup>nd</sup> March 2023 – Eden Court.</p> <p>Good response so far but more applications from some agencies than others. 2 x ½ day format – request for CPC members to attend at least one of the sessions and to register their planned attendance with Fiona. Running alongside the conference is the ‘practical’ marketplace offering help and advice to the general public (including cost of living concerns).</p>	<b>Details will be re-sent for members to disseminate.</b>	<b>Fiona Mackintosh, Donna Munro</b>

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8.	<b>Lead Officer Update (attached)</b>	Paper attached for noting. No further update.		Donna Munro
9.	<b>Learning and Development Officer Update (attached)</b>	<p>Papers attached.</p> <p>Booking system has now returned to CPC meaning better in-house data which can be passed to agencies, who is attending which courses. Feedback would be welcome on the statistics currently being delivered and how members would like them to be tweaked.</p> <p>At a CPC level we want an overview, but individual agencies can also arrange for specific reports. Positive discussion among members regarding new approach. Agencies expressed an interest in seeing the data for their own staff and the multiagency training. Margaret also queried pathways and expectancies for training attendance.</p>	<b>Off table talk regarding the level of training and what is mandatory.</b>	Fiona Mackintosh, Donna Munro, Margaret McIntyre
10.	<b>Safe and Together Update (attached)</b>	<p>Papers attached.</p> <p>Take up for Core and Supervisor courses has been good, not so much for the Overview. New tactic to target agencies for the overview – next two are for i) Health and ii) Police.</p> <p>Funding for S &amp; T ends this September and looking to train our own trainers before this: it will be a much cheaper and more effective way to deliver S &amp; T but requires a long-term commitment re: funding.</p> <p>DES funding may be extended but cannot be relied upon. Mhairi agreed to discuss with Chair of VAWP. CPC do not have funding to support but already contribute 'in kind' through Highland Council with access to office accommodation, printing, equipment etc.</p> <p>Commitment to continued embedding of S &amp; T has been made by Chief Officers at PPCOG. Margaret confirmed that the approach must be supported to effect change long term. Margaret will meet with Mike to discuss further.</p>	<p><b>Committee agreed that Mike should continue with the application process for 5 staff to be trained (including Mike as trainer/co-ordinator).</b></p> <p><b>Off table discussion with VAWP.</b></p> <p><b>Off table funding meeting with Social Care</b></p>	<p>Mike Mawby</p> <p>Mhairi Grant, Mike Mawby</p> <p>Margaret McIntyre, Mike and Mhairi</p>
11.	<b>AOCB</b>	<p>Harmful Sexual Behaviour (HSB).</p> <p>Met with NSPCC yesterday and findings will be issued next week but ideally more frontline, key practitioner staff need to attend.</p> <p>This is an important piece of work, it is the starting point for our HSB action plan which NSPCC will draw up for us.</p>	<b>Email to be sent asking for attendees.</b>	Donna Munro

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/DECISIONS	RESPONSIBLE
12.	Date of Next Meeting	<p style="text-align: center;">Thursday 11<sup>th</sup> of May 2023 1030 to 1300 (in person – venue to be confirmed)</p> <p style="text-align: center;">Chair: <a href="mailto:Mhairi.grant@highland.gov.uk">Mhairi.grant@highland.gov.uk</a> Lead Officer: <a href="mailto:donna.munro@highland.gov.uk">donna.munro@highland.gov.uk</a></p>		Mhairi Grant

## HIGHLAND COUNCIL/NHS HIGHLAND JOINT MONITORING COMMITTEE

Minutes of the Meeting of the Highland Council/NHS Highland Joint Monitoring Committee held remotely on Wednesday 5 October 2022 at 10.30am.

### **Present:**

#### **Highland Council**

Mr Raymond Bremner  
Mr Edward Foster  
Mr Derek Louden  
Ms Fiona Malcolm (substitute)  
Mrs Donna Manson

#### **NHS Highland**

Prof Boyd Robertson (Chair)  
Dr Tim Allison  
Ms Louise Bussell  
Ms Ann Clark  
Ms Heledd Cooper  
Ms Pamela Dudek

#### **Third Sector, Carer and Service User Representatives**

Ms Sandra Brown (Inspiring Young Voices)  
Mr Campbell Mair (Highland Home Carers Limited)  
Mr Ian McNamara (Highland Senior Citizen's Network)  
Ms Mhairi Wylie (Highland Third Sector Interface)

#### **Officers Present**

Ms Gillian Grant, Interim Head of Commissioning, NHS Highland  
Ms A Johnstone, Head of Mental Health, NHS Highland  
Ms Elaine Ward, Deputy Director of Finance, NHS Highland  
Mr Ian Kyle, Head of Integrated Children's Services, Highland Council  
Mrs Lorraine Dunn, Principal Administrator, Highland Council  
Ms Fiona MacBain, Committee Administrator, Highland Council

### **Prof Boyd Robertson in the Chair**

#### **1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mr D Fraser, Mr A Christie, Ms F Duncan, Ms H May, Mr J Gibson and Ms E Caithness.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Minutes of Previous Meeting**

There had been circulated and were **APPROVED** minutes of the meetings of the Joint Monitoring Committee held on 3 and 22 August 2022.

#### **4. Contextual Current and Horizon Issues 2022-2023**

A presentation was provided by the Highland Council Executive Chief Officer Health & Social Care and NHS Highland Chief Officer covering the following topics:

- Current position
- Core Suite of Integration Indicators – overview

- Impacts and pressures – system, resource and overall
- Unmet need for Care at Home and Care Home capacity
- Challenges for the next 6 months
- Opportunities
- Strategic Objectives
- Actions

During discussion, the following issues were raised:

- the strategic plan and strategic needs assessments of the population's needs were vital to plan for the future, providing data to evidence requirements;
- it was important to raise awareness among the wider public of the pressures being faced, while also ensuring people were not put off seeking medical help;
- information was sought and provided on the revised timeline for development of the strategic plan following loss of a key member of staff, and it was pointed out that some significant challenges and pressures required to be tackled in the coming six months before the strategic plan would be finalised. It was important that current issues were tackled without waiting for finalisation of the strategy. Further public engagement and consultation was also required on the final details of the strategy and to ensure the localism agenda was fulfilled;
- attention was drawn to the need for immediacy on some of the interventions that were required to tackle the challenges being faced, notably recruitment and retention. It was suggested improvements could be made to the commissioning strategy and framework within existing resources;
- the need for accurate metrics and data was emphasised;
- various options in relation to the recruitment crisis were proposed, including undertaking a skills audit, upskilling staff, and investigating local and national training opportunities. Partnership working was essential to ensure staff were not being poached from one sector to another to the detriment of both;
- a full day session was planned on 14 October 2022 with senior officers, national partners and Scottish Government representatives to discuss the challenges being faced in the coming six to twelve months, which both Chief Executives and other officers would attend. A development session for the JMC was also required, ideally before 14 October, but given diary pressures this would have to be held later, with an additional meeting of the JMC in November 2022. While acknowledging the value of national discussions, it was suggested that local partnership solutions to the imminent problems would be required; and
- it was proposed that Council Members use political connections to make representations at Government level to draw attention to the urgency of the situation and the unique challenges facing the Highlands due to its large remote and rural geography. In this regard a brief should be prepared in advance.

The Committee **NOTED** the presentation and **AGREED**:

- i. to hold an informal development session in the latter half of October and an additional meeting of the JMC in November 2022; and
- ii. to prepare a briefing note for presentation to the Scottish Government on the particular challenges and issues facing Highland, as raised during the presentation.

## 5. Chief Officer Report

There had been circulated Joint Report No. JMC/16/22 by the NHS Highland Chief Officer and Highland Council Executive Chief Officer Health and Social Care.

During discussion, the following issues were considered:

- it would be helpful if comparative data could be included in future reports for Children's Services and Transitions;
- assurance was sought that the JMC's terms of reference in relation to monitoring performance were being adequately covered by the report on an ongoing basis;
- information was requested on the various Council, NHS Highland and Community Planning Partnership committees / groups at which the data in the report was being presented, indicating the relationships between and purposes of the various levels of governance, and which data / evidence should be presented to the JMC. A working group had been recently established to determine the appropriate format for assurance reports to the Highland Health and Social Care Committee, and Ann Clark asked that the report on performance indicators due to be presented to the HHSCC in November 2022 also considered which indicators were relevant to the JMC;
- it was suggested the template might also be suitable for Children's Services reporting;
- with reference to Transitions, an update was sought and provided on Shared Lives work, with a feasibility study having been commissioned, the outcomes of which would be reported to the JMC in due course;
- Mr Loudon sought information on Self-Directed Support for young carers;
- the localised roll-out of the winter vaccination programme across the Highlands was welcomed. Apologies were offered for earlier misinformation in Badenoch & Strathspey, and attention was drawn to the complexities of the electronic appointment booking system for use with a high number of small rural clinics; and
- the suite of reported activities was welcomed but the report was missing an element of 'so what' in the narrative.

The Committee:-

- i. **NOTED** the update;
- ii. **NOTED** the proposed refreshed template and future content;
- iii. **AGREED** a diagram be prepared of the various Council, NHS Highland and Community Planning Partnership committees / groups at which the data in the report was being presented, indicating the relationships between and purposes of the various levels of governance;
- iv. **AGREED** to provide Mr D Loudon with information on how young carers could draw down SDS funding; and
- v. **AGREED** the report on performance indicators due to be presented to the Highland Health and Social Care Committee in November 2022 also considered which indicators were relevant to the JMC.

## 6. Highland Health & Social Care Partnership Finance Reports

### a. Highland Health & Social Care Partnership Finance Report

There had been circulated Report No. JMC/17/22 by the NHS Highland Director of Finance.

During discussion, the following issues were raised:

- it was queried why costs were rising despite there being unmet need and reduced capacity, and the need to set the financial reporting in context was emphasised. Further internal conversations were required on this, and attention was drawn to the need for transformational change to properly tackle the budget deficit;
- the importance of understanding what was planned and commissioned against what was actually delivered was emphasised, especially in relation to increasing budgets and declining activity. Improvement on how budget issues were articulated and reported would be beneficial; and
- attention was drawn to recruitment challenges across all services being a significant element in the budget situation. It was important to work with staff to develop an affordable structure that facilitated operational delivery, and that these issues were appropriately reported. The risks that could result from realigning budgets as a result of underspends due to recruitment challenges were pointed out.

The Committee **NOTED** the:

- i. financial position at the end of Month 5 of financial year 2022/23; and
- ii. ongoing work on Covid reserves and a Financial Recovery Plan.

#### **b. Highland Council Finance Report**

There had been circulated Report No. JMC/18/22 by the Highland Council Head of Corporate Finance.

During discussion, various changes were summarised including the increasing focus on localism and loss of Covid-related funding. There was a need for improved data and more evidence based reporting, linking finances to outcomes. The reduction in the number of Out of Authority Placements for Looked After Children was welcomed.

The Committee **NOTED** the contents of the report and **AGREED** to aim for more evidence based reporting in future, linking finances to outcomes.

### **7. Future Meeting Dates**

The Committee **NOTED** that 2023 meeting dates would be held as follows:-

- Wednesday 29 March 2023
- Wednesday 21 June 2023
- Wednesday 27 September 2023
- Friday 15 December 2023

All meetings to be held at 10.30am remotely via Teams.

### **8. Exclusion of the Public**

The Committee **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting for the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 6 & 9 of Part 1 of Schedule 7A of the Act.



## 9. Independent Sector Care Home Sustainability

There had been circulated Joint Report No. JMC/19/22 by the Highland Council Executive Chief Officer Health and Social Care and NHS Highland Chief Officer.

Following discussion, the Committee **NOTED** recommendations a and b and **AGREED** that recommendations c and d be deleted to allow officers to have a further examination of the issues involved, the outcome of which would be reported to a special meeting.

The meeting ended at 12.45pm.

## HIGHLAND COUNCIL/NHS HIGHLAND JOINT MONITORING COMMITTEE

Minutes of the Meeting of the Highland Council/NHS Highland Joint Monitoring Committee held remotely on Wednesday 18 January 2023 at 9am.

### **Present:**

#### **Highland Council**

Mr David Fraser (Vice Chair)  
Mr Raymond Bremner  
Mr R Gunn  
Mr Derek Louden  
Ms Fiona Malcolm  
Mr Edward Foster  
Ms Kate Lackie

#### **NHS Highland**

Prof Boyd Robertson (Chair)  
Dr Tim Allison  
Ms Louise Bussell  
Ms Ann Clark  
Ms Heledd Cooper  
Ms Pamela Dudek  
Ms Kate Patience-Quate

### **Non Members present**

Mr Calum Munro

### **Staff Representatives**

Ms Elspeth Caithness (NHS Highland)

### **Third Sector, Carer and Service User Representatives**

Mr Campbell Mair (Highland Home Carers Limited)  
Mr Ian McNamara (Highland Senior Citizen's Network)

### **Officers Present**

Mr Simon Steer, Director of Adult Social Care, NHS Highland  
Mr David Park, Chief Officer, NHS Highland  
Ms Gillian Grant, Interim Head of Commissioning, NHS Highland  
Ms Elaine Ward, Deputy Director of Finance, NHS Highland  
Mr Ian Kyle, Head of Integrated Children's Services, Highland Council  
Mrs Lorraine Dunn, Principal Administrator, Highland Council  
Ms Fiona MacBain, Committee Administrator, Highland Council

### **Prof Boyd Robertson in the Chair**

#### **1. Apologies for Absence**

Apologies were intimated on behalf of Ms Fiona Duncan (substituted by Ms Fiona Malcolm), Ms Donna Manson (substituted by Ms Kate Lackie), Mr A Christie (substituted by Mr R Gunn), Ms Sandra Brown (Inspiring Young Voices), and Ms Mhairi Wylie (Highland Third Sector Interface).

#### **2. Declarations of Interest**

Mr Campbell Mair declared an interest as Managing Director of Highland Home Carers Ltd but considered his interest to be complimentary rather than a conflict, and would participate in the meeting.

### 3. Exclusion of the Public

The Committee **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 6 & 9 of Part 1 of Schedule 7A of the Act.

### 4. Independent Sector Care Home Sustainability: Current Situation Overview and Forward Framework

There had been circulated Joint Report No. JMC/01/23 by the NHS Highland Chief Executive and the Highland Council Chief Executive.

The Committee **AGREED** the recommendations as set out in the report with the following amendments:

- i. for recommendation (c), replace 'the full Highland Council meeting on 1 February 2023' with 'homologation at the full Highland Council meeting on 2 or 9 March 2023'; and
- ii. the following words to be inserted at the end of recommendation (d), 'pending completion of the Partnership's Strategic Plan.'

The meeting ended at 10.15am.

## **HIGHLAND COUNCIL/NHS HIGHLAND JOINT MONITORING COMMITTEE**

Minutes of the Meeting of the Highland Council/NHS Highland Joint Monitoring Committee held remotely on Friday 24 February 2023 at 11.30am.

### **Present:**

#### **Highland Council**

Mr D Fraser (Vice Chair)  
Mrs M Cockburn (sub for Mr R Bremner)  
Ms F Duncan  
Mr E Foster  
Mr R Gunn (sub for Mr A Christie)  
Mrs K Lackie  
Mr D Louden

#### **NHS Highland**

Prof B Robertson (Chair)  
Ms A Clark  
Ms H Cooper  
Ms P Cremin  
Ms P Dudek  
Ms K Patience-Quate (sub for Ms L Bussell)

### **Staff Representatives**

Ms E Caithness (NHS Highland)

### **Third Sector, Carer and Service User Representatives**

Ms S Brown (Inspiring Young Voices)  
Mr C Mair (Scottish Care - Care at Home)  
Mr I McNamara (Highland Senior Citizen's Network)

### **Non Members present**

Mr C Munro

### **Officers Present**

Mr D Park, Chief Officer, NHS Highland  
Ms G Grant, Interim Head of Commissioning, NHS Highland  
Ms E Ward, Deputy Director of Finance, NHS Highland  
Ms R Boydell, Head of Service, Community Directorate, NHS Highland  
Ms L Cowie, Head of Strategy and Transformation, NHS Highland  
Mr G Sell, Head of Programmes (Adult Social Care), NHS Highland  
Ms F Malcolm, Head of Integration Adult Social Care, Highland Council  
Mr I Kyle, Head of Integrated Children's Services, Highland Council  
Mrs L Dunn, Principal Administrator, Highland Council  
Ms F MacBain, Senior Committee Officer, Highland Council

### **Prof Boyd Robertson in the Chair**

#### **1. Apologies for Absence**

Mr R Bremner, Mr A Christie, Dr T Allison, Ms L Bussell, Mr J Gibson, and Ms M Wylie.

#### **2. Declarations of Interest**

There were none.

### 3. Finance

#### a. Highland Health & Social Care Partnership Finance Report

There had been circulated Report No. JMC/02/23 by the Director of Finance, NHS Highland.

During discussion, the following issues were raised:

- concern was expressed about the current GP situation in Alness and Invergordon and information would be provided to Mr D Louden on this after the meeting;
- both the Council and NHS Highland were under significant financial pressure and the work to produce a balanced budget was appreciated;
- information was sought and provided on the use of Salix Finance, which was not able to be progressed at present;
- the importance of 'growing our own' future workforce was emphasised and the particular issues faced in Highland were being highlighted with the Scottish Government, who were considering the challenges at a national level. The Scottish Rural Medicine Collaborative had brought a level of resilience but could not properly replace permanent, substantive posts. Attention was also drawn to the National Centre for Remote & Rural Health & Social Care, which would be reported on in due course;
- in relation to achieving the necessary savings targets in 2023-24, confidence was not high due to the likelihood of additional pressures and rising costs;
- information was requested on the number of graduate trainees going through the Scottish Graduate Entry Medicine Programme. It was reported that positive experience feedback had been received from enrolled students in the Highlands which it was hoped would make them more inclined to stay in the north to work. The ability to support the training and welfare of trainees was essential;
- it was confirmed that all of the 2021-22 non-Covid reserves would be used to balance the 2023-24 NHS Highland budget, leaving an outstanding gap of £4m;
- it was confirmed that a high-level NHS Highland 3-year financial plan was to be submitted to the Scottish Government by March 2023. This would help to gauge the scale of the transformation required;
- it was suggested that business data on volume and activity was required alongside financial information to facilitate proper scrutiny and make long term projections. This data should be provided on a locality basis as well as Highland-wide, and assurance was provided that locality plans were being referenced in the Strategic Plan; and
- information was sought and provided on the current situation with regard to the expenditure of covid funding. The NHS Highland Head of Strategy and Transformation and the Deputy Chief Officer could provide further information on this, if required, outwith the meeting.

Thereafter, the Committee:

- i. **NOTED** the financial position at the end of Month 9 2022/23; and
- ii. **NOTED** the forward projection for 2023/24.
- iii. **AGREED** to provide Mr D Louden with an update on the GP situation in Easter Ross; and

- iv. **AGREED** information on the number of graduate trainees going through the Scottish Graduate Entry Medicine Programme be provided to the Committee.

#### **b. Highland Council Finance Report**

There had been circulated Joint Report No. JMC/03/22 by the Highland Council Executive Chief Officer Health and Social Care and Head of Finance.

During discussion, with reference to the need to optimise the potential of the integration of children's and adults' services, the NHS Highland Chief Executive pointed out the importance of considering the recent Children's Inspection report and the improvement plan that would emerge from it.

Mr Ed Foster was thanked on behalf of the Committee for his work, and wished well for the future, this being his final JMC meeting.

The Committee **NOTED** the:

- i. forecast revenue position as at Quarter 3 of the 2022/23 financial year and the narrative in relation to the underspend in Integrated Children's Services; and
- ii. 2023/24 financial outlook and anticipated funding contributions from partners.

#### **4. Integrated Adult Services Strategic Plan and Strategic Planning Group Update**

There had been circulated Joint Report No. JMC/04/23 by the Highland Council Executive Chief Officer (Health and Social Care) and the NHS Highland Chief Officer.

A presentation included the current position, background, vision and aims, case for change, what the Plan meant for the wider population, the financial context, what services were included, health inequalities, and modelling of future need in localities.

During discussion, the following issues were raised:

- although considerable work had gone into meeting the tight timescales for the development of the Plan, ongoing work was still required, particularly in relation to engagement, which was considered by all to be essential and not something that should be rushed. The Plan was likely to be an ongoing process with regular adjustments, to ensure all stakeholders, including the third sector and communities bought into it. The original aim to finalise the plan by May 2023 was considered too tight, and revised timescales would be brought to the JMC meeting on 29 March 2023;
- assurance was sought that consideration was being given to pre-enablement (anticipatory care / prevention), including discussion of this with stakeholders. The NHS Highland Depute Nurse Director could provide more information if required outwith the meeting;
- it was important to use understandable language in the Plan;
- it was considered that 'engagement', or 'participation', were more appropriate words than 'consultation';

- reference was made to the Integrated Children's Services Plan which was being developed with similar principles, with a key focus on transitions. The benefits of working in partnership on both Plans were highlighted;
- workforce issues required as much focus as financial challenges;
- it was queried whether all stakeholders, particularly smaller third sector organisations, would have the necessary capacity and resources to fully engage with the development of the Plan and consideration should be given to reviewing investment in stakeholders;
- young people should be included in the engagement / participation process;
- attention was drawn to the role of the community planning partnership, and to the valuable contribution from members of the public; and
- feedback from the JMC would be taken to the strategic planning group before the Plan was brought back to the JMC.

Thereafter, the Committee:

- i. **NOTED** the current status of the Strategic Plan and the forward intentions and timescales for completion and approval of this plan;
- ii. **AGREED** revised timescales be submitted to the Committee meeting on 29 March 2023;
- iii. **APPROVED** the draft Terms of Reference for the Strategic Planning Group; and
- iv. **NOTED** the current position regarding membership appointment.

## 5. Revised Joint Monitoring Committee Membership

The Committee:

- i. **APPROVED** the revised membership details as circulated, subject to Sandra Brown being listed as a User Representative for Inspiring Young Voices;
- ii. **NOTED** the intention to undertake engagement in relation to filling the vacant carer representation position; and
- iii. **NOTED** that Brian Porter would replace Ed Foster for the Highland Council Head of Corporate Finance position from March 2023.

The meeting ended at 12.55pm



**Highland VAW Partnership Meeting**  
**7 November 2022**  
**1pm - 3pm (MS TEAMS)**

**PRESENT:** Peter Mackenzie – **Chair**  
Cathy Steer, Head of Health Improvement, NHSH - **Depute Chair**  
Adele Newlands, Manager, Ross-shire Womens Aid  
Barry Muirhead, Associate Nurse Director, MH/D, NHSH  
Angela Echavarren, Children’s Services, The Highland Council  
Catherine Russell, Manager, VAWP Team  
Debbie Stewart, Coordinator, HADP  
Eilidh Moir, MARAC Coordinator, VAWP Team  
Elaine Fetherston, Manager, Inverness Women’s Aid  
Fiona Mackintosh, Training Officer, Child Protection Committee  
Jill Graham, Scottish Fire Service  
Hollie Drever, UHI  
Karen Wilks, CASWA  
DI Lynne Falconer, Police Scotland  
Maria Cano, CJSW Team Manager, The Highland Council  
Mhairi MacDonald, Shores Forensic Facilities, NHSH  
Mike Mawby, Safe & Together Coordinator, The Highland Council  
Molly Gilbert, Adult Protection, NHSH  
Naomi Hyslop, Area Youth Service Officer, Highlife Highland  
Romy Rehfeld, Manager, Rape & Sexual Abuse Service Highland

**ALSO:** Joanna McLaughlin, Improvement Services

**APOLOGIES:** Andrew Garraway, Development Manager, HADP  
T/DCI Calum Smith, Police Scotland  
Gary Goddard, Unit Manager, Scottish Prison Service  
Kerry O’Hagan, Scottish Prison Service  
Lorraine Revitt, Lochaber Women’s Aid  
Lyndsey Mateer, Housing Services, The Highland Council  
Molly Gilbert, Adult Protection  
Myra Ross – Training Officer, VAWP Team  
Niall MacLennan, Scottish Fire Service  
DI Peter Dingwall, Police Scotland  
Wendy Van Riet, Lead Psychologist, NHSH



		<b>ACTIONS</b>
<b>1</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair introduced members of the partnership to JM.</p>	
<b>2</b>	<p><b><u>HVAWP Self-Assessment Process</u></b></p> <p>Presentation by Joanna McLaughlin, Programme Manager – Protecting People, Improvement Services. Joanna is assisting us in undertaking our self-assessment process during November to January.</p> <p>It was agreed that the Self-Assessment should proceed. JM will Email the Survey for forwarding by CR to all partnership members.</p>	JM/CR
<b>3</b>	<p><b><u>Minutes of previous meeting</u></b></p> <p><b>a. The Minutes</b> - approved with amendments previously circulated with the agenda.</p> <p><b>b. Action Tracker</b> – Updated</p>	
<b>5</b>	<p><b><u>Highland VAWP Priority Action Plan 21-24</u></b></p> <p>The plan had been updated from the recent subgroup meetings and was circulated with the agenda. Contents noted and no issues raised.</p>	
<b>4</b>	<p><b><u>Financial</u></b></p> <p><b><u>Income/Expenditure – Quarter 2 to 30 September 2022</u></b></p> <p>The Financial expenditure against budget for the first half of the financial year 22/23 was tabled. It was noted that not all the income was confirmed as received and this would be updated by the next meeting. It was also noted that the salary expenditure would change once the NHS salary increase was nationally agreed.</p> <p><b><u>Investment Plan</u></b></p> <p>The chair asked for items to be considered to be emailed through to PM/CR.</p>	

	<p>It was agreed that the post of Chair would be financed now until 31 March 2025 to allow for a period of stability and time to apply for external funding to continue this post.</p>	
<p><b>6</b></p>	<p><b><u>Sub Group Updates</u></b></p> <p>All reports had previously been circulated and only items for HVAWP consideration were discussed:</p> <p><b>a. <u>Addressing Perpetrators</u></b></p> <p><b><i>Input of the Fiscals Office</i></b> – This was agreed necessary for the HVAWP main meetings and this subgroup. The Chair to telephone and then write to ask for input/attendance.</p> <p><b><i>Data on Non Harassment Orders</i></b> – Chair to write to local Sheriff’s office to ask for statistics for Highlands</p> <p><b><i>Access to Legal Aid for Highland victims of GBV</i></b> – It was reported that victims were experiencing problems accessing legal aid. It was agreed that:</p> <ul style="list-style-type: none"> <li>• A meeting between PM, CR, EF, KW be held to discuss further and draw up ideas to progress solutions which may include approaching local and national government members and getting the input of the National VAWG network and Scottish Women’s Aid.</li> <li>• Consideration also to be given to providing advice for survivors to help them understand their rights when they self-represent in court.</li> <li>• To be looked at further in our Self-Evaluation feedback day in January. The input of Improvement Services on this issue would be helpful.</li> </ul> <p><b><u>MARAC Steering Group Report</u></b></p> <ul style="list-style-type: none"> <li>• The report contents were discussed and it was noted that actions had been put in place to address outstanding issues.</li> <li>• CS also confirmed that the NHS had a fast track process that MARAC could access for HR/Recruitment and IT support to ensure MARAC could operate continuously as required. CS to update CR further to gain access to this fast track process ASAP.</li> <li>• The Progress on actions outlined in the report would be discussed at the next Subgroup meeting and further reported to HVAWP to ensure identified actions were working as required.</li> <li>• The Subgroup meeting to discuss the incident in Skye provided</li> </ul>	<p>PM</p> <p>PM</p> <p>PM, CR, EF, KW</p> <p>CS</p>

	<p>a verbal report. There had been a report that the MARAC process of referral had not been followed which was recently connected to the incident, however it was also reported that this would not have been discussed at a MARAC before the incident. The subgroup met to discuss process only and it was noted the service involved had responded very swiftly and had instigated further training etc. The meeting felt no further action was required.</p> <ul style="list-style-type: none"> <li>• PM to update COG as required and report submitted to COG.</li> </ul> <p><u>Prevention &amp; Education</u> See below under Merger Paper</p> <p><u>Prevention &amp; Education &amp; Training Group Merger Proposal Paper</u></p> <ul style="list-style-type: none"> <li>• The benefits of this were discussed and the merger agreed subject to a 1 year trial period and a review in 6 months.</li> <li>• The new Training and Prevention Subgroup would ensure Training was an itemised agenda item to ensure Training was an active discussion topic.</li> <li>• CR to amalgamate TOR's, Priority Action Plan, Distribution lists etc</li> <li>• It was agreed that the new group would put forward ideas for the investment plan for the HVAWP February meeting on: <ul style="list-style-type: none"> <li>○ International Womens Day proposals and required expenditure</li> <li>○ Further promotional/training and awareness raising materials as a result of a review of the 16 days of Activism materials.</li> <li>○ Review membership of the new group and identify gaps.</li> </ul> </li> </ul> <p><u>Service Provision</u></p> <ul style="list-style-type: none"> <li>• It was agreed to ask the Highland Council to consider electing a "Women's Champion" as other authorities have. PM to raise the issue with HPP COG and through Highland Council contacts.</li> <li>• It was agreed that HVAWP and the subgroups needed expert help and resources to promote social media work. There are many HVAWP priorities that are not being progressed due to this not being available. It was agreed that HVAWP Support Team would research and report on the possibilities of an in-house fixed term post/part time expert as well as the potential of using an external agency and report back to the HVAWP meeting in February via the Service and Training &amp; Prevention Subgroups. Many partners offered up support in the research.</li> </ul>	<p>PM</p> <p>CR</p> <p>PM</p>
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	<p>The agreed way forward would require financing and would be incorporated into the investment plan.</p> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Nothing for HVAWP to assist with which isn't mentioned elsewhere.</li> </ul> <p><u>Safe &amp; Together</u></p> <ul style="list-style-type: none"> <li>• Reports had been circulated.</li> <li>• It was agreed a further meeting will be held for 30 minutes to discuss S&amp;T further as it would be good to have a longer session to bring the HVAWP up to date on our joint project with the CPC. CR to organise ASAP.</li> </ul> <p><u>16 Days</u></p> <ul style="list-style-type: none"> <li>• Plans and expenditure to date were noted and offers of further support were expressed.</li> </ul>	CR
7	<p><b><u>COG Report</u></b></p> <p>A few minor updates and changes to format were proposed. The report would be sent in by the end of business on Thursday 10 November to meet the Monday 14 Deadline.</p>	
8	<p><b><u>Proposal for an HVAWP Annual Report</u></b></p> <p>It was agreed this was a good proposal and the HVAWP Support Team to prepare further information, suggested contents, format, costs etc along with benefits, aims submission at the next partnership meeting.</p>	
9	<p><b><u>HVAWP Risk Register</u></b></p> <p>This item was postponed until the next meeting.</p>	

<p><b>10</b></p>	<p><b>Any other Competent Business</b></p> <p><b>a.</b> Request for HVAWP Membership of the Highland Trauma Operational Group – It was agreed Mhairi MacDonald would be our representative and CR to pass her details on.</p> <p><b>b.</b> Face to Face Meetings – Some partners had asked about the possibility of face to face meetings again. However, other had expressed that they had found attending meetings easier when on line. Discussions around whether quarterly meetings should be on line and development days in person to facilitate improved networking. Can partners email PM if they have any views.</p>	
<p><b>11</b></p>	<p><b>Date of Next Meeting</b></p> <p>To be sent out once the HPP COG have set their meeting dates for next year.</p> <p>Everyone was happy for Calendar meetings to be sent with MS Teams Links and Agendas/papers being sent 1 week prior to each meeting.</p>	